



The
United
Reformed
Church

The Ministerial Disciplinary Process

May 2017

Process for dealing with cases of discipline – involving ministers and church related community workers.

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Appendix 1

The Introduction which follows does not form part of the text of the Disciplinary Process.

Introduction – why discipline?

1. The words ‘disciple’ and ‘discipline’ have obvious common roots. A Christian disciple is one who follows Jesus and whose desire is to learn from him the meaning of life and to put that meaning into practice. Disciples learn in a variety of ways and grow as they learn. From time to time they err and require discipline to remind them of the standards they have espoused, to correct them and bring them into renewed commitment.
2. Those who are appointed to leadership within the community of disciples have particular responsibilities in learning, teaching and living. Their living affects and conditions their leadership. By virtue of their office, they also stand in a particular relationship to the Church which appoints them. Therefore, when they err, the Church has a responsibility to exercise discipline out of concern both for them and for the wellbeing of the Church.
3. This Ministerial Disciplinary Process, contained in Section O of *The Manual*, describes the procedures to be put into effect when ordained ministers or commissioned church related community workers are alleged to have committed a breach of discipline.
4. Of course, many issues which arise can and should be dealt with pastorally. However, it must be emphasised that whenever it is believed that there is or may be a disciplinary issue in respect of any minister or church related community worker this Process should be set in motion.
5. Pastoral concern implies being concerned for the weak and vulnerable and ensuring that they are treated without prejudice. This must be true not only for the person against whom disciplinary action is being taken but also for those who believe they have been wronged. Pastoral concern will embrace the whole Church and everyone involved in the situation.
6. Both pastoral concern and the law of the land require the observance of ‘natural justice’ in disciplinary procedures. Those who are accused must know of what they are being accused and have the opportunity to offer a defence. Any hearing must be fair and impartial. These standards must apply as much within the Church as in the community at large.
7. Though pastoral care and discipline are both central to the Church’s life, the procedures set out in this Process make a clear separation between them, so as to free those charged with pastoral care to exercise that role and to ensure scrupulous fairness within the disciplinary process. They provide for pastoral care to be exercised by the Synod Moderator and the synod while discipline is the task of those specially appointed for the purpose under the Ministerial Disciplinary Process.
8. It goes without saying that the exercise of discipline must always be conducted with courtesy and sensitivity towards those involved and that pastoral care must have

within it a degree of firmness and fairness as well as compassion. The Gospel requires repentance as well as forgiveness, amendment of life as well as personal support and care.

9. No-one should minimise the gravity of the task. It cannot be carried through without assiduous care and in reliance on God's Holy Spirit. To this end, meetings of all those involved in any way with the operation of cases as they proceed through the Disciplinary Process should invariably begin and end with prayer that God's will may not only be discovered but carried through for the sake of the persons involved and the building up of the Body of Christ.

The Process itself (governed by General Assembly Functions 2(6)(A)(xii) and (xxvi) of the Structure of the United Reformed Church)

A. A.1 Statement of Principles (A.1) and General

- A.1.1 Under the provisions of this Disciplinary Process an Assembly commission and an Appeals commission (both expressions being defined in paragraph A.5) shall operate under the authority of the General Assembly for the purpose of deciding (in cases properly referred to it) the questions as to whether a minister or a church-related community worker (CRCW) has committed a breach of discipline and, if the Assembly commission or, in the event of an appeal, the Appeals commission should so decide, whether on that account his/her name should be deleted from the Roll of Ministers or CRCWs as the case may be or alternatively whether a written warning should be issued to him/her. The Assembly commission or, in the event of an appeal, the Appeals commission may also decide to make a recommendation/referral in accordance with the provisions of paragraph E.5.3. Under the Disciplinary Process the Assembly commission or the Appeals commission is also able to offer guidance within the limits prescribed in section F or (in the event of an appeal) section G.
- A.1.2 Subject only to paragraph E.5.3, once the disciplinary case of any minister or CRCW is being dealt with under the Disciplinary Process, it shall be conducted and concluded entirely in accordance with that Process and not through any other procedure or process of the Church.
- A.1.3 The Assembly commission, the commission panel, the Special Appeals Body, the Appeals commission and all aspects of the Disciplinary Process shall at all times remain under the jurisdiction and control of the General Assembly which has the authority through the exercise of its functions as contained in paragraph 2(6) of the structure to amend, enlarge or revoke the whole or any part of the Disciplinary Process, save only that, so long as it remains in force, the decision reached in any particular case (whether or not on appeal) and any orders made in accordance with this Disciplinary Process shall be made in the

name of the General Assembly and shall be final and binding on the minister or the CRCW and on all the councils of the Church.

- A.1.4 In considering the evidence and reaching its decision, the Assembly commission or, in the event of an appeal, the Appeals commission shall in every case have full regard to the Basis of Union and in particular (in the case of ministers) paragraph 2 of schedule E thereto and (in the case of CRCWs) paragraph 2 of schedule F, part II thereto which state the responsibilities undertaken by those who become ministers and CRCWs of the United Reformed Church and the respective criteria which they must apply in the exercise of their ministries.
- A.1.5 As part of such consideration, the Assembly commission or Appeals commission shall be entitled to have regard to any conduct on the part of a minister or CRCW occurring prior to his/her ordination to the ministry of Word and Sacrament or his/her commissioning to the ministry of church related community work as the case may be which, in the commission's view and when viewed in the light of schedule E or schedule F to the Basis of Union, would have prevented, or was likely to have prevented, him/her from becoming ordained or commissioned, where such conduct was not disclosed by the minister or CRCW to those responsible for assessing his/her candidacy for ordination or commissioning.
- A.2.1 In the interests both of the minister or CRCW as the case may be and of the whole church, the Disciplinary Process once begun should be conducted and concluded as expeditiously as possible, consistent with the proper conduct of the procedures.
- A.2.2 To this end, the Disciplinary Process imposes time limits for the various steps which have to be taken. However, it is equally in the interests of all that every case within the Disciplinary Process once begun should not be aborted, delayed or hindered by an unduly narrow or restrictive application of the time limits or indeed of any other aspects of the Disciplinary Process.
- A.3 Accordingly, where under the provisions of this Disciplinary Process any notice specifies a time limit for a certain action to be taken by the recipient and that action is not carried out within the time specified in the notice to the satisfaction of the person or body sending the notice, that person or body shall have a discretion to allow a reasonable further period for such compliance, except as regards the strict time limit imposed on the right of appeal under paragraphs AA.8.1, E.5.3.1 and G.1 and upon the steps to be taken by the Synod Moderator under paragraphs AA.10.2.4 and AA.10.2.5. In other cases, if the person or body sending the notice considers that sufficient time has been allowed and the action required has still not been carried out or there has been an unreasonable delay in the carrying out of the action (whether or not the Disciplinary Process imposes a time limit for the carrying out of the action), that person or body may proceed, bearing in mind the need for the Process to be conducted as expeditiously as possible.

- A.4.1 The sole object of the Disciplinary Process is to enable a decision to be reached in accordance with section F, or section G in the event of an appeal. All statements, whether written or oral, made during and in the context of this process shall be regarded as being made in pursuance of that object and for no other reason. All such statements shall be treated as confidential within the framework of the Disciplinary Process. In this connection, the expression "the framework of the Disciplinary Process" shall be regarded as covering not only the immediate confidentiality forum existing within the Disciplinary Process during and beyond the continuance of the case, but shall extend to include any statements and information passed on to any person or body not directly involved in the case in the course of the implementation of any part of the decision of the Assembly commission or the Appeals commission or any guidance appended thereto, on the basis that the recipient thereof is made fully aware that he/she/it is bound by the confidentiality existing within the Disciplinary Process in respect of such statements/information.
- A.4.2 Should either (i) a formal request for information concerning any case dealt with under the Disciplinary Process be received from the Disclosure and Barring Service or any other public body with the requisite statutory authority to insist upon production thereof or (ii) circumstances arise which create a statutory requirement to supply such information, then in either case the supply to that body of such information shall not be deemed to be a breach of confidentiality under the Disciplinary Process.
- A.5 For the purpose of this Disciplinary Process, a reference to any of the sections A to J including section AA shall mean a reference to that section in the Disciplinary Process and the following words and expressions carry the following meanings:
- 'Appeals commission' shall mean the commission constituted for the hearing of each Appeal in accordance with section G
 - 'Appointers' shall mean, for the purposes of the appointment of (i) the Assembly commission or (ii) the Special Appeal Body, the convener and the Deputy Convener of the commission panel provided that (i) if either of them shall be unable to act the General Secretary shall substitute for that one and act jointly with the other and (ii) if both shall be unable to act the Appointers shall be the General Secretary and a Moderator of the General Assembly
 - 'Assembly commission' shall mean a commission consisting of five (5) persons selected from the commission panel for the purpose of hearing and deciding each case dealt with under the Disciplinary Process
 - 'Basis of Union' shall mean the Basis of Union of the United Reformed Church
 - 'Capability Procedure' shall mean the Procedure adopted by the General Assembly of the Church in July 2008 (or any subsequent modification thereof) for maintaining and improving the performance of ministers and known as the Capability Procedure
 - 'Caution' shall mean a sanction in the form of a written caution imposed on a

minister in accordance with the procedures set out in the caution stage under section AA (not to be confused with the written warning defined later in this paragraph A.5)

- 'Caution stage' shall mean the first stage in all disciplinary cases not involving gross misconduct, the rules applicable thereto being set out in section AA
- 'Commission panel' shall mean a panel consisting of a maximum of fifty (50) members of the United Reformed Church from whom shall be chosen the persons to form the Assembly commission to hear each case being dealt with under the Disciplinary Process
- 'Commission stage' shall mean that part of the Disciplinary Process initiated in accordance with paragraph B.9.1 and continuing until the conclusion of the case
- 'Co-ordinator' shall mean the person appointed by a group of sharing synods to carry out the responsibilities ascribed to him/her under paragraph B.2.2.3
- 'Council' shall mean the council of the Church which refers the case of the minister into the Disciplinary Process in accordance with either paragraph 2(4)(A)(xvii) of the structure (synod) or paragraph 2(6)(A)(xxiii) (General Assembly)
- CRCW' shall mean a person whose name is on the Roll of church related community workers who is under consideration within the Disciplinary Process (and see also paragraph A.10)
- 'Deletion' and 'to delete' shall mean the removal of/to remove the name of minister or a CRCW from the Roll of Ministers or church related community workers as the case may be other than at the request of the minister or CRCW concerned or by the acceptance of his/her resignation or by his/her death
- 'Direction' shall mean a direction/directions which an Assembly commission or Appeals commission may add to a written warning by which it directs the Synod Moderator/General Assembly Representative to set in motion certain steps with regard to the minister/CRCW the subject of the case. For the avoidance of doubt, a direction can only be issued if appended to a written warning and any such direction shall (along with the written warning) form part of the decision under sections E or G as the case may be
- 'Disciplinary Process' shall mean the whole process set out herein (subject to such variations as shall from time to time be made)
- 'Disclosure and Barring Service' shall mean the Disclosure and Barring Service established in accordance with the Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012 or any other body which in the future may assume the statutory functions of the Disclosure and Barring Service and shall be taken to include any corresponding body operating in accordance with Scottish law
- 'Final caution' shall mean a final caution imposed under paragraph AA.7

- 'General Assembly Appointees' shall mean the persons appointed under paragraph AA.2.1.2 to examine a disciplinary case within the caution stage and, if considered appropriate, to impose cautions upon the minister
- 'General Assembly Representative' shall mean the person appointed (whether individually or as the holder of a particular office) to act in the name of General Assembly (or Mission Council on its behalf) in carrying out the responsibilities assigned to that person within this Disciplinary Process
- 'Gross misconduct' shall carry the following meaning. Since the criteria for ministerial discipline are the vows taken at ordination, in particular the commitment to a holy life, gross misconduct would be (a) conduct that undermines the credibility of that commitment so gravely that the Church's confidence in the integrity of that person's ministry is called into serious question, and therefore (b) conduct that requires a formal scrutiny for that serious question to be addressed
- This would not mean that the person could never recover a viable ministry. But it would reflect a concern so serious that the consultative and constructive process of the caution stage (section AA) could not reasonably expect to restore the Church's proper confidence in that minister
- 'Guidelines on Conduct and Behaviour' shall mean the Guidelines on Conduct and Behaviour for Ministers of Word and Sacraments and the Guidelines on Conduct and Behaviour for CRCWs adopted by the General Assembly of the Church in July 2010 (or any subsequent modification thereof)
- 'Hearing' shall mean the hearing conducted by the Assembly commission or the Appeals commission under section E or section G
- 'Incapacity procedure' shall mean the procedure operated by the United Reformed Church for the purpose of dealing with cases involving the incapacity of ministers or CRCWs and contained in section P of the *Church's Manual*
- 'Initial caution' shall mean an initial caution imposed under paragraph AA.6
- 'Initial enquiry' shall mean the enquiry carried out during the pre-commission stage by the mandated group in conjunction with the person calling in the mandated group under the provisions of section B
- 'Investigation' shall mean the process of investigation carried out by the mandated group as set out in section D
- 'Joint panel' shall mean the panel referred to in paragraph B.2.3
- 'Mandated group' shall mean the group mandated to act in the name of a synod or General Assembly (or Mission Council acting on its behalf) under section B and throughout the Disciplinary Process
- 'Minister' shall mean a person whose name is on the Roll of Ministers who is under consideration within the Disciplinary Process (and see also paragraph A.10)

- 'Notice of appeal' shall mean a notice specified in paragraph G.1 whereby either of the parties in any case indicates his/her/its intention to appeal against the decision of the Assembly commission
- 'Notice of non-continuance' shall mean a notice served under paragraph B.8.2 at the conclusion of the pre-commission stage by the mandated group on the person calling it in to indicate that the mandated group does not intend to proceed further with the disciplinary case against the minister or CRCW
- 'Notice of reference back' shall mean a notice from the Appeals commission of any reference back for a re-hearing by the Assembly commission under paragraph G.11.7
- 'Outside organisation' shall mean any body or organisation outside the Church by which the minister or CRCW is employed or with which the minister or CRCW holds any position or post or has any involvement, paid or unpaid, where such body or organisation would have a reasonable and proper expectation of being made aware of the particular step(s) being taken and/or any guidance being issued under the relevant paragraph of the Disciplinary Process in which the expression 'outside organisation' appears
- 'Parties' shall mean (i) the council, which for the purpose of the Disciplinary Process shall act solely and exclusively through those appointed to represent it herein, and (ii) the minister or CRCW
- 'Pre-commission stage' shall mean the period beginning with the initiation of the Disciplinary Process and comprising the caution stage (if invoked) and the mandated group's initial enquiry and ending at the conclusion of the caution stage if the case proceeds no further or, if the mandated group is called in, then either by notice of non-continuation or a referral notice issued by the mandated group in accordance with section B
- 'Press Officer' shall mean the person appointed to act for the Church and to be its spokesperson as regards its interaction with the press and other media bodies
- 'Referral notice' shall mean a notice specified in paragraph B.10.1 whereby a case involving a minister or CRCW is referred into the commission stage and shall include any statement of reasons for such referral which may be appended to it
- 'Roll of CRCWs' shall mean the Roll of church related community workers defined in the first paragraph of schedule F, part II to the Basis of Union (and see also paragraph A.10)
- 'Roll of Ministers' shall have the meaning given to it in paragraph 1 of schedule E to the Basis of Union (and see also paragraph A.10)
- 'Safeguarding Officer' shall mean the person appointed to act for the Church in the overall discharge of its safeguarding responsibilities
- 'Secretary of the Assembly commission' shall mean the person appointed by the General Assembly on the advice of the nominations committee to be responsible for all secretarial and procedural matters laid upon him/her by

virtue of the Disciplinary Process, and the period and terms of office of that person shall be such as the General Assembly shall decide

- 'Shared synod panel' shall mean the panel constituted by a group of sharing synods and referred to in paragraph B.2.2, which shall serve the purposes set out in that paragraph
- 'Sharing synods' shall mean a group of three, four, five or six synods which all adopt the procedure set out in paragraph B.2.2 and appendix 1 to constitute a 'shared synod panel'. A 'sharing synod' shall mean a synod which is part of such a group
- 'Special Appeals Body' shall mean the body appointed to hear appeals under paragraph E.5.3 against a proposed reference back and recommendation to commence the incapacity procedure
- 'Structure' shall mean the structure of the United Reformed Church
- 'Suspension' and 'to suspend' shall have the meanings assigned to them in paragraphs 3 and 4 of schedule E to the Basis of Union and the third and fourth paragraphs of part II of schedule F to the Basis of Union
- 'Synod' shall mean that synod which in relation to any minister or CRCW exercises oversight of that minister or CRCW in accordance with its function under paragraph 2(4)(A)(xv) of the structure
- 'Synod appointees' shall mean the persons appointed under paragraph AA.2.1.1 to examine a disciplinary case within the caution stage and, if considered appropriate, to impose cautions upon the minister
- 'Synod panel' shall mean the panel referred to in paragraph B.2.1 which shall serve the purposes set out in that paragraph. The expression 'synod panel' shall also be taken to apply to a shared synod panel constituted under paragraph B.2.2 unless such construction is precluded by the context
- 'Written warning' shall mean a written warning issued to a minister by the Assembly commission or the Appeals commission and appended to and forming part of its decision under sections E or G as the case may be (not to be confused with a caution imposed on a minister under the caution stage).

A.6.1 Appointment to the commission panel shall be by Resolution of the General Assembly on the advice of the nominations committee (or such other committee as may in the future perform the functions of the nominations committee), who shall in considering persons for appointment take into account (i) the need for balance and for a variety of skills and specialisations, particularly in the following areas – experience in ministerial oversight, theology and doctrine, law, counselling, psychology, mental health, safeguarding, experience in conduct of meetings and tribunals, and (ii) the advantages of including on the commission panel persons from a variety of ethnic minority backgrounds.

A.6.2 Members of the commission panel shall be appointed for such term not exceeding five (5) years as the General Assembly shall in each case think fit with power for the General Assembly to determine any such appointment during its term or to renew any such appointment for successive terms of five

(5) years each, but any person who reaches the end of the term of his/her appointment on the commission panel whilst serving as a member of an assembly commission in a case in progress may continue so to serve until the conclusion of that case. A person who has stood down having served for two consecutive periods of five years shall be eligible for re-appointment at the end of twelve months from the date of termination of his/her second term.

- A.6.3 The General Assembly shall appoint from the commission panel one member to be the Convener of the commission panel and one member to be the Deputy Convener of the commission panel, each (subject to the provisions of paragraph A.6.2) to serve for such period as General Assembly shall decide. They shall have the following responsibilities namely (A) to monitor the periods of service of the members of the commission panel regularly and advise the Church's nominations committee as to (i) the number of prospective new appointees required to keep the commission panel up to strength, and (ii) the areas of expertise required to replace those of the retiring members and (B) to act as Appointors in appointing members of the commission panel to serve on assembly commissions in accordance with paragraph C.2.
- A.7.1 In any case where the synod or any other body is authorised or required to take some action regarding the appointment of persons onto its synod panel or the joint panel or regarding some administrative or procedural matter under the process, such action can be taken on its behalf by any person, committee or group acting with due authority given by that synod or body.
- A.7.2 In any case where a person authorised or required to take some action regarding (i) the appointment of persons as synod appointees or to any mandated group or (ii) the calling in of Synod Appointees or a mandated group or (iii) some other administrative or procedural matter under the Disciplinary Process is unable for any reason to do so, then, unless the Disciplinary Process already makes specific provision for such a situation, that person's duly appointed deputy shall take such action in his/her place. This paragraph does not permit any Synod Appointee or any member of an assembly commission, Special Appeals Body, appeals commission or mandated group to appoint his/her own deputy.
- A.8 In any case in which the General Secretary or the General Assembly Representative or the Secretary of the Assembly commission is prevented, whether at the outset or at any time during the continuance of the case (i) by direct involvement as the minister under discipline in the case or (ii) by any conflict of interest actual or perceived or (iii) by absence or illness or any similar or related reason, from exercising any of the functions ascribed to him/her under the Disciplinary Process, the officers of the General Assembly (excluding the General Secretary or the General Assembly Representative as the case may be) shall appoint a person to act in place of the person so prevented from acting in all respects as regards that particular case and the provisions of the procedure shall be construed accordingly. Should alternative (i) above apply, the person so prevented from acting shall be debarred from exercising

any of the aforesaid functions in any other case which may arise under the Disciplinary Process during the continuance of the disciplinary case against him/her.

- A.9 Where any issue or question arises relating to procedure or to the proper expedition of the process whilst the matter is under the jurisdiction of the assembly commission or the Special Appeals Body or the appeals commission that commission shall resolve each such issue or question or give such directions as shall appear to it to be just and appropriate in the circumstances.
- A.10 For the avoidance of repetition, whenever the word 'minister' or the expression 'the Roll of Ministers' or any word or expression relating to a minister or ministry appears in the Disciplinary Process, it shall be taken as being equally referable to a CRCW or to the Roll of CRCWs or to the office of CRCW as the case may be, unless such construction is precluded by the context.
- A.11 The Church recognises that, from time to time, cases falling within the Disciplinary Process may attract the attention of the national or local press and other media organisations and authorises Synod Moderators, Assembly Officers and the Secretary of the Assembly commission to supply to the Press Officer such information as s/he may reasonably require to deal with all press/media enquiries in a tactful and discreet manner so as to protect the interests of the Church, the minister and all others involved in the case. This paragraph is intended to take effect independently of and in addition to those paragraphs throughout these Rules of Procedure under which the Press Officer has been identified as one of the persons to whom specific information is given at various points in the process.
- A.12 In the event of the minister having already been the subject of the capability procedure, the record of any decisions (including decisions on appeal) taken under that procedure, together with such papers, records, and statements and other data as formed the body of information relevant in that procedure (save only such as may be protected on the grounds of confidentiality) shall be made available to all those persons responsible at various stages and in various capacities for the conduct of the Disciplinary Process.
- A.13 Whilst the Guidelines on Conduct and Behaviour are not intended to be rigorously applied in the same manner as precise rules they nevertheless have an important part to play in the process of considering whether, in any given case, the minister/CRCW might be in breach of his/her ordination/commissioning promises and consequently reference may be made to those Guidelines as appropriate within the Disciplinary Process.
- A.14 In any case where it is necessary or appropriate to make a referral to the Disclosure and Barring Service in accordance with the Referral Guidance from time to time issued by that body, whether as a mandatory or a voluntary referral as described in the said Guidance, any such referral made pursuant to such Guidance shall not amount to a

breach of confidentiality but shall be deemed to be made in furtherance of a public responsibility and not as part of any decision made in accordance with Disciplinary Process. This paragraph shall also apply to any case arising within Scottish jurisdiction, subject only to such changes as are necessary to comply with the comparable referral provisions of Scottish law.

- A.15 Mission Council acting in the name of General Assembly has authority by single resolution of Mission Council to make with immediate effect such changes to any part of the Disciplinary Process as are recommended by the MIND Advisory Group (or such other group or committee as may in the future perform the functions of that group), all such changes to be reported to the next meeting of the General Assembly.
- A.16.1 Subject only to paragraph A.16.2, the Disciplinary Process shall not be initiated in respect of any minister or CRCW if his/her case is currently being dealt with under the incapacity procedure.
- A.16.2 The Disciplinary Process may be initiated in respect of a minister or CRCW as a result of a recommendation issuing from the incapacity procedure, in which case there may be a short transitional overlap between the commencement of the Disciplinary case and the conclusion of the case within the incapacity procedure.

AA Caution stage

- AA.1.1 This section AA sets out a caution stage which provides the mechanism whereby an enquiry can be set up to examine matters of concern involving ministers which fall short of gross misconduct, leading, if appropriate, to an initial caution and a final caution being issued to the minister in the form of written notices.
- AA.1.2 Any such matters of concern shall only fall within the Disciplinary Process if demonstrating a degree of blameworthiness attributable to deliberate intent or to a blatant lack of care and concern, the effect of which, if substantiated, would indicate a breach of the criteria laid down in paragraph A.1.4. In the absence of these elements, no case for discipline arises under this section AA.
- AA.1.3 If at any time during the caution stage the Synod Moderator becomes aware of any information suggesting the possibility of gross misconduct on the part of the minister, s/he shall have the power to bring the caution stage to an immediate conclusion and call in a mandated group to commence its pre-commission stage in accordance with section B. Any relevant information already gathered within the caution stage shall be passed on to the mandated group and the Synod Moderator shall discharge the Synod Appointees from any further responsibility.
- AA.1.4.1 References in this section AA to the Synod Moderator can also be taken as a reference to the General Assembly Representative, except where precluded by the context.
- AA.1.4.2 All written notices required to be given by the Synod Appointees to the Synod Moderator and/or the minister under

- the provisions of this section AA shall set out the reasons for the giving of such notice.
- AA.1.5.1 Acting in accordance with paragraph AA.1.5.2, each synod shall appoint two persons (known as "the Synod Appointees") to conduct the enquiry under the caution stage and to take such other actions as are required under this section AA and two persons to act as reserves for such purposes should the principal appointees be unable for whatever reason to act in that capacity in a particular case.
- AA.1.5.2 The Moderator of the synod in consultation with such Officers of the synod as s/he considers appropriate shall forthwith appoint two persons to act as the Synod Appointees (and reserves) in any particular case in the following manner: (i) s/he shall appoint the first of the Synod Appointees from the joint panel (with another from the joint panel to act as reserve) and (ii) s/he shall appoint as the second Synod Appointee one of the following, that is: (a) one person from its own synod panel or shared synod panel or (b) one person from the synod panel(s) of another synod or the shared synod panel of another group of sharing synods or (c) one person who, although not a member of any synod panel, is a member of the United Reformed Church with legal, tribunal or other appropriate professional experience. S/he shall also appoint in the same manner one person to act as reserve to the second Synod Appointee (but see paragraph AA.1.5.5). When making appointments under (ii)(b) above, the Moderator of the synod shall, in the case of a single synod panel, inform the Moderator of that synod of such appointment and, in the case of a shared synod panel, inform the co-ordinator of that panel of such appointment, whether it arises under (ii)(a) or (ii)(b) above, and the co-ordinator shall in turn inform the Moderators of the sharing synods in that group.
- AA.1.5.3 If any member of a synod panel or the joint panel is a member of a local church connected with the case or has any pastoral or personal involvement in the case or is the subject of a disciplinary complaint, that person shall not be one of the Synod Appointees for that case.
- AA.1.5.4 In the event that one of the Synod Appointees is obliged to withdraw during the caution stage, the reserve appointed from the same panel may, subject to the approval of the Moderator of the synod following consultation with such officers of the synod as s/he considers appropriate, take over his/her position and, jointly with the other Synod Appointee, continue with the enquiry, join in issuing cautions (if considered necessary) and bring the caution stage to its

conclusion. Should the Moderator of the synod, following such consultation as stated above, consider that it would not be appropriate in the case concerned to adopt either the procedure outlined above or the procedure set out in paragraph AA.1.5.5, s/he will discharge the Synod Appointees and appoint two new ones in accordance with the above procedure.

- AA.1.5.5 Should there be a vacancy which is required to be filled by appointment from the synod panel, whether arising under paragraph AA.1.5.2 or paragraph AA.1.5.4, the Synod Moderator may, if s/he considers that any delay in making such an appointment would unduly retard the progress of the case, may appoint as the second Synod Appointee either a member of the joint panel or another United Reformed Church member considered suitable by him/her but, in the latter case, only if reasonable attempts have first been made to appoint the second Synod Appointee from one or other of the panels.
- AA.1.5.6 For the avoidance of doubt, the provisions of paragraph H.2 shall apply to documents being sent or delivered in accordance with this section AA.
- AA.2.1.1 Subject only to paragraph B.8.4 and its sub-paragraphs (if applicable), in disciplinary cases arising under paragraph 2(4)(A)(xvii) of the structure (synods) in respect of any minister in membership or under the authority of the synod in question, should the Synod Moderator wish to initiate the caution stage in relation to a particular minister, s/he shall call in the Synod Appointees, by written notice to each of them, to carry out the enquiry and (if considered appropriate) to issue cautions in accordance with the procedure set out in this section AA.
- AA.2.1.2 Subject only to paragraph B.8.4 and its sub-paragraphs (if applicable), in disciplinary cases arising under paragraph 2(6)(A)(xxiii) of the structure (General Assembly or Mission Council on its behalf) should the General Assembly Representative wish to initiate the caution stage in relation to any particular minister, s/he shall follow the procedure set out in paragraph AA.1.5 to appoint two persons to act as the General Assembly Appointees in that case. As their functions will be the same as those of the Synod Appointees in a case arising under paragraph AA.2.1.1, the expression "Synod Appointees" shall in a case arising under this paragraph be taken to include General Assembly Appointees.
- AA.2.2 Should the Moderator of the synod or the General Assembly Representative receive in accordance with the provisions of the

incapacity procedure a recommendation falling under paragraph A.16.2, s/he may regard this as sufficient indication of a possible disciplinary issue as to justify the calling in of the Synod Appointees under the provisions of this section AA (see the corresponding paragraph B.3.4 should s/he decide to proceed directly with the calling in of the mandated group without invoking the caution stage).

AA.2.3.1 Should both the principal and reserve Appointees under paragraph AA.1.5.2(i) be unable to act in a particular case, the Moderator of the synod shall, following such consultation as stated above, appoint two other members of the joint panel to act as Synod Appointee and reserve Synod Appointee respectively.

AA.2.3.2 Should both the principal and reserve Appointees appointed under paragraph AA.1.5.2(ii) be unable to act in a particular case, the Moderator of the synod shall, following such consultation as stated above, appoint two other persons to act as the other principal and reserve Synod Appointee respectively in accordance with the provisions of that paragraph.

AA.2.4 When the procedure for calling in the Synod Appointees as provided by paragraphs AA.2.1/3 has been completed, the Moderator of the synod shall inform the minister that this step has been taken and supply the Synod Appointees with a written statement setting out the matters of concern which have led to the calling in of the Synod Appointees, the names of possible informants and other sources of information at that time available and any observations as to ways in which the Moderator considers that the minister's perceived shortcomings might be addressed. The statement supplied to the Synod Appointees shall be accompanied by any reports, statements and other documents which the Synod Moderator considers might be helpful to the Synod Appointees, including, if applicable, all papers relative to a recommendation that the Disciplinary Process should be commenced, made in accordance with section H of the incapacity procedure.

AA.2.5 The principle enunciated in paragraph B.4 regarding membership of a mandated group shall be equally applicable when considering the eligibility of persons to act as Synod Appointees in any given case.

AA.2.6 For purposes of confidentiality and the chain of continuity of the process, the Disciplinary Case against a particular minister shall, if the caution stage is invoked, be deemed to have commenced on the calling in of the Synod Appointees in accordance with this paragraph AA.2, save only in a case which has been referred into the caution stage as a result of a recommendation of the mandated group under the paragraph B.8.4 procedure, in which case paragraph B.6.3 applies.

Also the initiation of the caution stage will not normally involve the suspension of the minister.

- AA.2.7 In pursuing their enquiry in a case referred to them under the paragraph B.8.4 procedure, the Synod Appointees shall have no direct personal contact of any kind with any member of the mandated group in that case.
- AA.2.8 At all meetings with the Synod Appointees, the minister and any other persons interviewed by the Synod Appointees may, if they wish, be accompanied by a friend.
- AA.2.9 The initiation of the caution stage will not normally involve the suspension of the minister.
- AA.2.10 Cases being considered by the Synod Appointees after referral under the paragraph B.8.4 procedure shall be subject to the provisions of this section AA in the same manner as other cases, save only as regards any differences mentioned in any of the preceding sub-paragraphs of this paragraph AA.2.

AA.3 The purpose of the enquiry is to establish whether, in the opinion of the Synod Appointees, the matters of concern referred to in paragraph AA.2.4, whilst they may fall short of gross misconduct, do nonetheless amount to a failure on the part of the minister/CRCW to live up to the promises which s/he made at ordination/ commissioning (see paragraph A.1.4) and whether if the Synod Appointees do come to that conclusion it would be appropriate for them to issue a caution in the form of a written notice to the minister and, if so, in what terms or, if they consider the case more serious, whether to recommend to the Synod Moderator that s/he should take the case on to the next stage of the Disciplinary Process by calling in a mandated group under section B.

- AA.4.1 The Synod Appointees will have discretion as to the manner in which they conduct their enquiry in the light of the circumstances of the case. However, as a general rule the following steps should be taken:
- AA.4.1.1 The Synod Appointees should at the earliest possible stage in their enquiry seek a meeting with the minister.
- AA.4.1.2 At the outset of that meeting the Synod Appointees should explain that the purpose of the meeting is to raise with the minister the concerns set out in the statement referred to in paragraph AA.2.4 and to make clear that the outcome might be the issue of a caution or cautions or even (if the Synod Appointees viewed the matter as sufficiently serious and without issuing any cautions) a recommendation to the Synod Moderator to call in a mandated group and thus take the matter directly on to the next stage of the Disciplinary Process.
- AA.4.1.3 The Synod Appointees should then discuss, or endeavour to discuss, the concerns with the minister, listen to the minister's explanations and consider any reports, written statements and papers which the minister produces which are

germane to the case and, if possible, should attempt to reach agreement with the minister as to the areas of concern and as to how the problems should be resolved. If the minister is co-operative and agrees to the accuracy and validity of the concerns expressed by the Synod Moderator, the Synod Appointees may well feel able to omit the steps suggested at paragraphs AA.4.2, AA.4.3 and AA.4.4 and proceed straight to the steps set out at paragraph AA.5.

- AA.4.2 The Synod Appointees may wish to meet with some or all of those who, according to the information provided in the Synod Moderator's statement, have had involvement with the minister and who may have relevant knowledge of the causes of those concerns.

B. Appointment and role of mandated group

- B.1.1 To enable them to carry out their respective functions under paragraphs 2(4)(A)(xvii) and 2(6)(A)(xxiii) of the structure, every synod and the General Assembly shall act solely through a group of three persons ('the mandated group') which shall have mandated authority to act in the name of the synod or the General Assembly as the case may be in every matter requiring consideration under those respective functions.
- B.1.2 The mandated group called in to deal with any particular case under the provisions of this section B has no pastoral role to fulfil and its precise functions are described in paragraphs B.8 and B.9.
- B.1.3 References in this section B to the Synod Moderator can also be taken as a reference to the General Assembly Representative except where precluded by the context.
- B.2.1.1 Unless the alternative procedures set out in paragraph B.2.2 shall apply and subject to paragraph B.2.1.2, every synod shall appoint and maintain a panel ('the synod panel') of persons who are in current membership of a local church within the province or nation of that synod (see also paragraph B.2.1.2) and, in considering persons for appointment, regard shall be had for achieving as wide a geographical representation within the synod as possible. The purposes of the synod panel are to enable the following appointments to be made from that panel when a disciplinary case arises, that is to say (i) the appointment of one person in accordance with paragraph B.3 to act as a member of the mandated group in that case and (ii) the appointment of one person in accordance with paragraph AA.1.5.2(ii) to act as one of the Synod Appointees during the caution stage if initiated. The same persons shall not act as Synod Appointees and members of a mandated group in the same case.

- B.2.1.2 A synod may appoint to its synod panel persons who are in current membership of a local church within the province or nation of any other synod so long as the number of such persons does not exceed 25% of the total membership of the synod panel.
- B.2.2.1 It shall be open to three, four, five or six synods (“the sharing synods”) to join together to appoint, maintain and share a panel (“the shared synod panel”) of persons who are in current membership of a local church within the province or nation of any of the sharing synods and, in considering persons for appointment, regard shall be had for achieving as wide a geographical representation as possible within the provinces or nations of the sharing synods. The purposes of the shared synod panel are to enable the following appointments to be made from that panel when a disciplinary case arises, that is to say, (i) the appointment of two persons in accordance with paragraph B.3 to act as members of the mandated group in that case and (ii) the appointment of one person in accordance with paragraph AA.1.5.2(ii) to act as one of the Synod Appointees during the caution stage if initiated. The same persons shall not act as Synod Appointees and members of a mandated group in the same case.
- B.2.2.2 In order to adopt the procedure set out in paragraph B.2.2.1, each of the sharing synods shall pass an enabling resolution in the form set out in Appendix 1.
- B.2.2.3 Every group of sharing synods shall appoint a co-ordinator (who may also be a panel member) who shall co-ordinate and administer their shared synod panel, keep up-to-date records thereof and carry out the duties ascribed to that person under this Disciplinary Process.
- B.2.2.4 A Moderator of a sharing synod wishing to appoint a member of the shared synod panel as a Synod Appointee or a member of a mandated group in a particular case shall first consult with its co-ordinator, who shall in turn inform the other sharing synods.
- B.2.2.5 It shall be open to the sharing synods by resolution of each and every one of them to disband their shared synod panel in which case they must each appoint a separate synod panel forthwith so as to enable paragraph B.2.1 to apply.
- B.2.2.6 It shall be open to any sharing synod by resolution of that synod to withdraw from involvement in the shared synod panel in which case it must appoint a separate synod panel forthwith so as to enable paragraph B.2.1 to apply to that synod. Panel members from that synod would be eligible to

- remain as members of the continuing shared synod panel, so long as the provisions of paragraph B.2.1.2 are observed.
- B.2.2.7 Should the withdrawal of a sharing synod under the preceding sub-paragraph reduce the number of sharing synods to less than three, the shared synod panel would be automatically disbanded and each of the sharing synods would have to appoint a separate synod panel forthwith so as to enable paragraph B.2.1 to apply to that synod.
- B.2.2.8 Should any uncertainty or dispute arise regarding the operation of paragraph B.2.2, the default provisions of paragraph B.2.1 shall apply, whereupon, should a Moderator of one of the sharing synods wish to initiate the Disciplinary Process in respect of a minister, that synod may constitute a separate synod panel so as to ensure that there shall be no delay in the appointment of Synod Appointees or members of a mandated group for that case.
- B.2.3 There shall also be a standing panel ('the joint panel') consisting of a maximum of thirty-nine persons, of whom three shall be appointed by each synod and selected preferably on account of some legal, tribunal, safeguarding or other professional experience or other similar background, which would equip them for (i) appointment in accordance with paragraph B.3 as a member of a mandated group or (ii) appointment in accordance with paragraph AA.1.5.2(ii) to act as one of the Synod Appointees during the caution stage if initiated. The same persons shall not act as Synod Appointees and members of a mandated group in the same case. The list of those currently on the joint panel shall be held by the Synod Moderators. It shall be open to a group of sharing synods to decide among themselves as to the number of persons which each synod within the group shall appoint onto the joint panel so long as the total number so appointed from the group is equal to twice the number of sharing synods in the group. Synods and sharing synods who fail to maintain the required number must use their best endeavours to make up the deficit. As regards a group of sharing synods, the coordinator is expected to keep a close control over this and, if necessary, to remind the group when the number falls below the stated requirement.
- B.3.1 In disciplinary cases arising under paragraph 2(4)(A)(xvii) of the structure (synods) in respect of any minister in membership or under the authority of the synod in question, if the Moderator of that synod either (i) believes that there may be a disciplinary issue involving gross misconduct or misconduct of a sufficiently serious nature as to justify his/her taking action under this paragraph without first initiating the caution stage or (ii) resolves (where the case has already passed through the caution stage) to act on the recommendation from the Synod Appointees to call in a mandated group, s/he shall forthwith in the name of the synod appoint two persons from the joint panel as provided in paragraph B.2.3 and one person from the synod

panel or shared synod panel (or in an emergency from the synod panel or shared synod panel of another synod or group of sharing synods) as provided in paragraph B.2.1 or paragraph B.2.2 to constitute the mandated group for the particular case. The Synod Moderator may depart from the strict terms of the preceding sentence if s/he considers that any delay in making an appointment from the synod panel or shared synod panel would unduly retard the progress of the case and in such a situation s/he may appoint the third member of the mandated group from the joint panel. As soon as the appointments have been made, the Synod Moderator shall inform the minister of this and follow the procedure laid down in paragraphs B.6.1/4.

- B.3.2 In disciplinary cases arising under paragraph 2(6)(A)(xxiii) of the structure (General Assembly or Mission Council on its behalf), if at any time the General Assembly Representative, in consultation with such officers of the General Assembly as s/he considers appropriate, (i) believes that there is or may be a disciplinary issue involving gross misconduct or misconduct of a sufficiently serious nature as to justify his/her taking action under this paragraph without first initiating the caution stage in respect of any minister or (ii) resolves (where a case has already passed through the caution stage) to act on a recommendation from the Synod Appointees to call in a mandated group, s/he shall forthwith in the name of General Assembly appoint three persons as provided in paragraph B.3.3 to constitute the mandated group for the particular case and at the same time inform the minister that this step has been taken and follow the procedure laid down in paragraphs B.6.1/4. If the General Assembly Representative is unable to carry out the functions ascribed to him/her under this paragraph, the procedure set out in paragraph A.8 shall be followed.
- B.3.3 In cases arising under paragraph B.3.2, the General Assembly Representative, in consultation with such officers of General Assembly as s/he considers appropriate, shall constitute the mandated group by the appointment of all three persons, of whom two shall be appointed from the joint panel and one from any of the synod panels or shared synod panels as provided in paragraph B.2.1 or paragraph B.2.2 to constitute the mandated group for the particular case. The General Assembly Representative may depart from the strict terms of the preceding sentence if s/he considers that any delay in making an appointment from a synod panel or shared synod panel would unduly retard the progress of the case and in such a situation s/he may appoint the third member of the mandated group from the joint panel. As soon as the appointments have been made, the General Assembly Representative shall inform the minister of this and follow the procedure laid down in paragraphs B.6.1/4.
- B.3.4 Should the Moderator of the synod or the General Assembly Representative receive in accordance with the provisions applicable to the Incapacity Procedure a recommendation falling under paragraph A.16.2, s/he may regard this as a sufficient indication of a possible disciplinary issue as to justify the calling in of the mandated group under the provisions of paragraph B.3.1

- or paragraph B.3.2 (see the corresponding paragraph AA.2.2 should s/he decide to call in the Synod Appointees to initiate the caution stage rather than the mandated group).
- B.3.5 On any occasion throughout the Disciplinary Process where notices and papers are required to be sent to the Moderator of the synod, then in a case proceeding under paragraph B.3.2 they shall also be sent to the General Assembly Representative.
- B.3.6 Any queries of a procedural nature which the minister wishes to raise during the pre-commission stage shall be addressed to the Synod Moderator.
- B.4 If any member of a synod panel or the joint panel is a member of a local church connected with a particular case or has any pastoral or personal involvement in a particular case or is the subject of a disciplinary complaint, that person shall not form part of the mandated group for that case.
- B.5.1 If any member of a synod panel or the joint panel is disqualified under paragraph B.4 or is for any other reason unable to act in a particular case, the person calling in the mandated group shall appoint another member from the same panel to serve as a member of the mandated group for that case. The mandated group for all matters relating to that case shall be its remaining member(s) together with the person(s) appointed under this paragraph. If only one such person is disqualified or otherwise unable to act, then, until any such further appointment is made, the mandate shall continue to be held by the remaining two members of the mandated group. If two members of the mandated group are disqualified or otherwise unable to act, there is no mandate for the remaining member to act alone.
- B.5.2 No person shall serve as a member of or as the spokesperson for a mandated group in connection with any case where s/he would fall within any of the restrictions contained in paragraph C.3.1.
- B.6.1 In constituting the mandated group, the person so doing shall follow the procedures set out in paragraph B.3.1 or in paragraphs B.3.2 and B.3.3, whichever procedure is appropriate to the particular case, advising the members of the mandated group of the identity of the minister but giving no further information at that point.
- B.6.2 In the event that any of the proposed appointees on to the mandated group is/are unable or unwilling to act, the process(es) of appointment from the synod panel and/or the joint panel shall continue until a mandated group consisting of three members has been duly constituted.
- B.6.3 If the Synod Moderator has proceeded directly to the calling in of the mandated group without first initiating the caution stage, the commencement of the steps set out in paragraphs B.3, B.4, B.5 and this paragraph B.6 to constitute the mandated group marks the commencement of the Disciplinary Process and the completion of those steps marks the calling in of the mandated group for the purposes of these Rules of Procedure.
- B.6.4 As soon as the above steps have all been taken, the person calling in the mandated group shall issue to each member thereof a written statement

setting out the reasons for the calling in of the mandated group, the names of possible informants and any other sources of information at that time available, together with all reports, papers and other documents relevant to the case, including, if relevant, a copy of the Synod Appointees' report to the Synod Moderator at the conclusion of the caution stage and all supporting papers, copies of any cautions issued (save any such as were successfully appealed against) and of the record of any appeals decisions made in respect of any cautions where the appeal failed. To avoid prejudice, the written statement mentioned above must not contain any assumptions or inferences or any personal reflections or opinions.

- B.7.1 In every case where the Synod Moderator calls in a mandated group, s/he may at the same time at his/her discretion, if satisfied that reasonable grounds exist, suspend the minister with immediate effect, such suspension to remain under review. In deciding whether to impose a suspension or not, the Synod Moderator shall have in mind (i) the nature of the allegations made against the minister and/or any admissions made by him/her which, if proven, would indicate that misconduct of a gross or otherwise serious nature had occurred, (ii) ongoing risks to individuals or the reputation of the Church, (iii) the risk of interference with evidence or witnesses, (iv) the length of time which has elapsed since the occurrence of such alleged/admitted misconduct and the conduct of the minister during the intervening period and (v) more generally whether it would be reasonable in the particular circumstances of the case to impose a suspension on the minister.
- B.7.2 During the pre-commission stage and continuing (if a referral notice is issued) until the appointment of an Assembly commission under section C, the Synod Moderator shall keep the issue of suspension under review and at his/her discretion may take the following steps:
- B.7.2.1 Having in mind the considerations mentioned in paragraph B.7.1, s/he may impose a suspension on the minister where one had not already been imposed, applying the criteria specified in paragraph B.7.1, or
- B.7.2.2 If in all the circumstance s/he deems it reasonable, s/he may remove a suspension previously imposed on the minister.
- B.7.3 Once an Assembly Commission is appointed, the authority of the Synod Moderator as regards all matters relating to the minister's suspension shall immediately pass to the Assembly commission at which point the authority of the Synod Moderator shall cease (see also paragraph E.1.3.1).
- B.7.4 In suspending the minister either at the outset or during the period specified in paragraph B.7.2, the Synod Moderator shall inform the minister immediately of his/her suspension. This can be done orally or in writing. Suspension given orally must be immediately confirmed in writing. The corresponding procedure shall apply to the removal of a suspension under paragraph B.7.2.2. The written notice of suspension should contain the following statements: (i) a statement of the reasons for the minister's suspension, (ii) a statement that suspension does not imply any view about

the correctness of any allegations made concerning the minister and that it does not affect the minister's stipend or the CRCW's salary or the minister's or CRCW's pension arrangements under the relevant United Reformed Church Pension Scheme and (iii) a statement that any conduct on the minister's part during the suspension which breaches or contravenes either paragraph 4 of schedule E to the Basis of Union or the fourth paragraph of part II of schedule F to the Basis of Union whichever is relevant may be taken into account by the Assembly commission or, in the event of an appeal, by the Appeals commission in reaching its decision under section F or section G as the case may be. The Synod Moderator shall also serve on the mandated group a copy of any notice served on the minister under this paragraph.

- B.7.5 The Synod Moderator shall forthwith notify the local pastorate(s) of the suspension of their minister within the Disciplinary Process, or of the removal of their minister's suspension as the case may be.
- B.7.6 The person imposing the suspension under paragraph B.7.1 shall forthwith (i) give written notice of the minister's suspension to the Moderator of the synod (if s/he is not the person calling in the mandated group), the Synod Clerk, the General Secretary, the Press Officer, the Safeguarding Officer and the Secretary for Ministries, and (ii) make a written disclosure of the minister's suspension to the responsible officer of any relevant outside organisation. The notice shall stress to all the recipients the sensitive nature of the information imparted and the need to exercise care and discretion as to how it is used. In order to preserve confidentiality any notice or disclosure given under this paragraph shall not disclose any reason for the imposition of the suspension. However, any such notice or disclosure shall contain a statement explaining the effect of suspension as outlined in either paragraph 4 of schedule E to the Basis of Union or the fourth paragraph of part II of schedule F to the Basis of Union whichever is relevant and shall (if such be the case) state that the police have been apprised of the matter giving rise to the suspension.
- B.7.7 If a minister entering the Disciplinary Process has already been suspended under the incapacity procedure, the authority with regard to that suspension shall pass to the Synod Moderator who shall forthwith give notice of the continuance of the suspension (or of the removal of the suspension if such be the case) within the Disciplinary Process to the persons specified in paragraph B.7.6. Thereafter the suspension shall be governed entirely by the Disciplinary Process.
- B.7.8 In the event that the pre-commission stage terminates without the issue of a referral notice, the minister's suspension under this paragraph B.7 (if one has been imposed) shall automatically cease on the issue of a notice of non-continuance under paragraph B.8.2, whereupon the person imposing the suspension under this paragraph B.7 shall give written notice of the cessation of the suspension both to the minister and to the persons specified in paragraph B.7.6. That person shall also inform the local pastorate(s) in the manner deemed most appropriate.

B.8 The functions of the mandated group called in by the person authorised for that purpose under paragraph B.6 in any particular case are described in this paragraph B.8 (as regards its initial enquiry during the pre-commission stage) and in paragraph B.9 (as regards the Investigation during the commission stage):

B.8.1 The mandated group shall carry out its own initial enquiry with all due expedition in consultation (where practical and appropriate) with the person calling in the mandated group for the sole purpose of ascertaining whether the commission stage should be initiated. Having done so, it must bring the pre-commission stage to a conclusion in accordance with paragraph B.8.2 or B.8.3 or it may, so long as the case has not already passed through the caution stage, adjourn its own initial enquiry in accordance with the paragraph B.8.4 procedure.

B.8.2.1 If the mandated group decides as a result of its initial enquiry not to proceed any further with the matter, it shall serve on the Moderator of the synod or other person calling it in a notice to that effect which shall set out the reasons for its decision (a notice of non continuance), which shall have the effect of discharging from further involvement in that case the mandated group itself (subject to due compliance by it of paragraph H.4) and the council in whose name it conducts the initial enquiry.

B.8.2.2 On receipt of a notice of non-continuance the person calling in the mandated group shall forthwith notify the minister, the Moderator of the synod (if s/he was not the person calling in the mandated group) and the Synod Clerk that the mandated group is not proceeding any further and if the person calling in the mandated group has already suspended the minister under paragraph B.7.1, s/he must notify all the persons, bodies and organisations specified in paragraph B.7.6 that disciplinary proceedings against the minister are terminated with immediate effect.

B.8.3 If on the other hand the mandated group decides as a result of its initial enquiry to initiate the commission stage, it shall follow the procedure laid down in paragraphs B.9.1 and B.9.3 whereupon the commission stage will be initiated.

B.8.4 This paragraph B.8.4 and its sub-paragraphs sets out a procedure (“the paragraph B.8.4 procedure”) which shall apply to cases which commence with the calling in of a mandated group, where that mandated group, during the course of its initial enquiry but not once a referral notice has been issued, reaches the conclusion that on the information presently before it, although there appears to be prima facie evidence that a breach of discipline has or may have been committed by the minister, the case should have first of all been initiated within the caution stage.

B.8.4.1 In such a case, the mandated group may, if it deems it appropriate so to do, adjourn its own initial enquiry and

give written notice with reasons to the person who called it in recommending that that person should initiate the caution stage in the same case by calling in Synod Appointees in the manner and for the purpose prescribed in section AA of this Disciplinary Process.

- B.8.4.2 On receipt of such a notice the person who called in the mandated group may choose either (i) to act on the recommendation and initiate the caution stage in the prescribed manner and, in so doing, shall pass on to the Synod Appointees all statements, papers, information, correspondence and other documentation received from the mandated group to assist the Synod Appointees in their enquiry or (ii) give written notice to the mandated group rejecting its recommendation and calling upon the mandated group to continue with its initial enquiry.
- B.8.4.3 On receipt of a notice under paragraph B.8.4.2 (ii), the mandated group shall after due consideration respond either by giving written notice that it is continuing with its initial enquiry or by serving a notice of non continuance.
- B.8.4.4 If, in a case to which the paragraph B.8.4 procedure applies, the person who called in the mandated group receives a recommendation from the Synod Appointees at the conclusion of the caution stage that the case should proceed further and resolves to act on that recommendation, s/he shall direct the mandated group to proceed with its Initial Enquiry and s/he shall also make available to the mandated group such additional papers, information, correspondence and other documentation, including cautions (if any), as s/he may have received from the Synod Appointees arising out of their enquiry at the caution stage.
- B.8.4.5 If, in any of the situations provided for in section AA of this Disciplinary Process, the case does not proceed beyond the caution stage, the person calling in the mandated group shall notify that group of the discontinuance of the case, whereupon its initial enquiry shall come to an end and the mandated group shall forthwith be discharged from further involvement in the case, save only as to compliance with paragraph H.4.
- B.8.4.6 The paragraph B.8.4 procedure shall not be capable of repetition in the same case.

- B.9.1 Whenever the mandated group, having as a result of its initial enquiry become aware of any information relating to the minister which might require further disciplinary investigation, concludes unanimously or by a majority that this is indeed so, it shall forthwith in the name of the synod (or

- in the name of General Assembly or Mission Council on its behalf where it has been called in under paragraph B.3.2) initiate the commission stage in accordance with paragraph B.10.
- B.9.2 The mandated group shall forthwith supply a copy of the referral notice to the person who called it in and give him/her written notice of the date on which the referral notice was served on the minister. The recipient of the notice shall in turn forthwith (i) give written notice thereof to the Moderator of the synod (if s/he is not the person calling in the mandated group) the Synod Clerk, the General Secretary, the Press Officer, the Safeguarding Officer and the Secretary for Ministries. The notice shall stress to all the recipients the sensitive nature of the information imparted and the need to exercise care and discretion as to how it is used.
- B.9.3 During the commission stage it is the responsibility of the mandated group to conduct the investigation in accordance with section D, to comply with all procedural matters under the Disciplinary Process and to present the case against the minister at the hearing under section E and at the hearing of any appeal under section G.
- B.10 To initiate the commission stage pursuant to paragraph B.9.1, the mandated group in the name of the council shall take the following steps:
- B.10.1 Serve on the Secretary of the Assembly commission (i) a duly completed referral notice which should clearly state the reasons why the mandated group believes that a breach of ministerial discipline has or may have occurred and which should also include where possible a summary of the supporting information on the basis of which the mandated group has issued the referral notice and which must disclose the name and address of any outside organisation notified of the minister's suspension under paragraph B.7.6 (ii) copies of all cautions (save any such as were successfully appealed against) and the appeal decisions in respect of any cautions where the appeal failed, including any cautions and appeal decisions falling under paragraph AA.11 and (iii) copies of all other information available at this point, including reports, written statements and other documents which the mandated group intends to produce in support of its case at the hearing and (iv), if applicable, copies of any notices of suspension or of the revocation of suspension served on the minister under paragraph B.7.4 and
- B.10.2 Serve on the minister notice of the issue of the referral notice and supply him/her with a copy thereof.
- B.11 Once a referral notice has been issued by a mandated group in any case, no further referral notice shall in any circumstances be issued in respect of the subject matter of that referral, save only where the minister has been the subject of an earlier disciplinary case in which the Assembly commission or the Appeals commission issued a written warning under the provisions of paragraph F.2.2 or paragraph G.11.3.

C. Reference to and constitution of the Assembly commission

- C.1 On receipt of either a referral notice or a notice of reference back, the Secretary of the Assembly commission shall forthwith take the following steps:
- C.1.1 Acknowledge receipt of such notice.
 - C.1.2 In the case of a referral notice, serve on the minister a further copy of the referral notice and a notice which shall invite the minister's preliminary response.
 - C.1.3 In the case of a notice of reference back, invite any comments from the parties regarding the notice and accompanying statement received by them from the General Secretary in accordance with paragraph G.14.1.
 - C.1.4 Inform the Convener and the Deputy Convener of the commission panel (or, in their absence or the absence of either of them, the other person or persons specified in paragraph A.5) ('the Appointers') of the receipt of the referral notice or the notice of reference back and pass to such person or persons copies thereof and of any other papers which accompany such notice.
 - C.1.5 Inform the General Secretary, the Moderator of the synod, the Synod Clerk, the Press Officer, the Safeguarding Officer and the Secretary for Ministries of the receipt of the referral notice but not of the contents thereof, apart from the name of the minister.
 - C.1.6 On receipt of the minister's response under paragraph C.1.2 and any documents which may accompany it, provide the mandated group with copies thereof.
 - C.1.7 In any case arising as a consequence of a notice of reference back, where comments are received from either of the parties as a result of the invitation contained in paragraph C.1.3, provide the other party with copies thereof.
 - C.2.1 The Appointers shall, within 7 days of compliance by the Secretary of the Assembly commission with paragraph C.1.4 (or within such further time as they shall reasonably require), jointly appoint five (5) persons from the commission panel (including, if they deem it appropriate, either or both of them the Appointers) to constitute the Assembly commission for the hearing of that case, and in making such appointments they shall have regard to the provisions of paragraphs C.2.2 and C.3.
 - C.2.2 The Appointers shall (so far as possible) (i) appoint at least one man and at least one woman and at least one minister and at least one lay person onto the assembly commission and (ii) have regard to the nature of the case, the need for balance and the skills, specialisation and cultural understanding of the members of the commission panel.
 - C.3.1 No person shall be appointed to sit as a member of the Assembly commission or the Appeals commission or the Special Appeals Body in the hearing of any case in which he/she has any involvement, whether as a member of any local church or synod connected with the case or (in the event of a re-hearing under paragraph G.11.7) a member of the previous Assembly commission or the Appeals commission or the Special Appeals Body, or whether on account of some personal or pastoral involvement as a result of which it is considered by those responsible for selecting the Assembly commission or the Appeals

- commission or the Special Appeals Body for that case or by the proposed appointee him/herself that it would not be appropriate for him/her to hear the case.
- C.3.2 Either of the parties may object on any of the grounds set out in paragraph C.3.1 to the proposed appointment of any person to the Assembly commission or the Appeals commission for the hearing of his/her case and, in the event of any such objection, the decision of those charged under the Disciplinary Process with making the appointment shall be final and binding. In the event of an objection being lodged against the appointment of one of the Appointers, the remaining Approver shall have the sole authority to make the decision regarding such objection under this paragraph.
- C.4.1 The Secretary of the Assembly commission shall send to each member of the commission panel whom the Appointers propose to appoint to the Assembly commission notice of his/her proposed appointment, stating the name of the minister but containing no further details of the case. The notice shall draw the invitee's attention to paragraph C.3.1 and shall request confirmation that the invitee is willing to accept appointment and that s/he is unaware of any circumstances which in the present case might prevent him/her from serving on the Assembly commission.
- C.4.2 The invitee shall within 7 days of receipt of such notice serve on the Secretary of the Assembly commission a notice indicating whether s/he is able and willing to accept appointment and, if so, confirming compliance with paragraph C.3.1.
- C.5.1 The Secretary of the Assembly commission shall serve notice on the parties setting out the name and office or credentials of each proposed appointee, drawing attention to paragraphs C.3.1 and requiring notice of objection to any of the proposed appointees under that paragraph to be served upon the Secretary of the Assembly commission within 14 days of the service of the notice given under this paragraph.
- C.5.2 Any such notice of objection must state the grounds for such objection.
- C.5.3 To ensure that the commission stage is moved along in a timely manner, any notice of objection received outside the period allowed will not normally be considered unless very good reason can be shown for its late delivery.
- C.5.4 The Appointers shall consider any objection properly delivered and shall decide whether to uphold or reject the objection.
- C.5.5 If they reject the objection the Secretary of the Assembly commission shall serve notice thereof on the objector.
- C.5.6 If they uphold the objection, the Secretary of the Assembly commission shall serve notice thereof upon the objector, the person to whom the objection was taken and the other party upon whom the notice referred to in paragraph C.4.1 was served.
- C.5.7 In the event of any objection being upheld, the procedure outlined in paragraphs C.2 to C.5 shall be repeated to complete the appointment of the Assembly commission and to give notice to the parties of the person appointed.

- C.6 The Appointers shall appoint one member of the Assembly commission to be its Convener, but s/he shall not have a casting vote, unless the Assembly commission shall in circumstances arising under paragraph C.7.2 consist of an even number of members.
- C.7.1 Once the Assembly commission has been duly constituted and has taken any steps under section E, no person shall subsequently be appointed to serve on that Assembly commission.
- C.7.2 In the event that during the commission stage any member of the Assembly commission shall be unable to carry out his/her duties on the Assembly commission, the remaining members shall continue to act as the Assembly commission, subject to there being a minimum of three members.
- C.7.3 Should the Assembly commission be reduced to fewer than three members at any time after it has taken any steps under section E the Assembly commission so appointed shall stand down and be discharged and a new Assembly commission shall be appointed under this section C.
- C.7.4 If the Convener of the Assembly Commission is unable to continue to serve, the remaining members shall, following consultation with the Appointers, appoint one of their number to be the Convener in his/her place.

D. Investigation by the mandated group

- D.1 It shall be the role of the mandated group to investigate the matters which are the subject of the referral notice with a view to presenting the case in the name of the council at the hearing.
- D.2.1 In the course of the investigation, the mandated group shall normally interview the person or persons lodging the initial complaint (if any) and the minister concerned and shall make all other investigations which it considers necessary.
- D.2.2 Any person being interviewed in accordance with paragraph D.2.1 may, if s/he so wishes, have a friend present with him/her at such interview.
- D.3 In conducting its Investigation and preparing for the hearing, the mandated group shall at all times have in mind the statement set out in paragraph A.2.1 regarding the proper expedition of the Disciplinary Process (and see also paragraph E.4 as to the role of the Secretary of the Assembly commission in this respect).
- D.4 In cases where paragraph E.7.1 applies, the mandated group may itself monitor the criminal proceedings, but shall otherwise for the period specified in that paragraph suspend its own investigation of any matter under the Disciplinary Process which might also be related to the criminal proceedings.
- D.5 In cases coming into the Disciplinary Process following a recommendation from the incapacity procedure, the mandated group shall have regard to the following matters:
- D.5.1 The mandated group must carry out its Investigation fully and must not rely upon any information simply because it was presented and considered within the incapacity procedure.

- D.5.2 The mandated group should pay careful attention to any special factors involved in a case which has first been within the incapacity procedure.

E. Formal procedures up to and including the hearing

- E.1.1 The Assembly commission's sole purpose in conducting the hearing under this section E is to establish whether or not there has been a breach of ministerial discipline, having regard to paragraph A.1.4.
- E.1.2 The object of paragraphs E.2, E.3, E.4, E.5.1 and E.5.2 is to ensure that the parties are aware beforehand of the evidence which will be presented at the hearing and that they have time to consider the same.
- E.1.3.1 As soon as the appointment of the Assembly commission has been completed, all matters appertaining to suspension affecting the minister shall be under the sole authority of the Assembly commission.
- E.1.3.2 During the commission stage the Assembly commission shall review the issue of suspension from time to time to ascertain whether, in the light of the suspension criteria specified in paragraph B.7.1, any action should be taken under paragraph E.1.3.3 or whether the status quo can be maintained. To assist the Assembly commission in this regard, it may seek further information from the parties and issue any directions which it considers appropriate.
- E.1.3.3 Consequent upon paragraph E.1.3.2, the Assembly commission may at its discretion (i) impose a suspension on the minister where one had not already been imposed or (ii) remove a suspension previously imposed on the minister.
- E.1.3.4 If the Assembly commission suspends the minister in accordance with paragraph E.1.3.3, the Secretary of the Assembly commission shall give written notice to the minister immediately of his/her suspension. The corresponding procedure shall apply to the removal of a suspension under that paragraph. The written notice of suspension should contain the following statements: (i) a statement of the reasons for the minister's suspension, (ii) a statement to the effect that suspension does not imply any view about the correctness of any allegations made concerning the minister and that it does not affect the minister's stipend or the CRCW's salary or the minister's or CRCW's pension arrangements under the relevant United Reformed Church Pension Scheme and (iii) a statement to the effect that any conduct on the minister's part during the suspension which breaches or contravenes either paragraph 4 of schedule E to the Basis of Union or the fourth paragraph of part II of schedule F to the Basis of Union whichever is relevant may

be taken into account by the Assembly commission or, in the event of an appeal, by the Appeals commission in reaching its decision under section F or section G as the case may be. The Secretary of the AC shall also serve on the mandated group a copy of any notice served on the minister under this paragraph.

E.1.3.5 The Secretary of the Assembly commission shall forthwith send or deliver to the person who called in the mandated group notice of the minister's suspension and shall accompany this with a copy of the notice served on the minister. The notice to the recipient shall (i) instruct him/her to notify the local pastorate of the minister's suspension as specified in paragraph B.7.5 and (ii) instruct him/her to give written notice of the minister's suspension to the persons specified in paragraph B.7.6 in the terms of that paragraph.

E.1.3.6 The Secretary of the Assembly commission shall forthwith send or deliver to the person who called in the mandated group notice of the removal of the minister's suspension (if such be the case) and shall accompany this with a copy of the notice served on the minister. The notice to the recipient shall (i) instruct him/her to notify the local pastorate of the removal of the minister's suspension as specified in paragraph B.7.5 and (ii) instruct him/her to give written notice of the removal of the minister's suspension to the persons specified in paragraph B.7.6.

E.2.1 Unless the case is subject to compulsory adjournment under paragraph E.7, the Secretary of the Assembly commission shall as soon as practicable after the appointment of the Assembly commission:

E.2.1.1 provide the Convener and the other members of the Assembly commission with (i) copies of the referral notice and any documents which may accompany it, (ii) the minister's response under paragraph C.1.2 and (iii) any documents which may accompany it and

E.2.1.2 in the case of any Assembly commission appointed as a consequence of a notice of reference back, provide the Convener and the other members thereof with copies of (i) the notice of reference back, (ii) the documents, statements and information delivered to the previous Assembly commission in accordance with these Rules of Procedure and (iii) any comments received from the parties as a result of the invitation contained in paragraph C.1.3.

E.2.2 Having complied with paragraph E.2.1, the Secretary of the Assembly commission shall forthwith serve on each of the parties a notice which shall:

- E.2.2.1 notify the parties that the referral notice and any statement from the minister lodged in response to the notice referred to in paragraph C.1.2 will be part of the documentary evidence at the hearing,
- E.2.2.2 call upon the parties to lodge copies of any documents or of any further statements relating to matters to which they may wish to refer at the hearing (the notice should indicate to the parties that copies of any such documents or statements will be made available to the other party),
- E.2.2.3 call upon the parties to state the names of persons whom they propose to invite to attend the hearing and, briefly, the purpose of their attendance and the approximate length of time which each of the parties will require at the hearing,

F. The decision of the Assembly commission

- F.1.1 Following the conclusion of the hearing, the Assembly commission shall, all meeting together but in the absence of the parties, consider the evidence presented to it, in order first to determine whether the allegations (or any of them) made against the minister have been proved to its satisfaction and, if so, whether they are sufficiently serious as to amount to a breach of discipline by the minister in the light of paragraph A.1.4 and paragraph A.1.5 (if this latter paragraph is applicable) which direct the Assembly commission to have full regard to either paragraph 2 of schedule E to the Basis of Union or the second paragraph of part II of schedule F to the Basis of Union whichever is relevant.
- F.1.2 If the Assembly commission concludes that a breach of discipline has so arisen, it must then consider whether it should direct the name of the minister to be deleted from the Roll or whether in the circumstances the issue of a written warning (with or without a direction as defined in paragraph A.5) would be sufficient. In this context the Assembly commission may take into account, in addition to the seriousness of the allegations, such factors as the degree of remorse shown by the minister and his/her preparedness to change or to undergo counselling or training.
- F.2.1 Having completed the process set out in paragraph F.1, the Assembly commission shall reach its decision (either unanimously or by majority vote) which shall, in the absence of a decision to refer under paragraph E.5.3, be either to delete the name of the Minister from the Roll of ministers or to allow his/her name to remain on the Roll of Ministers.
- F.2.2 If the Assembly commission considers that there has been some conduct, statement, act or omission on the part of the minister which, although not sufficiently serious to justify deletion, is nevertheless of sufficient concern to justify lesser disciplinary action against the minister it may, whilst allowing the name of the minister to remain on the Roll and as part of its decision, issue a written warning to the minister that any continuance or repetition of any of the disciplinary matters considered by the Assembly commission to have been

proven to its satisfaction might be considered a cause for deletion by a future Assembly commission or Appeals commission. It may also issue a direction as defined in paragraph A.5 to the Synod Moderator/General Assembly Representative.

- F.2.3 If the decision is to delete the name of the minister from the Roll of Ministers, the Assembly commission is particularly requested to include appropriate guidance in its written statement (see paragraph F.3.3) concerning any restrictions which it considers ought to be placed upon any activities involving the minister after his/her deletion with the object of assisting Moderators of synod, synods, local churches, the General Secretary, the Press Officer, the Safeguarding Officer, the Secretary for Ministries and others within the Church and also any relevant outside organisation. It is emphasised that any such guidance is of an advisory nature and does not form part of the decision, as a consequence of which it cannot form the subject matter of any appeal.
- F.3 In recording its decision the Assembly commission shall comply with the following:
- F.3.1 It shall state whether its decision is unanimous or by a majority.
- F.3.2 It shall set out the terms of any written warning issued to the minister under paragraph F.2.2 and (if such be the case) the terms of any direction issued to the Synod Moderator/General Assembly Representative under that paragraph. Any such direction shall include a requirement that, should the minister subsequently move from the oversight of one council to another, the First Council shall pass to the Second Council the written warning and the direction and supply such information and documents as is necessary to enable the Second Council to take over the monitoring process in respect thereof.
- F.3.3 It shall append a written statement of its reasons for reaching its decision, but shall not be obliged (unless it wishes to do so) to comment in detail on all or any of the matters of evidence laid before it.
- F.4 Subject only to the requirements of paragraphs A.4.2 and A.14 and the discharge of its responsibilities under paragraph J.3, the decision so taken shall conclude the involvement of the Assembly commission in the Disciplinary Process, and shall have the effect provided for in paragraph F.7.
- F.5.1 The Secretary of the Assembly commission shall within 10 days of the date of the decision serve on the minister and the mandated group notice of the decision and of the written Statement of Reasons given under paragraph F.3.3. Such notice shall draw the attention of the minister and the mandated group to the strict time limit for serving notice of appeal under paragraph G.1.1.
- F.5.2 S/he shall at the same time (i) serve on the minister any written warning referred to in paragraph F.2.2, including a copy of any direction issued to the Synod Moderator/General Assembly Representative, (ii) send copies thereof to the mandated group and (iii) send to the minister and the mandated group copies of any guidance appended to the decision of the Assembly commission under paragraph F.2.3.

F.6.1 At the same time as s/he serves on the minister and the mandated group the documents referred to in paragraphs F.5.1 and F.5.2, the Secretary of the Assembly commission shall send to the General Secretary, the Moderator of the synod, the Synod Clerk, the Press Officer, the Safeguarding Officer, the Secretary for Ministries and, in a case arising under paragraph B.3.2, the General Assembly Representative a notice to the effect that a decision has been reached by the Assembly commission, simply stating whether the decision of the Assembly commission has been to delete or to retain the name of the minister on the Roll of Ministers, and, if the latter, whether or not a decision to issue a written warning was also made. Such notice shall not contain any further information other than that the decision is still subject to the possibility of an appeal being lodged and that a further notice will be sent under paragraph F.6.3 (if there is no appeal) or under paragraph G.1.2.1 or paragraph G.1.2.2 (if there is an appeal).

F.6.2.1 A minister or CRCW may appeal against the decision of the Assembly commission to delete his/her name from the Roll of Ministers or CRCWs or to issue a written warning by lodging a notice of appeal in accordance with paragraph G.1, stating the ground/s of such appeal.

F.6.2.2 The mandated group of the council which lodged the referral notice in any case may in the name of that council appeal against the decision of the Assembly commission not to delete the name of the minister or CRCW from the Roll of Ministers or CRCWs by lodging a notice of appeal in accordance with paragraph G.1 stating the ground/s of such appeal. In any case where no written warning is attached to the decision not to delete, the notice may state, if the mandated group so desires, that the appeal is limited to the question of the issue of a written warning to the minister or CRCW.

F.6.2.3 No-one other than the parties has any right of appeal from the decision of the Assembly commission.

F.6.2.4 If an appeal is lodged by either party, the procedure contained in section G shall apply.

F.6.3 If within the time specified in paragraph G.1.1 no appeal is lodged by either party, the Secretary of the Assembly commission shall within 10 days of the expiration of such period (or within 10 days of the decision itself if the first proviso to paragraph F.7.2 applies or immediately upon receipt by him/her of irrevocable notices from both parties of the waiver of their rights of appeal if the second proviso to paragraph F.7.2 applies) send to the minister and the mandated group and the persons referred to in paragraph F.6.1 notice of that fact and of the consequent termination of the minister's suspension in accordance with paragraph F.7.1 or F.7.2 whichever is applicable and at the same time shall send to those persons copies of the Statement of Reasons sent to the minister and the mandated group in accordance with paragraph F.5.1.

At the same time the Secretary of the Assembly commission shall send to all those persons copies of the documents sent in accordance with paragraph F.5.2, stressing to all the recipients the sensitive nature of the information imparted and the need to exercise care and discretion as to how it is used. The mandated group shall thereupon comply with paragraph H.4.

- F.6.4 At the time of compliance with paragraph F.6.3, the Secretary of the Assembly commission shall also send to the responsible officer of any relevant outside organisation notice of the decision of the Assembly commission (including, in the event of a decision not to delete, the date of cessation of the minister's suspension), together with copies of the Statement of Reasons sent to the minister and the mandated group in accordance with paragraph F.5.1 and details of any guidance issued by the Assembly commission as appended to its decision which it expressly states to be its wish to pass on to such outside organisation, stressing the sensitive nature of the information imparted and the need to exercise care and discretion as to how it is used.
- F.7.1 In the event of the Assembly commission deciding to delete and there being no appeal against that decision under paragraph F.6.2.1 within the period allowed under paragraph G.1, the suspension shall continue up to the first day after the expiration of such period, on which day the deletion shall automatically take effect. The Disciplinary Process case shall be regarded as concluded on such day (see also paragraph H.4.3).
- F.7.2 In the event of the Assembly commission deciding not to delete and there being no appeal against that decision under paragraph F.6.2.2 within the period allowed under paragraph G.1, the suspension shall automatically cease on the first day after the expiration of such period and the Disciplinary Process case shall be regarded as concluded on that date, provided that (i) where the mandated group has formally signified to the Assembly commission under paragraph E.9.2 that it does not intend to press the case for any disciplinary action to be taken against the minister and the Assembly commission decides not to issue a written warning, the Assembly commission may as an appendage to its decision not to delete state that the minister's suspension shall terminate with immediate effect and in that case the Disciplinary Process case shall be regarded as concluded on the date on which the Assembly commission formally notifies its decision to the parties under paragraph F.5 or (ii) where the decision is to allow the minister's name to remain on the Roll of Ministers and no written warning is issued and where both parties within the time allowed for an appeal to be lodged state in writing and irrevocably that they waive their rights of appeal, the minister's suspension shall cease and the Disciplinary Process case shall be concluded, both events taking place on the date on which the Secretary of the Assembly commission shall have received such statements from both parties (as to the notification of the cessation of the suspension, see paragraphs F.6.3 and F.6.4) (see also paragraph H.4.3).

G. Appeals procedure

G.1.1 Any notice of appeal against the decision of the Assembly commission must be served on the Secretary of the Assembly commission no later than 21 days from the date of service of the decision of the Assembly commission on the appellant and for this purpose time shall be of the essence, and such notice shall state the grounds of the appeal (which may be in detail or in summary form as the appellant chooses).

G.1.2.1 The Secretary of the Assembly commission shall forthwith notify the General Secretary that an Appeal has been lodged, at the same time passing on to the General Secretary the notice of appeal together with the body of papers laid before the Assembly commission in hearing the case and the record of the hearing as defined in paragraph E.12.4. The General Secretary shall thereupon act in a secretarial and administrative capacity in all matters relating to the appeal.

G.1.2.2 At the same time the Secretary of the Assembly commission shall also notify the Moderator of the synod, the Synod Clerk, the Press Officer, the Safeguarding Officer, the Secretary for Ministries and, in a case arising under paragraph B.3.2, the General Assembly Representative that an appeal has been lodged against the decision of the Assembly commission.

G.1.3.1 Except for those provisions which by their context are inappropriate for the appeals procedure, the provisions set out in sections E and F shall also apply to section G (with the necessary changes).

G.1.3.2 As soon as the appointment of the Appeals commission has been completed, all matters appertaining to suspension affecting the minister shall be under the sole authority of the Appeals commission and the powers and provisions set out in paragraphs E.1.3.2 to E.1.3.6 shall thereupon apply to the Appeals commission as fully as if that commission had been named in those paragraphs in place of the Assembly commission.

G.2 On receipt of a valid notice of appeal served under paragraph G.1, the General Secretary shall as soon as possible take the following steps:

G.2.1 Acknowledge receipt of the notice of appeal, send to the Appellant a copy of the record of the hearing (see paragraph E.12.4) and follow the procedure set out in either paragraph G.2.2 or paragraph G.2.3.

G.2.2 (If the appeal is brought by the minister under paragraph F.6.2.1) serve notice of the receipt of the appeal on the mandated group, attaching to such notice a copy of the notice of appeal served under paragraph G.1.1 and of any accompanying statement of reasons and a copy of the record of the hearing (see paragraph E.12.4) and call upon the mandated group to submit within 21 days from the date of service of the notice under this paragraph a

- counter-statement containing any comments which the mandated group wishes to make in connection with the appeal or
- G.2.3 (If the appeal is brought by the mandated group under paragraph F.6.2.2) serve notice of the receipt of the appeal on the minister, attaching to such notice a copy of the notice of appeal served under paragraph G.1.1 and of any accompanying statement of reasons and a copy of the record of the hearing (see paragraph E.12.4) and call upon the minister to submit within 21 days from the date of service of the notice under this paragraph a counter-statement containing any comments which the minister wishes to make in connection with the appeal.
- G.3.1 The Officers of the General Assembly shall within 14 days of receipt by the General Secretary of the notice of appeal under paragraph G.1.1 of these Rules (or within such further time as they shall reasonably require) appoint the Appeals commission in accordance with paragraph G.3.2 and paragraphs G.4 to G.7.
- G.3.2 The Appeals commission for the hearing of each such appeal shall consist of the following five persons:
- G.3.2.1 A Convener who shall be a member of the United Reformed Church (but not necessarily a member of the General Assembly) with legal and/or tribunal experience to be selected by the officers of the General Assembly and
- G.3.2.2 One of the Moderators of the General Assembly or if for any reason neither should be able to serve, a former Moderator of the General Assembly to be selected by the officers of the General Assembly and
- G.3.2.3 Three other members of the General Assembly to be selected by the officers of the General Assembly.
- G.3.3 The relevant date for ascertaining whether persons qualify for appointment under paragraph G.3.2 is the date on which the Secretary of the Assembly commission notifies the General Secretary that an appeal has been lodged against the decision of the Assembly commission.
- G.3.4 In selecting persons for appointment to the Appeals commission in accordance with paragraph G.3.2, the officers of the General Assembly shall, so far as possible, apply the same criteria as are set out in paragraphs A.6.1, C.2.2 and C.3.1 in relation to appointments to the commission panel and to Assembly commissions.
- G.4.1 The General Secretary shall send to each of the proposed appointees for the Appeals commission an invitation to serve on the Appeals commission for the hearing of the appeal in that case, naming the minister concerned but supplying no further information about the case.
- G.4.2 The notice of invitation to serve shall draw the attention of each proposed appointee to paragraph C.3.1 and shall request confirmation that s/he is willing to accept appointment and that s/he is unaware of any circumstances

which in the present case might prevent him/her from serving on the Appeals commission.

- G.4.3 The invitee shall within 7 days of receipt of the notice of invitation serve on the General Secretary a notice indicating whether s/he is able and willing to accept appointment and, if so, confirming compliance with paragraph C.3.1.
 - G.5.1 The General Secretary shall serve notice on the parties, setting out the name and office or credentials of each proposed appointee, drawing attention to paragraphs C.3.1 and C.3.2 and requiring notice of objection to any of the proposed appointees under paragraph C.3.2 to be served upon the General Secretary within 14 days of the service of the notice given under this paragraph.
 - G.5.2 Any such notice of objection must state the grounds of such objection.
 - G.5.3 To ensure that the appeals process is moved along in a timely manner, any notice of objection received outside the period allowed will not normally be considered unless very good reason can be shown for its late delivery.
 - G.5.4 The Officers of the General Assembly shall consider every objection properly notified and shall decide whether to uphold or to reject the objection.
 - G.5.5 If they reject the objection, the General Secretary shall serve notice thereof on the objector.
 - G.5.6 If they uphold the objection, the General Secretary shall serve notice thereof on the objector, the person to whom the objection was taken and the other party on whom the notice specified in paragraph G.5.1 was served.
 - G.5.7 In the event of any objection being upheld, the procedure outlined in paragraphs G.4 and G.5 of these Rules shall be repeated to complete the appointment of the Appeals commission and to give notice to the parties of the person appointed.
- G.6 The Convener of the Appeals commission shall not have a casting vote, unless the Appeals commission shall, in circumstances arising under paragraph G.7.1, consist of an even number of members.
- G.7.1 In the event that any member of the Appeals commission shall be unable to carry out his/her duties on the Appeals commission, the remaining members shall continue to act as the Appeals commission, subject to there being a minimum of three members.
 - G.7.2 In the event that for the reasons stated in paragraph G.7.1 the Appeals commission shall consist of fewer than three members at any time after the Appeals commission has taken any steps in connection with the appeal, the Appeals commission so appointed shall stand down and be discharged and a new Appeals commission shall be appointed in accordance with paragraphs G.3 to G.7 to hear the appeal.
 - G.7.3 Once the Appeals commission has been validly constituted and has taken any steps in accordance with this section G, no person shall be subsequently appointed to serve on that Appeals commission.

- G.7.4 Notwithstanding that, during the conduct of the appeal, a new person may assume the office of Moderator of the General Assembly, the person previously holding such office shall continue to serve as a member of the Appeals commission to the exclusion of his/her successor in that office.
- G.8 Each member of the Appeals commission when appointed shall receive from the General Secretary copies of the following:
- G.8.1 Notice of the Assembly commission's decision.
 - G.8.2 Any statement of reasons given by the Assembly commission.
 - G.8.3 Any written warning issued, including a copy of any direction issued to the Synod Moderator/General Assembly Representative.
 - G.8.4 Any guidance appended to the decision in accordance with paragraph F.2.3.
 - G.8.5 Any cautions (other than those successfully appealed against).
 - G.8.6 The notice of appeal, containing the grounds for the appeal.
 - G.8.7 Any counter-statement received under paragraph G.2.2 or paragraph G.2.3.
 - G.8.8 The body of papers laid before the Assembly commission in hearing the case.
 - G.8.9 The record of the hearing. (See paragraph E.12.4)
- G.9 The Appeals commission when constituted shall consider the following matters:
- G.9.1 Whether there is or may be new information which has come to light and which could not reasonably have been available to the Assembly commission before its decision was taken under paragraph F.2.
 - G.9.2 Whether any such new information would in its opinion have been material in that, had it been tested and proved to the satisfaction of the Assembly commission, it might have caused it to reach a different decision.
 - G.9.3 Whether there may have been some procedural irregularity or breach of the rules of natural justice or serious misunderstanding by the Assembly commission of the information before it or of any aspect of the Disciplinary Process itself.
 - G.10.1 Before reaching its decision on the appeal, the Appeals commission shall constitute a hearing at which the parties shall attend before the Appeals commission.
 - G.10.2 The General Secretary shall consult with the Convener and the other members of the Appeals commission as to a suitable venue, date and time for the hearing and, where possible, with the parties as to a suitable date and time for the hearing and having so consulted, shall decide thereupon and shall forthwith send a notice to the parties informing them of the arrangements for the hearing and at the same time supply this information to the Synod Moderator and, if the case arises under paragraph B.3.2, the General Assembly Representative.
 - G.10.3 At the Hearing of the Appeal, there shall be no further investigation or rehearing of the evidence nor any further evidence introduced, except for the purpose of considering

- whether there are sufficient grounds for referring the case for re-hearing in accordance with paragraph G.11.7.
- G.10.4 The General Secretary shall (unless excluded for the reasons specified in paragraph C.3.1) attend the hearing for the purpose of giving such procedural advice to the Appeals commission as may be appropriate and of keeping a formal record of the hearing. S/he shall not be present when the Appeals commission deliberates and decides on the case.
- G.10.5 If the General Secretary cannot for any reason be present at the hearing, the Appeals commission shall itself appoint such person as it considers appropriate to deputise for him/her for that purpose, ascertaining beforehand that such person is not excluded for reasons specified in paragraph C.3.1. Such person will carry out the duties set out in paragraph G.10.4 but shall not be present when the Appeals commission deliberates and decides on the case.
- G.10.6 The General Secretary or his/her deputy appointed under paragraph A.8 shall prepare a summary minute of the proceedings at the hearing (the Secretary's minute). Where possible, a verbatim record of the proceedings shall also be made by electronic recording or by such other means as shall be directed by the Convener of the Appeals commission. The record of the hearing shall consist of the Secretary's minute together with any such verbatim record.
- G.10.7 A representative of the Church's legal advisers shall normally be present at the hearing in order to advise and address the Appeals commission on matters relating to procedure, law, evidence and interpretation and issues arising under paragraph G.10.3, but s/he shall not take any part in the decision reached by the Appeals commission, nor shall s/he be present when the Appeals commission deliberates and decides upon the case.
- G.10.8 The conduct of the Hearing of the Appeal is in the hands of the Appeals commission whose Convener will at the outset of the hearing read out the decision of the Assembly commission.
- G.10.9 The Convener will then invite the parties (commencing with the appellant) to make oral representations to the Appeals commission on the subject matter of the appeal.
- G.10.10 The hearing will then be concluded.
- G.11 The Appeals commission shall at the conclusion of the hearing and all together but in the absence of the parties and of the General Secretary and of the legal adviser consider and arrive at any of the following decisions (which may be taken unanimously or by a majority vote) always having in mind paragraph A.1.4 and paragraph A.1.5 (if this latter paragraph is applicable) which direct the Appeals commission to have full

regard for either paragraph 2 of schedule E to the Basis of Union or the second paragraph of part II of schedule F to the Basis of Union whichever is relevant:

- G.11.1 It may uphold the decision of the Assembly commission to delete or
 - G.11.2 It may uphold in its entirety the decision of the Assembly commission not to delete (whether or not this also includes a decision to issue a written warning to the minister under paragraph F.2.2) (with or without a direction) or
 - G.11.3 It may uphold the decision of the Assembly commission not to delete, but in addition may issue a written warning to the minister in the terms of paragraph F.2.2 (with or without a direction) if the Assembly commission has not itself already done so (the words “the Assembly commission” at the beginning of paragraph F.2.2 being construed for the purposes of this paragraph as a reference to the Appeals commission) or
 - G.11.4 If the Assembly commission has decided not to delete but has issued a written warning to the minister under paragraph F.2.2 (with or without a direction) the Appeals commission may uphold the decision not to delete but may direct that the written warning (and any accompanying direction) be withdrawn or it may itself vary the terms any written warning issued by the Assembly commission and/or any direction appended thereto or
 - G.11.5 It may reverse the decision of the Assembly commission not to delete or
 - G.11.6 It may reverse the decision of the Assembly commission to delete, but may if it considers it appropriate issue a written warning to the minister in the terms of paragraph F.2.2 (with or without a direction) if the Assembly commission has not itself already done so (the words “the Assembly commission” at the beginning of paragraph F.2.2 being construed for the purposes of this paragraph as a reference to the Appeals commission) or
 - G.11.7 It may refer the case for re-hearing by another duly constituted Assembly commission (but only if it considers that there has been some procedural irregularity or serious misunderstanding by the Assembly commission of the information before it or of any aspect of the Disciplinary Process itself or if material new information becomes available which could not reasonably have been produced before the Assembly commission).
- G.12 There shall be no appeal from the decision of the Appeals commission and (unless paragraph G.11.7 applies) the decision of the Appeals commission shall bring the minister’s suspension to an end.
- G.13 In recording its decision the Appeals commission shall comply with the following:
- G.13.1 It shall state whether its decision is unanimous or by a majority.
 - G.13.2 It shall set out any written warning issued to the minister under paragraph G.11.2, G.11.3 or G.11.6 (and any direction appended thereto).
 - G.13.3 It shall append a written statement of its reasons for reaching its decision, but shall not be obliged (unless it wishes to do so) to comment in detail on all or any of the matters of evidence laid before it.
 - G.13.4 If the decision is to delete the name of the minister from the Roll of Ministers, the Appeals commission is particularly requested to include in its written statement (see paragraph G.13.3) appropriate guidance concerning any

restrictions which it considers ought to be placed upon any activities involving the minister after his/her deletion with the object of assisting Moderators of synod, synods, local churches, the General Secretary, the Press Officer, the Safeguarding Officer, the Secretary for Ministries and others within the Church and also any relevant outside organisation. It is emphasised that any such guidance is of an advisory nature and does not form part of the decision.

- G.13.5 In addition to its power to offer guidance under paragraph G.13.4, the Appeals commission may if it sees fit endorse, overrule, vary or modify in any way any guidance offered by the Assembly commission in the case in question. For the avoidance of duplication, the Decision Record shall in every case set out in full any guidance offered by the Appeals commission, even where this simply endorses that offered by the Assembly commission in its entirety.
- G.14 As regards the notification of the decision, the General Secretary shall comply with the following:
- G.14.1 S/he shall within 10 days of the date of the decision serve on the minister and the mandated group notice of the decision and of the written Statement of Reasons given under paragraph G.13 and such notice shall (unless paragraph G.11.7 applies) state that the minister's suspension ceased on the date of the Appeals commission's decision.
- G.14.2 If the decision is taken in accordance with either paragraph G.11.2, G.11.3 or paragraph G.11.6, the General Secretary shall at the same time serve on the minister the written warning referred to in those paragraphs and any direction appended thereto and shall send copies thereof to the mandated group.
- G.14.3 If the decision is taken in accordance with paragraph G.11.4, the General Secretary shall at the same time serve on the minister and on the mandated group notice that the written warning issued following the decision of the Assembly commission is withdrawn.
- G.14.4 S/he shall at the same time send to the minister and the mandated group copies of any guidance appended to the decision of the Appeals commission under paragraph G.13.4.
- G.14.5 S/he shall at the same time send to the Secretary of the Assembly commission, the Moderator of the synod, the Synod Clerk, the Press Officer the Safeguarding Officer and the Secretary for Ministries copies of the documents served on the minister and the mandated group under paragraphs G.14.1 to G.14.4 and, unless paragraph G.15 applies, stressing to all the recipients the sensitive nature of the information imparted and the need to exercise care and discretion as to how it is used. The mandated group shall thereupon comply with paragraph H.4.
- G.14.6 If the Appeals commission decides to confirm a written warning issued by the Assembly commission (paragraph G.11.2) or to issue a written warning where the Assembly commission has not already done so (paragraph G.11.3 or paragraph G.11.6) to which, in any of those cases, it adds a direction to the Synod Moderator/General Assembly Representative, the General Secretary shall, at the time of compliance with paragraph G.14.3, send copies of the

written warning and the direction to the Synod Moderator/General Assembly Representative, who shall take the necessary steps to comply with the terms of the direction.

- G.14.7 At the time of compliance with paragraph G.14.5, the General Secretary shall also send to the responsible officer of any relevant outside organisation notice of the decision of the Appeals commission (including, in the event of a decision not to delete, the date of cessation of the minister's suspension), together with copies of the Statement of Reasons sent to the minister and the mandated group in accordance with paragraph G.14.1 and details of any guidance issued by the Appeals commission as appended to its decision which it expressly states to be its wish to pass on to such outside organisation, stressing the sensitive nature of the information imparted and the need to exercise care and discretion as to how it is used.
- G.15 If the decision is taken in accordance with paragraph G.11.7, the notice served by the General Secretary under paragraph G.14.1 shall constitute a notice of reference back. The Assembly commission appointed for the re-hearing of the case shall not be given any information relating to the conduct of the previous hearing but may have sight of the documents, statements and information delivered to the Assembly commission under the provisions contained in section E.
- G.16.1 Subject only to the requirements of paragraphs A.4.2 and A.14 and the discharge of its responsibilities under paragraph J.3 the decision of the Appeals commission shall conclude its involvement in the Disciplinary Process. Unless the decision falls within paragraph G.15 (reference back to another duly constituted Assembly commission), it shall have the effect provided for in paragraph G.16.2 or paragraph G.16.3, whichever is applicable.
- G.16.2 In the event of the Appeals commission deciding to delete, the minister's suspension shall continue up to the date of the decision, on which date the deletion shall automatically take effect. The Disciplinary Process case shall be regarded as concluded on such day (see also paragraph H.4.4).
- G.16.3 In the event of the Appeals commission deciding not to delete, the minister's suspension shall cease on the date of the decision and the Disciplinary Process case shall be regarded as concluded on such day (see also paragraph H.4.4).
- G.17 The attention of the mandated group is particularly drawn to paragraph H.4

H. Forms, service of documents and miscellaneous matters

- H.1 Model forms of notice have been prepared to assist those concerned with the Disciplinary Process. The forms of notice may be amended from time to time and new forms introduced. Use of the model forms is not compulsory and minor variations in the wording will not invalidate the notice being given, but it is strongly recommended that the model forms be used and followed as closely as possible to avoid confusion and to ensure that all relevant information is supplied at the proper time.

- H.2.1 Service of any document required to be served on an individual shall be deemed to have been properly effected in any of the following ways:
- H.2.1.1 By delivering the document personally to the individual to be served.
 - H.2.1.2 By delivering the document or sending it by first class pre-paid post or by recorded delivery post addressed to the last known address of the individual to be served in a sealed envelope addressed to that individual.
 - H.2.1.3 In such other manner as the Assembly commission or the Appeals commission (if service relates to the Appeals Procedure) or the Convener or Deputy Convener of the commission panel (if service relates to a period prior to the appointment of the Assembly commission) may direct having regard to the circumstances.
- H.2.2 Service of any document required to be served on any mandated group shall be deemed to have been properly effected in any of the following ways:
- H.2.2.1 By delivering the document personally to that member of the mandated group who has been nominated in the referral notice to accept service or in the absence of such nomination to the person who signed the referral notice, provided that in either case such person is still a member of the mandated group when such service is required to be effected.
 - H.2.2.2 By delivering the document or sending it by first class pre-paid post or by recorded delivery post addressed to the person referred to in paragraph H.2.2.1 at the address specified in such nomination or, in the absence of such nomination, at the address given in the referral notice.
 - H.2.2.3 In such other manner as the Assembly commission or the Appeals commission (if service relates to the Appeals Procedure) may direct having regard to the circumstances.
- H.2.3 Service of any document required to be served on the Secretary of the Assembly commission or on the General Secretary shall be deemed to have been properly served if delivered or sent by first class pre-paid post or by recorded delivery post addressed to the Secretary of the Assembly commission or the General Secretary as the case may be at the address given in the current issue of the *Yearbook* or subsequently notified or (in the absence of any such address in the *Yearbook*) in an envelope addressed to that person at Church House, 86 Tavistock Place London WC1H 9RT and marked 'Disciplinary Process'.
- H.2.4 All documents required to be served shall be placed in a sealed envelope clearly addressed to the addressee and marked 'Private and Confidential'.
- H.2.5 In the case of service of documents by first class pre-paid post, service shall be deemed to have been effected on the third day after the posting of the notice.

- H.3 Deletion as a result of the Disciplinary Process shall have the effect of terminating any contract, written or oral, between the minister and the United Reformed Church or any constituent part thereof in relation to his/her ministry.
- H.4.1 In cases which have bypassed or have proceeded beyond the caution stage, within one month of the conclusion of each case the mandated group shall, pursuant to its reporting obligation noted at paragraphs B.8.2.1, F.6.3 or G.17, whichever is applicable, lodge a written report of the case with the Secretary of the Assembly commission, who shall, in order to preserve confidentiality, remove from the report the name and address of the minister, the name of the minister's church(es) and any other information which might lead to the identification of the individuals involved in the case.
- H.4.2 In cases which have been discontinued at the caution stage, the Synod Moderator shall lodge a written report of the case with the Secretary of the Assembly commission, who shall, in order to preserve confidentiality, remove from the report the name and address of the minister, the name of the minister's church(es) and any other information which might lead to the identification of the individuals involved in the case.
- H.4.3 In all cases, whether concluded under paragraph F.7.1 or F.7.2 or paragraph G.16.2 or G.16.3, the Convener of the Assembly commission shall, after consulting the other members thereof and within one month of the conclusion of the case, lodge a written report of the conduct of the hearing and of any other issues relating to the case which s/he deems appropriate with the Secretary of the Assembly commission who shall, in order to preserve confidentiality, remove from the report the name and address of the minister, the name of the minister's church(es) and any other information which might lead to the identification of the individuals involved in the case. The General Secretary shall notify the Secretary of the Assembly commission when a case under appeal has been concluded to enable compliance with this paragraph.
- H.4.4 In cases which have been concluded in accordance with paragraph G.16.2 or G.16.3, the Convener of the Appeals commission shall, after consulting the other members thereof and within one month of the conclusion of the case, lodge a written report of the conduct of the appeal and of any other issues relating to the case which s/he deems appropriate with the Secretary of the Assembly commission who shall, in order to preserve confidentiality, remove from the report the name and address of the minister, the name of the minister's church(es) and any other information which might lead to the identification of the individuals involved in the case.
- H.4.5 The purpose of the reports is to help those charged with the review of the ongoing operation of the Disciplinary Process to monitor the performance of those involved with the case and to highlight issues arising for consideration by the MIND Advisory Group and thus to ensure that all appropriate training,

assistance and guidance are provided and that the highest standards are maintained.

For the avoidance of confusion, there is no Section I, the Rules of Procedure moving directly from Section H to Section J.

J. Report to General Assembly, costs and retention of records and papers

- J.1 The General Secretary shall report to the General Assembly all decisions reached by the Assembly commission and the Appeals commission (other than cautions imposed by the Synod Appointees and decisions made by the Special Appeals Body under paragraph E.5.3 against the impositions of cautions during the caution stage) in the following manner:
- J.1.1 If a decision of the Assembly commission is subject to appeal, the report shall simply state that a decision has been reached in a case which is subject to appeal and shall not name the minister.
 - J.1.2 If a decision of the Assembly commission is not subject to appeal and is to delete under paragraph F.2.1, the report shall so state and name the minister.
 - J.1.3 If a decision of the Assembly commission is not subject to appeal and is to allow the name of the minister to remain on the Roll of Ministers under paragraph F.2.1 with or without the issue of a written warning under paragraph F.2.2, the report shall so state without naming the minister.
 - J.1.4 In any case which goes before the Appeals commission, if the decision is to delete, the report shall accord with paragraph J.1.2 and if the decision is to allow the name of the minister to remain on the Roll of Ministers with or without the issue of a written warning, the report shall accord with paragraph J.1.3.
 - J.1.5 Guidance appended to any decision of the Assembly commission or the Appeals commission shall not be included in any report to General Assembly under this paragraph J.1.
- J.2 If a case is concluded under the provisions of paragraph E.5.3.17 the report shall simply state that a case has been referred into the incapacity procedure and shall not name the minister.
- J.3 The cost of operating the Disciplinary Process and the reasonable and proper expenses of persons attending a hearing and the costs of any reports obtained by or on the authority of the Assembly commission or the Appeals commission or any other costs and expenses which the Assembly commission or the Appeals commission deem to have been reasonably and properly incurred in the course of such process (but excluding any costs and expenses incurred by the parties in the preparation of their respective cases and the cost of any representation at the hearing) shall be charged to the general funds of the Church, and the report of each case to the General Assembly shall state the total cost incurred in that case.
- J.4 The Secretary of the Assembly commission shall be responsible for the keeping of the record of decisions taken by the Assembly commission and by the Appeals commission, and for the custody of all papers relating to concluded cases (including any which were discontinued at the caution stage or the pre-commission stage), which shall include the papers which the mandated group and the minister have lodged with the Secretary of the Assembly commission and, in the event of an appeal, with the General Secretary

during the course of the proceedings. The complete bundle of all these papers shall be kept in a locked cabinet at Church House.

Appendix 1 – see paragraph B.2.2

Enabling resolution for synods wishing to set up a shared synod panel

The synod of, meeting in plenary session on the ... day of 20..., resolves as follows:

1. To join with (here specify the other synods involved) in constituting a shared synod panel in accordance with paragraph B.2.2 of the Ministerial Disciplinary Process, which said panel shall come into being when all the sharing synods have passed an enabling resolution in the format set out in Appendix 1 to the Ministerial Disciplinary Process and at a date to be agreed by the sharing synods (“the formation date”), at which date the shared synod panel shall come into existence.

2. In conjunction with the other sharing synods and no later than the formation date, to appoint persons onto the shared synod panel in compliance with paragraph B.2.2.1 and one person (who may be a panel member) to act as co-ordinator in compliance with paragraph B.2.2.3.

3. To continue to maintain its separate synod panel until the formation date, following which it shall cease to exist.

.....