

GET TO KNOW US



# GATEWAY MEMBERSHIP PACKAGE



## About Membership at Gateway

While “church member” is a term that is never mentioned in the Bible, the Bible frequently uses many illustrations to describe how Christians are meant to live in community (a household - Eph 2:19; a body - 1 Cor 12:12-31, a living temple - 1 Pet 2:4-5). These images all highlight a simple reality - God created us for community. When a believer becomes a member of a particular church, they are making a covenant before God to become a participating member of the church body.

You are not required to become a member to be actively involved at Gateway Alliance Church, but by becoming a member you are officially joining the Gateway family.

Membership at Gateway is a one-year commitment that must be renewed annually in February. To continue your membership, all members are required to respond to the Membership Renewal form, and vote in the AGM.

### To be a member at Gateway, you must fulfill the Membership Requirements:

1. Be 18 years of age or older
2. Have a personal relationship with Jesus Christ and be baptized in water
3. Completion of Step One of the Gateway Next Program
4. Completion of the Gateway Membership Application Form
5. Commitment and acceptance of the Alliance Canada Membership Agreement and the Membership Covenant
6. Annual participation in the Membership Renewal & AGM Vote (sent via email in January/February)

### Membership Process:

If you want to become a member of Gateway Alliance Church, here is a simple check-list to work through in order to begin the membership process:

1. Attend Step One of the Gateway NEXT Program
2. Read through the Gateway Membership Covenant & the Alliance Membership Agreement (available at [gateway.ac/membership-agreement](http://gateway.ac/membership-agreement), or below)
3. Complete the Gateway Membership Application Form (available at [gateway.ac/membership-application](http://gateway.ac/membership-application))

Once you have completed these four steps, your application will be reviewed by church staff & the Gateway Board prior to final approval. If approved, you can expect to receive an email welcoming you as a member of Gateway Alliance Church.

## **Membership Renewal**

Membership at Gateway is a one-year commitment that must be renewed annually in February. To continue as a member of Gateway, each individual must:

1. Fill out the Membership Renewal Form sent out annually in January
2. Participate in the AGM Vote sent out annually in February/March
3. Continue to uphold the Membership Covenant & Agreement, as indicated through participation in the AGM Vote

Any standing member who fails to participate in these three steps will be considered “inactive” and will have to apply to have their membership reinstated.

## **Membership Benefits**

Members at Gateway will receive the following two benefits:

1. Eligibility to vote in the AGM
2. Eligibility to serve on the Gateway Board or the Gateway Elders team

# **Gateway Membership Covenant**

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## **Our Covenant to You**

As your leaders, we commit to:

- Be welcoming, loving and compassionate towards you in all that we do
  - Empower you to participate in the works of service so that the body of Christ may be built up (Eph. 4:12-13)
  - Remaining obedient to the leading and guidance of the Holy Spirit in all that we do (Gal. 5:16-18, 22-25)
  - Developing a trustworthy leadership team that submits to the authority of God’s Word (1 Tim 3:1-13, 1 Peter 5:1-7)
  - Carefully maintaining and preserving robust systems to protect the safety and integrity of the church
  - Setting an example for you in speech, life, love, faith and purity (1 Tim. 4:12)
  - Accurately teaching the Word of God (2 Tim. 2:15)
  - Hold one another to the Gateway Standards of Leadership (available at [gateway.ac/standards](http://gateway.ac/standards))
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## **Your Covenant to Gateway**

I affirm that I have received Christ as my Lord and Savior, I have been baptized in water, and I am in agreement with the values and vision of Gateway Alliance Church, as presented during the Gateway Next Program. As such, I feel led by the Holy Spirit to become a member of the Gateway family. In doing so, I am willing to make the following commitment to God and my fellow church members:

### **1. I commit to protecting the unity of my church by...**

- a. Making my own spiritual growth a priority by seeking to nurture a personal, close, obedient & loving friendship with the Lord (John 15:4-11, Phil. 4:6-7)
- b. Acting in a loving, welcoming and honoring manner at all times, treating others fairly and with respect (Luke 6:27-36, Rom. 12:10)
- c. Following, supporting and praying for the leadership and governance of the church (Hebrews 13:7, 17, 1 Pet. 5:5), while remaining open to input, challenge & correction (Prov. 15:32, Matthew 18:15-20)

### **2. I commit to sharing the responsibility of my church by...**

- a. Praying regularly for its growth and health
- b. Embodying the vision and core values of Gateway, conducting myself in a welcoming (Rom. 15:7), empowering (1 Cor. 10:23-24) and spirit-led manner (Gal. 5:16-18, 22-25)
- c. Inviting others who are not a part of a church to attend (Matt. 28:19-20, Luke 14:23)

### **3. I commit to serving the ministry of my church by...**

- a. Discovering my god-given gifts and talents and using those gifts to make a difference in the lives of others (1 Peter 4:10, Eph, 4:11-12)
- b. Developing a servant heart (Phil. 2:4-8, Gal. 5:13-14, Mark 10:43-45)
- c. Participating annually in the AGM Voting process

### **4. I will support the testimony of my church by...**

- a. Contributing regularly to the support of the congregation in the form of tithes & offerings (2 Cor. 9:6-12, Acts 4:34-35), time & attendance (Acts 2:42, Heb.10:25)
- b. Living my life in a way that reflects the love of Jesus to all people (Matt. 5:13-16, Phil. 1:27), willingly abstaining from sexual misconduct (Matt. 5:27-28, 20:4-6, Heb. 13:4), intoxication (Luke 21:34, 1 Cor. 6:12), deceit (Ex. 20:16, Eph. 4:29), and materialism (Matt. 6:19-24, 1 Tim. 6:17-19)

*For more information on the particulars of these commitments, please see our Standards of Leadership, available at [gateway.ac/standards](http://gateway.ac/standards)*

# Alliance Canada Membership Agreement

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## Preamble

The Local Church Constitution has been framed and adopted by the General Assembly of The Christian and Missionary Alliance in Canada (the “C&MA”), the denomination’s highest legislative body. Because each Christian and Missionary Alliance church is an integral part of the national and worldwide fellowship, it is united in governance, fellowship, and service in order to promote unity of faith in the fullness of Jesus Christ as Saviour, Sanctifier, Healer, and Coming King, thereby facilitating the spread of the Gospel at home and abroad under the guidance of the Holy Spirit. Each local church shall be governed by the following constitution.

This constitution has two objectives:

1. to state the purpose of this local church and to define the nature of the relationships of this local church to the C&MA and the district of which it is an integral part; and
2. to stipulate the enabling instruments, legal procedures, and the empowering conditions under which this local church is to carry out its local and worldwide work.

The local church is the fundamental unit of Christian fellowship as exemplified in the Scripture. Faithfulness in multiplying churches around the world that are nourished in the Bible and full of the Holy Spirit is the Scriptural pattern for carrying out the redemptive purposes of God and the Great Commission of our Lord and Saviour. The statement of our founder, A.B. Simpson, is as relevant today as when he gave it in his address to General Council in 1912:

*We need to be perfectly adjusted in our loyalty to Christ and at the same time in our responsibility to the special trust which he has committed to our hands. God does not want us to be afraid of losing our consecration by being true to The Christian and Missionary Alliance, by knowing how to keep rank and by marching loyally under our own standard.*

*Further, we must have the right adjustment of our home and foreign work, and the interdependence each upon the other, the homework as the constituency of the foreign, and the foreign as the outlet and complement of the other. Our foreign work is not only the fulfillment of the supreme duty of the Church of Christ, but the loftiest inspiration and uplift of our whole Christian life at home. God grant that this work may never lose its old simplicity, self-sacrifice and separation, not only from the secular but from the religious world in its spirit and practice. But at the same time, we must keep abreast of the progress of our age and be men and women of today in our message and ministry to our generation.*

## **Purpose and Objective of Gateway Alliance Church**

1.1. The purpose of this church is to:

1.1.1. Advance religion by preaching and practicing the teachings, religious tenets, doctrines, and observances associated with the Christian faith.

1.1.2. Support and maintain missions and missionaries in order to propagate the Christian faith.

1.1.3. Undertake activities that are ancillary and incidental to the attainment of the above charitable purposes.

1.2. The objective of this church is to glorify God by proclaiming the Good News of Jesus Christ and persuading men and women to become His disciples and dependable members of His Church. To achieve this objective, the church:

1.2.1. Fosters spiritual maturation through participation of its members in worship and nurturing activities according to their maturity, gifts, and abilities in ministering to the needs of the body in her task of evangelization at home and abroad.

1.2.2. Observes the ordinances of believer's baptism and the Lord's Supper and complies with the biblical qualifications for selection of church leadership. She considers the basic methods of communicating the Gospel to be through worship, preaching, teaching, witnessing, and example. She takes discipline and restoration of the offender seriously. She holds that the fullness of the Holy Spirit is essential for holiness of life and effective witness. She affirms the necessity for fervent prayer, faithful service and sacrificial giving as modeled by Christ Himself. She regards social service and good citizenship as outgrowths of the Gospel.

1.2.3. Being the visible, organized expression of the Body of Christ, conducts her affairs decently and in order. She organizes herself so that all members can contribute according to their gifts and abilities to the total working of the body. She operates on the assumption that the congregation finds broader meaning and outreach by fulfilling her biblical responsibilities within and beyond the life and witness of the denomination.

1.2.4. Cultivates fellowship and not sectarianism. Her local and extended family seeks for common spiritual ground on which fellowship with other groups may be enriched and strengthened through an open and transparent relationship.

# Statement of Faith

1. **God:** There is one God,<sup>1</sup> who is infinitely perfect,<sup>2</sup> existing eternally in three persons: Father, Son and Holy Spirit.<sup>3</sup>

2. **Jesus:** Jesus Christ is true God and true man.<sup>4</sup> He was conceived by the Holy Spirit and born of the Virgin Mary.<sup>5</sup> He died upon the cross, the Just for the unjust, as a substitutionary sacrifice, and all who believe in Him are justified on the ground of His shed blood. He arose from the dead according to the Scriptures.<sup>6</sup> He is now at the right hand of the Majesty on high as our great High Priest.<sup>7</sup> He will come again to establish His kingdom of righteousness and peace.<sup>8</sup>

3. **Holy Spirit:** The Holy Spirit is a divine Person, sent to indwell,<sup>9</sup> guide, teach and empower the believer, and to convince the world of sin, of righteousness and of judgment.<sup>10</sup>

4. **Bible:** The Old and New Testaments, inerrant as originally given, were verbally inspired by God and are a complete revelation of His will for the salvation of people. They constitute the divine and only rule of Christian faith and practice.<sup>11</sup>

5. **Sin:** Humankind, originally created in the image and likeness of God,<sup>12</sup> fell through disobedience, incurring thereby both physical and spiritual death. All people are born with a sinful nature, are separated from the life of God, and can be saved only through the atoning work of the Lord Jesus Christ.<sup>13</sup> The destiny of the impenitent and unbelieving is existence forever in conscious torment, but that of the believer is everlasting joy and bliss.<sup>14</sup>

6. **Freedom from Sin:** Salvation has been provided only through Jesus Christ. Those who repent and believe in Him are united with Christ through the Holy Spirit and are thereby regenerated (born again), justified, sanctified and granted the gift of eternal life as adopted children of God.<sup>15</sup>

7. **Christian Living:** It is the will of God that in union with Christ each believer should be sanctified thoroughly<sup>16</sup> thereby being separated from sin and the world and fully dedicated to God, receiving power for holy living and sacrificial and effective service toward the completion of Christ's commission.<sup>17</sup>

This is accomplished through being filled with the Holy Spirit which is both a distinct event and progressive experience in the life of the believer.<sup>18</sup>

8. **Healing:** Provision is made in the redemptive work of the Lord Jesus Christ for the healing of the mortal body. Prayer for the sick and anointing with oil as taught in the Scriptures are privileges for the Church in this present age.<sup>19</sup>

9. **Church:** The universal Church, of which Christ is the Head, consists of all those who believe on the Lord Jesus Christ, are redeemed through His blood, regenerated by the Holy Spirit, and commissioned by Christ to go into all the world as a witness, preaching the Gospel to all nations.<sup>20</sup>

The local church, the visible expression of the universal Church, is a body of believers in Christ who are joined together to worship God, to observe the ordinances of Baptism and the Lord's Supper, to pray, to be edified through the Word of God, to fellowship, and to testify in word and deed to the good news of salvation both locally and globally. The local church enters into relationships with other like-minded churches for accountability, encouragement and mission.<sup>21</sup>

10. **Life after death:** There shall be a bodily resurrection of the just and of the unjust; for the former, a resurrection unto life;<sup>22</sup> for the latter, a resurrection unto judgment.<sup>23</sup>

11. **Second Coming of Christ:** The second coming of the Lord Jesus Christ is imminent and will be personal and visible.<sup>24</sup> As the believer's blessed hope, this vital truth is an incentive for holy living and sacrificial service toward the completion of Christ's commission.<sup>25</sup>

1. Isaiah 44:6; 45:5-6 | 2. Matthew 5:48; Deut. 32:4 | 3. Matthew 3:16-17; 28:19 | 4. Philippians 2:6-11; Hebrews 2:14-18; Colossians 2:9 | 5. Matthew 1:18; Luke 1:35 | 6. 1 Corinthians 15:3-5; 1 John 2:2; Acts 13:39 | 7. Hebrews 4:14-15; 9:24-28 | 8. Matthew 25:31-34; Acts 1:11 | 9. John 14:16-17 | 10. John 16:7-11; 1 Corinthians 2:10-12 | 11. 2 Timothy 3:16; 2 Peter 1:20-21 | 12. Genesis 1:27 | 13. Romans 8:8; 1 John 2:2 | 14. Matthew 25:41-46; 2 | Thessalonians 1:7-10 | 15. Titus 3:5-7; Acts 2:38; John 1:12; 1 Corinthians 6:11 | 16. 1 Thessalonians 5:23 | 17. Acts 1:8 | 18. Romans 12:1-2; Galatians 5:16-25 | 19. Matthew 8:16-17; James 5:13-16 | 20. Ephesians 3:6-12; 1:22-23 | 21. Acts 2:41-47; Hebrew 10:25; Matthew 28:19-20; Acts 1:8, 11:19-30; 15 | 22. 1 Corinthians 15:20-23 | 23. 2 Thessalonians 1:7-10 | 24. 1 Thessalonians 4:13-17 | 25. 1 Corinthians 1:7; Titus 2:11-14; Matthew 24:14; 28:18-20

## **Discipline and Restoration Policy for Members of Local Churches of The Christian and Missionary Alliance in Canada**

### **A Policy of The Christian and Missionary Alliance in Canada**

#### **Preamble**

Discipline is an exercise of Scriptural authority for which the Church is responsible. The Christian and Missionary Alliance in Canada (the “C&MA”) believes the Scriptures establish standards of conduct and belief by which believers are to live. The goals of discipline are to honour God, to protect the purity of the Church, to guard other Christians from being tempted, misled, divided, or otherwise harmed; and to bring fallen Christians to repentance. Discipline is administered to achieve restoration, while also providing for the spiritual welfare of the local church. Discipline is to be corrective and redemptive. It is to be exercised with mercy, grace, and forgiveness.

The Policy on Discipline, Restoration, and Appeal (“the Policy”) and the disciplinary proceedings contained herein are ecclesiastical in nature, founded on the teachings of the Christian faith. The policy and proceedings seek to apply Scriptural teachings concerning conduct and belief to members of C&MA churches. Unless otherwise provided for in the policy, in a case of disagreement or dispute concerning the interpretation or application of the policy, such matters may be appealed to the District Executive Committee.

This Policy is not meant to replace civil process for allegations that are criminal in nature. When an allegation comes to the ecclesiastical authority that may be criminal in nature, the ecclesiastical authority will retain legal counsel. The ecclesiastical authority will seek counsel as to their responsibility to notify the civil authorities. The ecclesiastical authority will advise all parties that their situation may be criminal in nature and advise them to seek their own legal advice.

#### **Article 1 – Biblical Basis for Discipline**

##### **1.1. Growth in Faith**

Discipline serves to encourage growth and development in faith. Rebuke them sharply, so that they will be sound in faith... (Titus 1:13).

##### **1.2. Redemption and Restoration**

Discipline serves to spiritually redeem and restore those who have fallen into immoral or otherwise un-Christlike ways. Brothers, if someone is caught in a sin, you who are spiritual should restore him gently (Galatians 6:1).

##### **1.3. Bearing One Another’s Burdens**

Discipline benefits the Church because it teaches the Church to be redemptive by carrying the burden of seeking to restore fallen believers. Carry each other’s burdens, and in this way you will fulfill the law of Christ (Galatians 6:2).

##### **1.4. Forgiveness, Comfort, Love**

Discipline involves compassion, even for those who have committed sinful acts and espoused beliefs contrary to Scripture. ...you ought to forgive and comfort him, so that he will not be overwhelmed by excessive sorrow (2 Corinthians 2:5-7).

### 1.5. **Warning to the Divisive**

Discipline serves to deter and instruct against beliefs and conduct contrary to Scripture. Warn a divisive person once, and then warn him a second time. After that, have nothing to do with him (Titus 3:10).

### 1.6. **Judgment and Expulsion**

Discipline may lead to judgment, including expulsion from the church. ...Are you not to judge those inside [the church]? God will judge those outside. Expel the wicked man from among you (1 Corinthians 5:12-13).

## **Article 2 – Scope of the Policy**

### 2.1. **Persons Subject to the Policy**

This policy applies to each member<sup>1</sup> in every C&MA church, other than those members of C&MA churches who are official workers of the C&MA<sup>2</sup>.

### 2.2. **Ecclesiastical Authority**

Disciplinary proceedings will normally be initiated and administered by the Board.

### 2.3. **Basis of discipline**

This Policy is intended to address issues other than those of sexual misconduct where a real or perceived differential in power or authority is deemed to be involved. The Policy and Procedures on Sexual Misconduct for Official Workers and Churches is applicable in such cases.

Matters that may give rise to disciplinary proceedings include, but are not limited to:

- 2.3.1. Holding to and/or promulgating doctrines contrary to the fundamental tenets of the Christian faith as stated in the C&MA statement of faith.
- 2.3.2. Defiance or failure to submit to constituted authority.
- 2.3.3. Violation of Scriptural moral standards including, but not limited to, sexual activity outside of a monogamous heterosexual marriage, sexual harassment, homosexual behaviour, substance abuse, theft, misappropriation of funds or property, and other financial transgressions.
- 2.3.4. Dishonesty, fraud, perjury, and other misrepresentations.
- 2.3.5. Spreading false rumors about another.
- 2.3.6. Causing dissension or division within the church.
- 2.3.7. Violence or abuse directed toward others, especially a child or vulnerable adult.
- 2.3.8. Judgment of guilt by a criminal court of law.

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<sup>1</sup> Note that Local Church Constitution Article 6 – Membership, Section 6.2 – Discipline, states “It shall be a condition of membership that persons accept and comply with the Discipline and Restoration Policy for Members of Local Churches.

<sup>2</sup> All official workers of the C&MA and workers emeritus of the C&MA are subject to the “Policy on Discipline, Restoration and Appeal for Licensed Workers; A Policy of The Christian and Missionary Alliance in Canada” and the “Policy and Procedures on Sexual Misconduct for Official Workers and Churches.”

### **Article 3 – General Procedures**

- 3.1. Ecclesiastical law permits proceedings on the presumption of innocence.
- 3.2. Proceedings will commence only when one or more responsible persons present charges to a member of the board by signing their names to a written statement or by giving personal testimony with full consent that they may be identified before commencing an investigation.
- 3.3. It is required that the testimony of accusers or witnesses be confirmed by reliable evidence to ascertain the possibility of malice or revenge. Witnesses should be reminded that, while they are not under oath, and therefore not subject to charges of perjury, testimony given which is proven to be malicious or grossly imaginative may render them subject to civil suit for defamation of character.
- 3.4. All investigations shall be conducted with Christian sincerity and with a view to corrective outcomes that will strengthen the faith of the member(s) in question and the testimony of the church. Accusations must be tested against reliable evidence to determine what substance they may contain.
- 3.5. The integrity of the church demands thorough and unbiased investigation of alleged wrongdoing. Where there is sound and reliable evidence of guilt, there is required also the application of suitable discipline.
- 3.6. Ecclesiastical law permits the respondent to testify on behalf of himself/herself, but any such evidence shall not be released to use in any civil proceeding in which the accused may become involved. It is essential that all records, whether of investigation or of discipline, be guarded carefully to prevent unauthorized use. All records shall be filed with the pastor. The pastor shall report all disciplinary matters to the district superintendent.
- 3.7. Recordings of proceedings shall be permitted only if such recordings are made with the full knowledge of those whose testimony or charges are given. No secret recordings shall be admissible as evidence. The names of all whose voices are recorded shall be given clearly at the beginning of their testimony. Recordings may be made of any sessions of investigation or discipline.

### **Article 4 – Procedures for Disciplinary Proceedings**

- 4.1. A member(s) of the Board or a member(s) of the local church pastoral staff shall be delegated to meet with the member(s) in question who is alleged to be in violation of Scriptural moral standards, doctrinal truth or proper Christian behaviour, and they shall attempt to resolve the matter to the satisfaction of the Board and the member(s) in question. If the matter is resolved at this stage, a report will be presented to the Board with pertinent details of the resolution including, but not limited to, the formal accusation, the findings of the delegation, and any discipline applied. The proceedings will then conclude, subject to section 4.5.
- 4.2. If the matter is not resolved by 4.1, the senior pastor, or designated representative, and a subcommittee of the Board shall be delegated to meet with the member(s) in question and attempt to resolve the matter to the satisfaction of the Board and the member(s) in question. If the matter is resolved at this stage, a report will be presented to the Board with pertinent details of the resolution including, but not limited to, the formal accusation, the findings of the delegation, and any discipline applied. The proceedings will then conclude, subject to section 4.5.
- 4.3. If the matter is not resolved by 4.2, a special meeting of the Board may be called by the chair, or designated representative, to deal exclusively with the matter of the allegation(s) against the member(s) in question. The member(s) in question shall be notified and invited to the special meeting. The chair of the Board, or designated representative, shall act as the chair of this meeting. The board shall allow the member(s) in question to have an agent or representative to present their case for them at the special meeting. At this meeting, the allegations

against the member in question shall be summarized and questions and discussion shall be allowed by those present during the meeting.

- 4.4. At the special meeting, or within 15 days of the special meeting, and after prayer and having given due consideration to the issue, the Board shall meet to determine specific terms and conditions of any discipline that it deems appropriate including any related restorative course of action. The actions of the Board and the results of the vote shall be final and binding on the Board, the local church, and the member(s) in question, and the proceedings will then conclude, subject to section 4.5 and the rights of appeal contained in Article 5.
- 4.5. When disciplinary action has been taken against a member(s), the Board may choose whether or not to inform the membership of the local church and the manner in which the any report shall be stated.

### **Article 5 – Appeal Process**

A right of appeal is given to the member(s) in question from the action of the Board taken at the special meeting described in paragraph 4.3 above.

- 5.1. Notice of appeal must be given to the district superintendent’s office within 30 days after the vote of the Board at the special meeting.
- 5.2. An appeal hearing shall be commenced within 30 days after the request for the appeal hearing. The appeal shall be heard by the District Executive Committee or a subcommittee thereof. The district superintendent, or designated representative, shall be the chair of the hearing. The district superintendent shall determine the time, place, procedure, and conduct of the hearing. A full right of hearing shall be given to both the Board and the member(s) involved. The district superintendent shall allow either side to have an agent or representative to present their case for them at the appeal hearing.
- 5.3. The District Executive Committee shall make a final determination of all questions and issues relating to the discipline of the member(s) in question within seven days after the completion of the appeal hearing. The decision of the District Executive Committee shall be final and binding on the local church, the Board, the member(s) in question, the district corporation, and The Christian and Missionary Alliance in Canada.

### **Article 6 – Amendments**

This policy may be amended by a majority vote of General Assembly, written notice having been given prior to General Assembly.

Amended – General Assembly 1996

Amended – General Assembly 2004

Amended – General Assembly 2022

## **Policy and Procedures on Sexual Misconduct for Official Workers and Churches**

### **A Policy of The Christian and Missionary Alliance in Canada**

The Alliance Canada is committed to creating and ensuring safe environments for worship, witness, and work free from sexual misconduct and will not tolerate sexual misconduct in any form including sexual harassment, sexual abuse, and child abuse by its licensed workers, (non-licensed) employees, contract workers, or volunteers in service to or with The Alliance Canada, its churches, congregations, districts, institutions, agencies, organizations, or other bodies that operate under its name. **To make a complaint regarding sexual misconduct where a real or perceived differential in power or authority is involved, please go to: <https://www.cmacan.org/report-sexual-misconduct/>**

#### **Preamble**

The Christian and Missionary Alliance in Canada (the “C&MA”) will not tolerate or condone any behaviour by C&MA personnel or services that constitutes sexual misconduct. The C&MA will actively seek to prevent such behaviour and respond to any such behaviour when it occurs. The Policy and Procedures on Sexual Misconduct for Official Workers and Churches (the “Policy”) is in place to guide the response to any such matter in a thorough, sympathetic, and fair fashion.

The C&MA is committed to providing a safe environment for worship, witness, and work in all its churches, congregations, districts, institutions, agencies, organizations, and other bodies that operate under its name. The C&MA condemns abuse against any person in their receipt of professional or pastoral services from C&MA personnel or participation in any C&MA sanctioned activity.

Complaints of sexual misconduct will be taken seriously and investigated with integrity and fairness promptly and with concern for the wellbeing of complainants and other involved parties. The Policy places the responsibility and authority for dealing with any such cases in the office of a national advisor who operates at arms-length from governing bodies, licensing authorities, and employers and is appointed with regard for appropriate expertise and experience.

The term “sexual misconduct” encompasses a wide range of behaviours and may vary in seriousness and consequences. For the purposes of this Policy, “sexual misconduct” includes but is not limited to the following, all of which are described in Article 10 and include abuse; production, viewing or distribution of child pornography; concealment of abuse; grooming behaviour; image-based abuse; sexual assault; and sexual harassment.

The Policy is in place to address issues of sexual misconduct where a real or perceived differential in power or authority is deemed to be involved. The use of the term “sexual misconduct” in this Policy refers to sexual misconduct involving a real or perceived differential of power or authority. The Policy on Discipline, Restoration and Appeal for Official Workers and the Discipline and Restoration Policy for Members of Local Churches of The Christian and Missionary Alliance in Canada deal with allegations of other types of sexual misconduct.

Where the Policy uses terms such as “complainant” and “allegations,” such terms are not intended to imply any element of inherent scepticism, and the approach taken does not imply any conclusion has been reached in respect of allegations.

## Article 1 – Biblical Basis for Discipline on Matters of Sexual Misconduct

Abuse and harassment committed by workers and volunteers in the church are particularly grievous types of sin. All sin is harmful; this sin may involve a devastating betrayal of trust by a worker or volunteer in a position of power over someone who is in a vulnerable position.

The Bible speaks clearly of God’s love for justice and God’s heart for the abused and the oppressed. Sins of sexual misconduct committed by workers and volunteers in the church are particularly difficult sins to deal with because, as Jesus taught, they involve leaders who utilize deception and secrecy to harm others— “wolves in sheep’s clothing” (Matthew 7:15). The Bible advises that mercy, grace, forgiveness, and restoration be offered to sinners who are genuinely humble and repentant, but not to “wolves” who continue to deceive. In cases of abuse, especially abuse committed by workers and volunteers in the church, accountability and protecting the church from further harm must take priority.

The following passages provide biblical grounds for dealing with cases of sexual misconduct in the church.

### 1.1 All people are created by God with inherent dignity and value

- All humans are created with dignity and worth as image bearers of God (Genesis 1:27).
- God makes provision for the care and protection of the vulnerable who are particularly open to abuse and oppression. These categories include the immigrant, the poor, children (especially orphans), the elderly (especially widows), the disabled, etc. (Exodus 22:21-24).
- Jesus attributed high value to children (Mark 9:37).

### 1.2 Power may be misused and abused in the church

- The Bible condemns key aspects of predatory behaviour (Psalm 10).
- The Bible laments when the vulnerable have no one to intervene (Ecclesiastes 4:1).
- Jesus challenged how his disciples viewed and used power and condemned authoritarian uses of power (Matthew 20:25,26).
- Jesus condemned predatory behaviour against children (Matthew 18:6).
- Jesus condemned predatory behaviour against widows (Mark 12:38-40).

### 1.3 Justice is given a high place in the economy of God

- The Lord loves justice (Psalm 37:28; Isaiah 61:8).
- Justice is the foundation of God’s throne (Psalm 89:14; 97:2).

### 1.4 Instructions to care for the needy are prevalent in the Bible

- Leaders are responsible to care for the oppressed, destitute, poor, and needy (Proverbs 31:4f.,8f.; Jeremiah 22:15f.).
- God’s people are to care for the oppressed, the fatherless, and the widow (Isaiah 1:17).
- Jesus illustrates love for neighbour by telling of proper and improper response to an assault (Luke 10:30-37).

### 1.5 The need for protection from predators is taught in the Bible

- The prophets condemn shepherds who do not protect but rather prey upon the sheep (Jeremiah 23:1-4; Ezekiel 34:1-31).
- Jesus spoke of dangerous wolves and innocent sheep needing protection (Matthew 7:15; 10:16; John 10:12,13).
- A person guilty of gross sexual misconduct was to be cast out of the church (1 Corinthians 5:1-5).

- The epistles warn of those who seek to do harm from within the church (Romans 16:17,18; 2 Timothy 3:1-6).

## Article 2 - Scope of the Policy

### 2.1. Persons Subject to the Policy

The Policy applies to all current and former licensed workers, (non-licensed) employees, contract workers, and volunteers in the course of their work with C&MA churches, congregations, districts, institutions, agencies, organizations, or other bodies that operate under its name.

### 2.2. Ecclesiastical Authority

The C&MA delegates the implementation of all proceedings contained in and related to the Policy to the national advisor. No other ecclesiastical authority (e.g. local church board, District Executive Committee, Board of Directors) may initiate disciplinary procedures concerning the matters covered by the Policy.

### 2.3. Reporting Obligation

Every complaint of sexual misconduct as defined in the Policy against a person to whom the Policy applies must be addressed according to the Policy and, therefore, must be brought to the attention of the national advisor immediately.

### 2.4. Misconduct that may give rise to discipline includes, but is not limited to:

- Abuse of any kind<sup>1</sup>
- Production, viewing or distribution of child pornography<sup>1</sup>
- Concealment of abuse<sup>1</sup>
- Grooming behaviour<sup>1</sup>
- Image-based abuse<sup>1</sup>
- Sexual assault<sup>1</sup>
- Sexual harassment<sup>1</sup>

## Article 3 – Administration of the Policy

### 3.1. Managing the Process

The oversight and administration of the Policy is the responsibility of the national advisor.

#### 3.1.1. Appointment of National Advisor

The national advisor will be nominated by the president for a four-year term renewable without limit and be appointed by and accountable to the Board of Directors to report activity only, so as to ensure the confidentiality of any investigation.

#### 3.1.2. Responsibilities of National Advisor

In response to each allegation received, the national advisor shall have the authority and responsibility to ensure that each element of the procedure outlined in the Policy is carried out as expeditiously as possible including, but not limited to, receiving allegations, communicating with complainants, respondents, and witnesses, collecting and examining evidence for the purposes of determining the application of the Policy to the allegations, consulting with and adhering to C&MA

<sup>1</sup> A definition of this matter is found in Article 10 – Definitions.

policies, managing the investigations and providing a report which includes advice regarding discipline to be presented to the appropriate ecclesiastical authority or employer.

The national advisor shall ensure that the advisor for the complainant and the advisor for the respondent are notified of progress being made throughout the process.

At his or her discretion, the national advisor may outsource any component of the procedure in response to any allegation received, including retaining the services of an independent investigator.

### 3.1.3. Appointment of Complaint Advisor

The national advisor may appoint complaint advisors who are capable and qualified to receive complaints. The national advisor may provide contact information for a complaint advisor for publication on national and district websites or assign a complaint advisor to any complaint received through any website associated with the C&MA that contains a means of receiving such complaints. Reports created by a complaint advisor of any complaint(s) received shall be forwarded promptly to the national advisor only.

## 3.2. Receiving Complaints

### 3.2.1. Obtaining complaints

Each C&MA local church and district and the national office shall post on its website, if any, and include in their staff/employee and volunteer handbooks, if any, the following statement:

The Alliance Canada is committed to creating and ensuring safe environments for worship, witness, and work free from sexual misconduct and will not tolerate sexual misconduct in any form including sexual harassment, sexual abuse, and child abuse by its licensed workers, (non-licensed) employees, contract workers, or volunteers in service to or with The Alliance Canada, its churches, congregations, districts, institutions, agencies, organizations, or other bodies that operate under its name. **To make a complaint regarding sexual misconduct where a real or perceived differential in power or authority is involved, please go to: <https://www.cmacan.org/report-sexual-misconduct/>**

3.2.2. The C&MA website shall contain an easily located list of complaint advisors and the email address for the national advisor.

## 3.3. Reporting Complaints

3.3.1. Any licensed worker, (non-licensed) employee, contract worker, or volunteer who becomes aware of an alleged sexual misconduct incident involving C&MA personnel or activities shall report it to their ministry or workplace supervisor and to the national advisor without delay.

3.3.2. The immediate responsibility of the ministry or workplace supervisor and the national advisor is to ensure the safety of the person(s) affected by any alleged incident, and the safety of others who may be vulnerable. Every supervisor has a responsibility to ensure sexual misconduct ends as soon as they become aware of it.

## 3.4. Timeline for Resolution of Complaints

It is intended that all complaints will be resolved within 90 days of being reported. The national advisor shall make complainants aware that there is a time limit for filing a complaint with the applicable provincial human rights commission or tribunal.

## Article 4 – Investigative Process

An investigation is reasonable and appropriate when it is demonstrated to be thorough, documented, fair, and able to withstand legal scrutiny. Each investigation will implement and document all prescribed steps. All investigative plans for internal and external investigations will be approved by the national advisor. The prescribed steps for external and internal investigations are as follows:

### 4.1. Initial Procedure

#### 4.1.1. Expressing Allegation

The complainant who has an allegation of sexual misconduct can inform the national advisor or a complaint advisor assigned by the national advisor in writing of the broad scope of the allegation of sexual misconduct involving C&MA personnel or activities they wish to see addressed. In the event the complainant chooses not to put the complaint in writing or is unable to do so, the notes made by the national advisor or complaint advisor when speaking with the complainant will serve as the written record of the complaint to be investigated.

A complaint may be brought by a person who has first-hand knowledge (has observed or has evidence) of sexual misconduct. In such a case, the subject of the complaint may, at any time, become the complainant.

#### 4.1.2. Determination of Application of Policy

Upon receipt of any allegation, the national advisor shall determine if the Policy applies.

4.1.2.1. If, after consideration by the national advisor of the nature of allegation and any other relevant information, it is determined that the Policy applies, the process will continue.

4.1.2.2. If, after consideration by the national advisor of the nature of allegation and any other relevant information, it is determined that an informal resolution process is in order, such a process may be offered to the complainant.

An informal resolution process is used to resolve, only in appropriate cases, simpler and less-serious complaints that may not require a full investigation (e.g., where the complaint is simple and contains only one allegation, and the respondent admits to that allegation and wants to make restitution).

The informal resolution process may not be appropriate in every circumstance and does not apply to any complaint that has been assigned for external investigation.

The informal resolution process must be facilitated by a third-party facilitator approved by the national advisor, the complainant, and the respondent. The facilitator will ensure a safe and confidential environment for all parties. Upon completion of the informal resolution process, the facilitator will submit a written report to the national advisor regarding whether the process was successful in whole or in part.

Any informal resolution process is voluntary and, in order to proceed, requires the agreement of the complainant, the respondent, and the national advisor. The process may be suspended prior to or after commencement when either party chooses to withdraw or the national advisor withdraws support.

4.1.2.3. If, after consideration by the national advisor of the nature of allegation and any other relevant information, it is determined that the Policy does not apply, the complainant will be notified of that decision with an explanation based on the Policy and the process will conclude. Where

there may be another C&MA policy applicable to the allegation(s), the national advisor may direct the complainant to that C&MA policy to address their allegation(s).

#### 4.1.3. Notifications and Assignments

##### 4.1.3.1. Notification of Ecclesiastical Authority or Employee

Upon receipt of an allegation that has been determined to be subject to the Policy, the national advisor shall notify the relevant ecclesiastical authority or employer of the respondent and provide them with a summary of the complaint as follows:

- In the case of a volunteer<sup>2</sup> in a local church, the supervising pastoral staff member, the senior pastor, the church board, and the district superintendent shall be notified.
- In the case of a (non-licensed) employee<sup>3</sup> in a C&MA church, congregation, district, institution, agency, organization, or other body that operates under its name, the supervisor, the relevant governing board (if any), and the next level supervisor (if any) shall be notified.
- In the case of a licensed worker in a local church<sup>4</sup> other than the senior pastor, the senior pastor, the church board, and the district superintendent shall be notified.
- In the case of a senior pastor<sup>4</sup>, the church board, the district superintendent, and the president shall be notified.
- In the case of a licensed worker<sup>4</sup> in a C&MA district, institution, agency, organization, or other body that operates under its name, the supervisor, the relevant governing board (if any), and the next level supervisor (if any) shall be notified.
- In the case of an unassigned official worker<sup>4</sup> or worker emeritus<sup>4</sup>, the district superintendent and the president shall be notified.
- In the case of an international worker<sup>4</sup>, the Global Ministries strategy director, district superintendent, the International Vice President, and the president shall be notified.
- In the case of a district superintendent<sup>4</sup>, the District Executive Committee and the president shall be notified.
- In the case of a Global Ministries strategy director<sup>4</sup>, the district superintendent, the International Vice President, and the president shall be notified.
- In the case of the president<sup>4</sup>, the Board of Directors shall be notified.

##### 4.1.3.2. Notification of Respondent

- For licensed workers, upon receipt of an allegation that has been determined to be subject to the Policy, the national advisor shall fully disclose the allegation to the respondent in the presence (physical or virtual) of their immediate ecclesiastical authority and provide a written copy of such allegation, review the policy and process, specify repercussions that may arise should the allegations be substantiated, and indicate any recourse that is available to the respondent.
- For (non-licensed) employees of a C&MA church, congregation, district, institution, agency, organization, or other body that operates under its name, upon receipt of an allegation that has been determined to be subject to the Policy, the national advisor shall fully disclose the allegation to the respondent in the presence (physical or virtual) of their

<sup>2</sup> For volunteers against whom an allegation has been made, suspension shall be considered by the supervisor, the relevant governing board (if any), or the next level supervisor.

<sup>3</sup> For employees against whom an allegation has been made, administrative leave may be considered in accordance with provincial or territorial labour laws.

<sup>4</sup> See Policy on Discipline, Restoration and Appeal for Official Workers, section 3.3 – Relationship to Employment for details regarding placing an official worker's license in abeyance.

employer and provide a written copy of such allegation, review the policy and process, specify repercussions that may arise should the allegations be substantiated, and indicate any recourse that is available to the respondent.

- For volunteers of a C&MA church, congregation, district, institution, agency, organization, or other body that operates under its name, upon receipt of an allegation that has been determined to be subject to the Policy, the national advisor shall fully disclose the allegation to the respondent in the presence (physical or virtual) of their supervisor and the relevant ecclesiastical authority or employer and provide a written copy of such allegation, review the policy and process, specify repercussions that may arise should the allegations be substantiated, and indicate any recourse that is available to the respondent.

#### 4.1.3.3. Assignment of Care

Upon receipt of an allegation that has been determined to be subject to the Policy, the national advisor shall ensure that the following responsibilities are properly assigned:

#### 4.1.3.4. An advisor for the complainant will be appointed who will:

- Inform the complainant of the policy and process.
- Determine with the complainant, and in consultation with the national advisor, how the complainant (and family, if applicable) shall be supported and cared for throughout the process, including the provision of protection.
- Ask the complainant how they would like to see the complaint resolved. This information shall be communicated to the national advisor, but does not commit the national advisor to a particular course of action. This action allows the complainant an opportunity to be consulted, heard, and considered.
- Keep the complainant advised of at what stage the process is at a mutually agreed upon frequency.
- Retain meaningful connection with and supply relevant information to the complainant until the report of the review committee or the outcome of an appeal process has been delivered to the relevant ecclesiastical authority or employer.

#### 4.1.3.5. An advisor for the respondent will be appointed who will:

- Determine with the respondent, and in consultation with the national advisor, how the respondent (and family, if applicable) shall be supported and cared for throughout the process.
- Keep the respondent advised of at what stage the process is at a mutually agreed upon frequency.
- Retain meaningful connection with and supply relevant information to the respondent until the report of the review committee or the outcome of an appeal process has been delivered to the relevant ecclesiastical authority or employer.

#### 4.1.3.6. The immediate ecclesiastical authority or employer or employer of the supervisor of the respondent will be notified and will ensure the care and health of any affected church, congregation, institution, agency, organization, or other body involved or affected.

## 4.2. Additional Procedure When a Minor is Involved

### 4.2.1. Reporting Allegation

When an allegation has been made of sexual misconduct towards a minor, as designated by provincial or territorial law, involving C&MA personnel or activities, or where there are reasonable grounds to

suspect sexual misconduct involving C&MA personnel or activities, any person, including the national advisor, who receives such an allegation or who suspects such sexual misconduct shall immediately report the allegation and the information on which it is based to the proper authority as defined in provincial or territorial laws in the jurisdiction in which the misconduct is alleged to have occurred.

Such procedures may apply in cases where time has elapsed and the individual who is the subject of the sexual misconduct involving C&MA personnel or activities has reached the age of an adult. Reporting of such sexual misconduct to the proper authority by the now adult shall be encouraged, but subject to the will of the complainant.

Any person reporting any alleged or suspected sexual misconduct is encouraged to record the details of such allegation or the reasonable grounds for suspicion with relevant dates and places. The person reporting is to keep the information confidential, except as required by law, in order to protect the identity of the minor(s) involved.

#### 4.2.2. Involvement of National Advisor

Following the reporting of any alleged or suspected sexual misconduct towards a minor involving C&MA personnel or activities to the proper authority, the person who received the allegation or has reasonable grounds to suspect sexual misconduct will advise the national advisor of such alleged or suspected sexual misconduct.

While the alleged or suspected misconduct is being investigated by the proper authority, neither the national advisor nor any representative of the C&MA will question the alleged victim, the alleged respondent, or any potential witness concerning the investigation, until such a time as the proper authority indicates such questioning may proceed, or when the national advisor, after receiving legal advice, initiates a full or partial investigation as circumstances allow.

### 4.3. The Components of the Process

#### 4.3.1. Type of Investigation

All investigations will be performed under the authority of the national advisor, either internally or externally as determined by the national advisor and shall contain all of the same components.

4.3.1.1. An internal investigation is employed where, in the opinion of the national advisor, an allegation meets the criteria for an internal investigation in Appendix A and shall be conducted by the church, district, institution, agency, organization, or other C&MA body involved<sup>5</sup>.

4.3.1.2. An external investigation is employed where, in the opinion of the national advisor, an allegation meets the criteria for an external investigation in Appendix A and shall be conducted from outside the church, district, institution, agency, organization, or other C&MA body<sup>6</sup>.

4.3.2. An investigator deemed by the national advisor to be independent, impartial, and who is skilled at handling sensitive matters and guiding the process (i.e. trauma-informed) shall be assigned by the national advisor to each internal and external investigation.

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<sup>5</sup> The criteria for determining an internal investigation are found in Appendix 'A'.

<sup>6</sup> The criteria for determining an external investigation are found in Appendix 'A'.

#### 4.3.3. Components of an Investigation

- 4.3.3.1. All allegations of sexual misconduct shall be investigated according to the “Sexual Misconduct Investigative Plan.”<sup>7</sup> Any deviation from this plan must be approved in writing by the national advisor.
- 4.3.3.2. The investigator shall provide and present a written report to the national advisor which shall include a determination of findings, evidence considered, and a recommendation as to the disposition of the allegation.
- 4.3.3.3. The national advisor will forward a copy of the report of the investigator to both the review committee (see Article 5) and the respondent.
- 4.3.3.4. The respondent will be given fifteen (15) business days to respond in writing to the report of the investigator. Any such response will be attached to the investigative report and forwarded to the review committee.
- 4.3.3.5. In the event that the investigator determines that any new allegation against the respondent has surfaced in the investigative process which falls outside the scope of the Policy, the national advisor shall be notified of such findings and shall determine which, if any, alternate C&MA process should be activated to deal with the new allegation, or which ecclesiastical authority or employer should be notified to consider any new allegation. In such a case, reports or evidence submitted to the review committee with regard to the original complaint may only be made available for the ensuing process if all references to the complainant and any alleged sexual misconduct are redacted in order to protect the privacy of the complainant and to ensure that the respondent is not investigated twice for the allegation that led to the original complaint. The national advisor will be responsible for the redaction of records.

#### 4.4. Confidentiality

Information about allegations and complaints under this Policy shall be kept confidential to the extent possible. Information obtained related to the allegations, including identifying information about any individuals involved, will not be disclosed unless disclosure is necessary to investigate the incident, take corrective action, or otherwise required by law.

While the investigation is ongoing, the complainant, the respondent and any individuals participating in the investigation should not discuss the incident or complaint or the investigation with each other or other third parties, unless necessary to obtain advice about their rights. The investigator may discuss the investigation and disclose the allegations or complaint-related information as necessary to conduct the investigation.

## Article 5 – Review Process

### 5.1. Review Process for Determining Findings for an Internal Investigation

- 5.1.1. The national advisor shall appoint a person (e.g. Senior Pastor, Executive Pastor) or an entity (e.g. church board) or another qualified party to review the investigation report. The national advisor shall provide the person or entity responsible for review (the “Reviewer”) with a copy of the investigation report.

<sup>7</sup> The “Sexual Misconduct Investigative Plan” is found in Appendix ‘B’.

- 5.1.2. The Reviewer shall commence its work no sooner than fifteen (15) days after the report of the investigator has been delivered to the respondent.
- 5.1.3. Upon receiving all relevant documentation, including any response to the report of the investigator by the respondent (see 4.3.3.4), and prior to concluding the review or corrective action or remedies, the Reviewer may seek advice from the national advisor or legal counsel.
- 5.1.4. Upon receiving the investigation report and recommendation from the investigator, the Reviewer will meet individually with the complainant and respondent, with their advisors present if requested, to:
- 5.1.4.1. Satisfy itself that the “Sexual Misconduct Investigative Plan”<sup>8</sup> was followed and the investigation was completed fully and fairly.
  - 5.1.4.2. Utilize and address in writing each component of the “Sexual Misconduct Investigative Plan.”<sup>8</sup>
  - 5.1.4.3. Request further investigation or written clarification from the investigator if further investigation is required prior to making a recommendation.
- 5.1.5. If the complaint is upheld, the Reviewer will recommend corrective action(s) for the respondent and appropriate remedy(ies) for the complainant.
- 5.1.6. Upon completion of the review process, the Reviewer will forward to the national advisor all of the relevant material received and otherwise obtained as support for any decision(s) made and to ensure the integrity of the complaint, investigative, and review processes.
- 5.1.7. The national advisor may reject a decision made by the Reviewer when a reasonable and demonstrated belief that the decision made by the Reviewer is contrary to the evidence and that the integrity of the C&MA, its churches, congregations, districts, institutions, agencies, organizations, or other bodies that operate under its name will be brought into disrepute if the decision is upheld.
- 5.1.8. The national advisor shall present the report of the Reviewer, and any contrary opinion of the national advisor (see 5.1.7), to the appropriate ecclesiastical authority or employer for implementation no sooner than fifteen (15) days after it has been presented to the complainant and the respondent, and only if no appeal is being pursued.
- 5.1.9. If a complaint is upheld, it is the responsibility of the national advisor and the relevant ecclesiastical authority to determine appropriate discipline for a licensed worker and the responsibility of the national advisor and the relevant employer to determine outcomes for (non-licensed) employees and volunteers.
- 5.1.10. Upon receiving the report of the Reviewer, and any contrary opinion of the national advisor (see 5.1.7), the employer or ecclesiastical authority is to ensure that appropriate care is offered to the complainant and the respondent for a reasonable period of time.

## 5.2. Review Process for an External Investigation

- 5.2.1. A review committee shall be appointed by the national advisor. The national advisor shall be a member ex officio of this committee without vote and shall chair the committee. Other members shall include the ecclesiastical authority or employer and two other persons chosen for their ability to carefully analyze complex information that requires interpretation and discernment, and for their independence (relationally and vocationally) from the parties and entities involved.

<sup>8</sup> The “Sexual Misconduct Investigative Plan” is found in Appendix ‘B’.

- 5.2.2. Upon receiving all relevant documentation and prior to concluding the review or determining corrective action(s) or remedy(ies), the review committee may:
  - 5.2.2.1. Request further investigation or written clarification from the investigator if it requires further investigation to make a decision.
  - 5.2.2.2. Seek advice from the national advisor or legal counsel.
- 5.2.3. Upon receiving the investigative report and recommendation from the investigator, and any response to the report of the investigator by the respondent (see 4.3.3.4), the review committee will meet individually with the complainant and respondent, with their advisors present if requested, to:
  - 5.2.3.1. Satisfy itself that both the complainant and the respondent have been represented fully and fairly in the investigative process;
  - 5.2.3.2. Satisfy itself that the “Sexual Misconduct Investigative Plan”<sup>9</sup> was followed and the investigation was completed fully and fairly;
- 5.2.4. If the complaint is upheld, the review committee will recommend corrective action(s) for the respondent and appropriate remedy(ies) for the complainant.
- 5.2.5. The national advisor shall present the report of the review committee to the appropriate ecclesiastical authority or employer for implementation no sooner than fifteen (15) days after it has been presented to the complainant and the respondent, and only if an appeal is not being pursued.
- 5.2.6. If a complaint is upheld, it is the responsibility of the national advisor and the relevant ecclesiastical authority to determine appropriate discipline for a licensed worker and the responsibility of the national advisor and the relevant employer to determine outcomes for (non-licensed) employees and volunteers.
- 5.2.7. Upon receiving the report of the review committee, the ecclesiastical authority or employer is to ensure that appropriate care is offered to the complainant and the respondent for a reasonable period of time.

## **Article 6 – The Appeal Process**

### **6.1. Scope of Process**

- 6.1.1. The national advisor shall deliver a copy of the report of the Reviewer or the review committee to both the complainant and the respondent. The national advisor shall make the respondent aware, in writing, of their right to appeal the decision of the Reviewer or the review committee related to the matters set out in 6.1.2. and provide details regarding the time frame for appeal, and where and how to submit the appeal.
- 6.1.2. A respondent may appeal the decision of the Reviewer of the review committee regarding its decision related to the following:
  - 6.1.2.1. upholding or dismissing the complaint
  - 6.1.2.2. corrective action(s) determined
  - 6.1.2.3. remedy(ies) determined

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<sup>9</sup> The “Sexual Misconduct Investigative Plan” is found in Appendix B.

## 6.2. Components of the Process

- 6.2.1. Any appeal shall be made in writing within thirty (30) days of the report of the review committee being delivered.
- 6.2.2. Any appeal shall be heard by the governing body of the church, district, institution, agency, organization, or other C&MA body involved.
- 6.2.3. The governing body hearing the appeal may sustain the original decision or recommend a lighter penalty, but in no case a heavier penalty.
- 6.2.4. When an appeal is granted and results in a decision being annulled, and where both parties were licensed workers, the discipline case of the other licensed worker will be reviewed automatically.

## Article 7 – Workplace Complaints

### 7.1. Definition and Exclusion

Workplace sexual misconduct complaints are complaints made by an employee against a co-worker or supervisor where both parties are employed by the same C&MA church, congregation, district, institution, agency, organization, or other body that operates under its name.

This article applies to licensed workers and (non-licensed) employees of and contract workers in service to or with a C&MA church, congregation, district, institution, agency, organization, or other body that operates under its name only.

### 7.2. Legislation

Workplace complaints are further governed by additional legislation such as provincial or territorial occupational health and safety legislation, and federal, provincial, and territorial human rights legislation.

### 7.3. Corrective Action

Corrective action for a respondent who is an employee of a C&MA church, congregation, district, institution, agency, organization, or other body that operates under its name may include any of the following depending on the nature and severity of the offence and shall be proposed by the employer and approved by the national advisor.

- Written reprimand remaining on the employee's record for a period of no less than six (6) months and no more than two (2) years, after which it will be removed from their personnel file.
- Written reprimand remaining on the employee's permanent record.
- Suspension, with or without pay.
- Transfer, if it is not reasonable for the people involved to continue working together.
- Demotion.
- Dismissal.
- Requirement to attend anti-harassment, anger-management, or other appropriate types of training.
- Other actions deemed applicable by the review committee.

### 7.4. Remedies for a Complainant

Remedies for a complainant who is an employee of a C&MA church, congregation, district, institution, agency, organization, or other body that operates under its name and for an offense that occurred in the workplace

may include any of the following actions, depending on the nature and severity of the offense, and shall be proposed by the employer and approved by the national advisor:

- An oral or written apology from the respondent and the C&MA church, congregation, district, institution, agency, organization, or other body that operates under its name.
- Recovery of lost wages.
- A job or promotion that was denied.
- Compensation for lost employment benefits, such as sick leave.
- Other remedies deemed applicable by the review committee.

#### 7.5. **Mediation towards Reconciliation**

Following the review and any appeal process, an opportunity for both the complainant and respondent to enter into a mediative process utilizing a third-party mediator may be extended by the national advisor for the purpose of restoring relationships after a decision is rendered.

### **Article 8 – Discipline for Licensed Workers**

This article applies to licensed workers of the C&MA only. Application of any discipline for licensed workers of the C&MA shall be in accordance with the provisions and levels of discipline contained in the Policy on Discipline, Restoration and Appeal Article 6 - Determination of Severity of Discipline.

### **Article 9 – Sexual Misconduct Database**

#### 9.1. **Establishment of Database**

A strictly confidential Sexual Misconduct Database (the “Database”) shall be established, maintained, and remain exclusively accessible to the national advisor. The Database shall be the property of the C&MA.

#### 9.2. **Contents of Database**

The Database shall contain the names of licensed workers, (non-licensed) employees, contract workers, and volunteers in service to or with C&MA churches, congregations, districts, institutions, agencies, organizations, or other bodies that operate under its name who have been found after an investigation to have engaged in sexual misconduct according to the Policy or who admitted to engaging in sexual misconduct according to the Policy.

For each individual case, the Database shall contain the names of all participants and appointees involved in the case, the allegation(s) registered, the decision reached, the outcome of any appeal, the application of any discipline and the lifting or further application of any discipline, including expulsion, and the dates when each part of the Policy occurred. Any matter that was decided in a court of law shall have the relevant information included.

#### 9.3. **Access to Database information**

Any district, C&MA local church, congregation, institution, agency, organization, or other body that operates under its name conducting an employment search is strongly encouraged to solicit information in the Database from the national advisor on any applicant for employment in a district, C&MA local church, congregation, institution, agency, organization, or other body that operates under its name regarding the applicant having found to have engaged in a case of sexual misconduct according to the Policy.

The national advisor shall report to the inquiring entity either the absence of the applicant's name in the Database or that the applicant's name appears in the Database and, if so, relay only the discipline applied to or lifted from the applicant by the review committee along with the date(s) of any such action(s).

The national advisor shall notify the ecclesiastical authority over the C&MA local church, congregation, institution, agency, organization, or other body that operates under its name of any such report that was made.

## Article 10 – Definitions

C&MA licensed workers are bound by a code of conduct outlined in A Call to Excellence – Code of Ethics for Official Workers of The Christian and Missionary Alliance in Canada. C&MA workers commit to conduct themselves in a manner consistent with their calling as servants of God, maintaining a lifestyle of purity, integrity, and truthfulness. Local churches may have similar codes of conduct which apply to employees and volunteers serving under the supervision of the local church.

Sexual misconduct is a violation of a sacred trust in which a person in a position of spiritual leadership takes advantage of a person under their leadership, instead of protecting them. Sexualized behaviour by a spiritual leader is always inappropriate<sup>10</sup> and abusive for these reasons:

- it is a violation of Biblical teachings
- It is a violation of professional ethics
- It is a misuse of power and authority
- Vulnerability and trust are exploited
- The unequal balance of power precludes meaningful consent

The term “sexual misconduct” encompasses a wide range of behaviours and may vary in seriousness and consequences. For the purposes of this Policy, “sexual misconduct” includes but is not limited to the following, all of which are described below: abuse; production, viewing or distribution of child pornography; concealment of abuse; grooming behaviour; image-based abuse; sexual assault; and sexual harassment.

### 10.1. Abuse

Abuse is behaviour that causes harm to another person, that may place another person at the risk of harm, or that a reasonable person would judge could harm another person.<sup>11</sup> Harm to a person may be physical, emotional, financial, psychological, sexual, and/or spiritual.

Abuse occurs, for the purposes of this Policy, when a person in a position of trust or authority, either intentionally or unintentionally, uses their position to exploit or violate others for personal advantage rather than to serve the other person in love.

Sexual abuse may be caused through grooming behaviour, sexual harassment, sexual exploitation, image-based abuse, child sexual abuse, and/or violence, as are defined in this section.<sup>12</sup>

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<sup>10</sup> See Policy on Discipline, Appeal and Restoration for Official Workers, footnote 2, for exceptions related to a dating relationship.

<sup>11</sup> Adapted from the Anglican Communion Safe Church Commission.

<sup>12</sup> Adapted from GRACE (Godly Response to Abuse in the Christian Environment).

## 10.2. Production, Viewing or Distribution of Child Pornography

Child pornography describes or depicts a person who is or who appears to be a child engaged in sexual activity, or in a sexual context. It can include any film, printed matter, electronic data, computer image and any other depiction<sup>13</sup>.

## 10.3. Concealment of Abuse

Concealment of abuse means the attempt to hide abuse, to deceive, or to prevent abuse from becoming known by other persons, the church authority, or civil authority<sup>13</sup>. This includes requirements or attempts to coerce secrecy and silence from another person, to control another person, or to isolate another person from support. This also includes any attempt(s) to hide an abusive relationship by avoiding oversight and scrutiny from others, for example, by meeting in private locations or deleting electronic communications.

In the event a worker or volunteer fails to fully cooperate with a sexual misconduct investigation, to err on the side of protection of others, the worker or volunteer may be deemed to be concealing abuse for the purposes of the investigation.

Fully cooperating with sexual misconduct investigation may include providing cell phone records, texts, emails, and other data, electronic or otherwise, to investigators.

## 10.4. Grooming Behaviour

Grooming behaviour occurs when a worker or volunteer deliberately undertakes actions with the aim of engaging and influencing an adult, vulnerable person, child or young person for the purpose of exploitation (for example, sexual or financial). Grooming may include grooming those close to the victim by developing trust with parents, family members, other workers, and the Church community with the goal of exploiting the victim. Grooming commonly precedes other forms of abuse and often involves the use of technology to build the relationship with the victim due to its private nature.

Grooming is subtle to detect but often involves some, if not all, of the following six stages:

- Stage 1: Targeting the victim by identifying vulnerabilities, emotional neediness, and desires.
- Stage 2: Gaining the victim's trust—and the trust of the victim's Church community, family, and friends.
- Stage 3: Fill a need of the victim, the victim's family, or the victim's Church community (e.g. gain Church employment or volunteer).
- Stage 4: Isolate the victim to create situations where they are alone together, including the use of private electronic communication.
- Stage 5: Exploit the victim (for example, sexually).
- Stage 6: Maintain control often using the victim's affection for the abuser, blaming and shaming the victim, threats, demanding secrecy, violence against the victim or their family, friends, or pets, and/or damaging or stealing possessions<sup>14</sup>.

## 10.5. Image-based Abuse

Image-based abuse occurs where a worker engages in the taking of, distribution of, or threat to distribute intimate, nude and/or sexual images of another person without their consent. The images may be original and photoshopped photos, drawn pictures, and videos. It is called "sexting" when technology is used to distribute the image. It is called "sextortion" when the worker tries to get sexual favours, money or something else, by

<sup>13</sup> Adapted from the Anglican Communion Safe Church Commission.

<sup>14</sup> Adapted from Saskatoon Sexual Assault and Information Centre.

threatening to reveal intimate images of the other person, or requests money, additional images, or sexual favours for removing the images online<sup>15</sup>.

#### 10.6. Sexual Assault

Sexual assault occurs where a worker engages in any intentional or reckless act, uses force or threatens to use force involving some form of sexual activity against a person without their consent, or with their consent in circumstances where consent is not a defense to such sexual activity under the applicable laws. Children who are under the age of consent, or any adult on their behalf, cannot consent to sexual activity. Sexual assault will normally constitute a criminal offence and includes:

- Rape
- Touching a person in a sexual manner
- Inviting, inducing, inciting, or forcing a child, young person or vulnerable adult to touch themselves, the worker or another person in a sexual manner

#### 10.7. Sexual Harassment

Sexual harassment means:

- Engaging in a course of vexatious comment or conduct against a person because of sex where the course of comment or conduct is known or ought reasonably to be known to be unwelcome.
- Making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant, or deny a benefit or advancement to another person and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

Sexual harassment can involve unwelcome words or actions associated with sex that are that are known or should be known to be offensive, embarrassing, humiliating, or demeaning to another person or group of people. It can also include behaviour that intimidates or isolates an individual.

Sexual harassment may include:

- Asking questions, talking, or writing about sexual activities
- Rough or vulgar humour or language related to sexuality, sexual orientation or gender
- Taking, displaying, or circulating pornography, sexual images, or offensive sexual jokes in print or electronic form
- Leering or inappropriate staring
- Invading personal space
- Unnecessary physical contact, including inappropriate touching, tickling, playful aggression, prolonged hugs
- Demanding hugs, dates, or sexual favours
- Making gender-related comments about someone's physical characteristics, mannerisms, or conformity to sex-role stereotypes
- Verbally abusing, threatening, or taunting someone based on gender or sexual orientation
- Threatening to penalize or otherwise punish a worker if they refuse a sexual advance
- Asking, pressuring, manipulating, or coercing someone into sending an intimate photo
- Sending someone an unsolicited sexual or nude photo of yourself or someone else
- Showing or disseminating an intimate photo of someone sent to you to anyone else

<sup>15</sup> Adapted from the Anglican Communion Safe Church Commission.

- Taking, viewing, possessing, producing, or distributing child pornography<sup>16</sup>

#### 10.8. Volunteer

A licensed or non-licensed person who volunteers for a church, district, institution, agency, organization, or other C&MA body whose participation has been requested by that body, where that body organizes the activity, and the volunteer provides a service to that body (e.g. teaches, supervises, administrates, etc.).

#### 10.9. Worker

A licensed or non-licensed employee or contract worker who performs work or supplies service for monetary compensation.

### Article 11 – Amendments

Amendments to this document may be made by the Board of Directors.

Adopted, including appendices 'A' and 'B' – Board of Directors, February 2022

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<sup>16</sup> Adapted from the Ontario Occupational Health and Safety Act and <https://www.ontario.ca/page/understand-law-workplace-violence-and-harassment>.

## **Appendix 'A' - Criteria for Determining an Internal or External Investigation**

### **Policy and Procedures on Sexual Misconduct for Official Workers and Churches**

Once the national advisor determines the Policy and Procedures on Sexual Misconduct for Official Workers and Churches applies to a complaint, the national advisor shall determine whether the investigation will be conducted internally or externally.

#### **A1. An internal investigation may occur:**

When the national advisor deems, in his or her discretion, that an external investigation is not required (including, but not limited to, less serious complaints or complaints where the respondent has admitted guilt), the investigation will be carried out by the C&MA church, congregation, district, institution, agency, organization, or other body that operates under its name by an impartial person or persons appointed/approved by the national advisor.

#### **A2. An external investigation shall occur:**

The national advisor may, in his or her discretion, require that an external investigation must be conducted. The national advisor will generally require an external investigation in the following circumstances:

- A2.1. If the complaint involves physical force or pressure between the complainant and respondent and/or physical contact with the breasts, buttocks, vagina, or penis of the complainant or respondent.
- A2.2. When there are particularities of the complaint that are beyond the ability of internal investigators to competently investigate.
- A2.3. When the complaint is made against a denominational leader, such as a District Superintendent, Global Ministries strategy director, or worker at a district or the national office.
- A2.4. If the complainant was a minor at the time of the occurrence or if the complaint includes instances of the respondent making, printing, publishing, or possessing child pornography of the complainant's person. (In these cases, investigations will be run concurrently with law enforcement investigations, with law enforcement investigations taking priority).
- A2.5. When there is particular complexity to the complaint and investigation.
- A2.6. When the respondent is a lead pastor, chairperson of the board, or a person in a position of power within a C&MA church, congregation, district, institution, agency, organization, or other body that operates under its name that would create difficulties in that entity conducting an impartial, unbiased investigation.
- A2.7. When the respondent been charged, previously charged, or convicted by a law enforcement agency for sexual misconduct.
- A2.8. When there are multiple complaints by the complainant against the respondent, or there are multiple complainants against the respondent.
- A2.9. When, in the determination of the national advisor, the C&MA church, congregation, district, institution, agency, organization, or other body that operates under its name lacks the ability, expertise, resources, or desire to conduct a proper investigation.

## **Appendix 'B' - The Sexual Misconduct Investigative Process**

### **Policy and Procedures on Sexual Misconduct for Official Workers and Churches**

#### **B1. The Purpose**

All investigations will follow and document all steps in The Sexual Misconduct Investigative Process. Investigations will be carried out to a high human resources/legal level. All investigative plans for internal and external investigations will be approved by the national advisor, to ensure that the investigation is thorough, documented, fair, and able to withstand legal scrutiny.

#### **B2. The Process**

The process must include, at a minimum, each of the following components, but the order may be changed.

##### **B2.1. The national advisor shall:**

- B2.1.1. Define the scope and purpose of the investigation.
- B2.1.2. Establish terms of reference.
- B2.1.3. Assign a qualified investigator/company.

##### **B2.2. The investigator shall:**

- B2.2.1. Receive the "Complaint/Suspicion" of the complainant as recorded by the national advisor.
- B2.2.2. Identify any witness(es) and determine which witness(es) should be interviewed.
- B2.2.3. Interview respondent and bring full disclosure.
- B2.2.4. Obtain statement from witness(es).
- B2.2.5. Determine whether there is physical evidence to collect or conserve (video, email, texts, social media posts, cell phone records, security records, etc.)
- B2.2.6. Collect any relevant written records and documents.
- B2.2.7. Collect any relevant and appropriate physical evidence.
- B2.2.8. Obtain the respondent's reply and evidence to the allegation(s) after giving the respondent adequate time to consider the allegations and have access to counsel and a support person.
- B2.2.9. Interview any new witness(es), re-interview previous witness(es), or gather additional evidence, as necessary and appropriate based on new information provided by respondent.
- B2.2.10. Review all applicable C&MA policies, labour laws, etc., and present a written report to the national advisor which shall include a determination of findings, evidence considered, and advice regarding the disposition of the allegation.

B2.3. The investigator may, in their professional judgment, modify or eliminate any of the steps in section B2.2. provided that at all times the investigator conducts a fair, impartial, and thorough investigation applying best practices and maintaining the integrity of the investigation process.