



Summary Protocol for Handling Complaints of Misconduct

Objective

The purpose of this Protocol is to provide an overview of the process for handling complaints of misconduct by clergy of the Anglican Diocese of Pittsburgh (the "Diocese"). It also serves as a model of the principles that should be brought to bear in handling complaints regarding lay staff or volunteers at the parochial level.

Conflict & Interpretation

This Protocol shall be read consistent with the Anglican Diocese of Pittsburgh Constitution & Canons (the "C&C") and the Anglican Church in North America Constitution and Canons (the "ACNA C&C"), as the same may be amended.

In the event that there are any conflicts between the terms of this Interim Protocol and the C&C or the ACNA C&C, the terms of the C&C and/or the ACNA C&C shall control.

Diocesan Reports Investigation Committee

Pursuant to the Safe Church Policy for the Protection of Children and Vulnerable Adults, complaints of misconduct will be investigated by the Diocesan Reports Investigation Committee ("Investigation Committee"), which will serve as a standing response team for such investigations. The Bishop appoints the members of the Investigation Committee, which shall be comprised of the Bishop's delegate, at least one legally qualified person (which may include the Chancellor or his/her delegate), the President or another representative of Standing Committee, and ideally at least two (2) additional members. Effort should be made to include insight from pastoral care coordination, victim's rights advocacy, and advocacy for the respondent. The legally qualified person must be licensed to practice law for at least five (5) years in the United States, have served as a judge in the United States, or have a degree, or license in canon law. The Bishop will designate one member of the Investigation Committee to serve as chairperson. With respect to any and all specific investigations, Investigation Committee members must disclose any conflicts of interest and, depending on the circumstances, may be required to recuse themselves from participation.

Initiating a Complaint

Complaints of misconduct should be directed to the Diocesan Reports Receiver at the following phone number: (412) 945-7024 and/or email address: ReportsReceiver@adpgh.org. Complaints may also be submitted through the Diocesan website at the following weblink:

<https://www.adpgh.org/protecting-our-people/>

Diocesan Reports Receivers

There must be at least two (2) Diocesan Reports Receivers to receive reports of misconduct. The Bishop shall appoint the Diocesan Reports Receivers for the Diocese. Diocesan Reports Receivers may be shared by and between dioceses of the ACNA. In no event shall any Chancellor of the Diocese serve as a Diocesan Reports Receiver.

Any report received regarding the abuse of a minor or vulnerable adult must be reported to the appropriate civil authorities consistent with applicable laws and subject to constitutional and statutory exemptions and protections. If the alleged misconduct would or may constitute a crime, it must be promptly reported to the appropriate authorities (local or state police) within 24 hours of receiving the complaint, whether the complaint was received in writing or orally.

The Diocesan Reports Receivers will ensure that such report is or has been made.

Upon receipt of a complaint, the Diocesan Reports Receivers will take reasonable and appropriate steps as may be necessary to attempt to clarify the complaint and to identify the critical facts and circumstances.

The Diocesan Reports Receivers shall advise the Investigation Committee of any reports received, and, in doing so, will provide general information regarding the nature of the complaint.

Clergy Complaint

With respect to any report of misconduct by clergy, the Investigation Committee shall evaluate the report in a timely manner and shall provide an initial recommendation to the Bishop whether the report discloses reasonable grounds to believe an offense under Title IV of the Canons of the ACNA, entitled "Ecclesiastical Discipline" has been committed.

With the advice of the Investigation Committee, the Bishop shall determine whether a report of misconduct involving clergy should be dismissed or if such report should proceed to investigation. If a report is dismissed, the reporting party should be notified of such dismissal.

Layperson Complaint

With respect to any report of misconduct by a layperson, the Diocesan Reports Receivers shall inform the Investigation Committee, and, in consultation with the Bishop, shall inform the clergy and/or warden and/or Safe Church Director of the congregation that such layperson attends or in which the alleged misconduct occurred in order for the matter to be addressed by the congregation with support, as needed, from the Diocese.

Bishop Complaint

Upon receipt of a report of misconduct by a Bishop, the Diocesan Reports Receivers shall refer the report to the Anglican Church in North America (ACNA) in accordance with Title IV of the ACNA C&C, entitled “Ecclesiastical Discipline,” as amended. Please see the form on the ACNA Safeguarding website (<https://anglicanchurch.net/acna-form-to-report-misconduct-by-a-bishop>) and/or email misconduct@acna.org. For more information, see the ACNA Safeguarding website (<https://anglicanchurch.net/safeguarding-in-our-churches>).

Documenting the Complaint

If the complaint was submitted *in writing*, the Diocesan Reports Receivers will provide a copy of the complaint to the Investigation Committee.

If the complaint was submitted *orally*, a representative or representatives of the Investigation Committee will attempt to confer with the complainant and ask the complainant to prepare and sign a written summary of the complaint as promptly as possible. Ideally, it is expected that the Investigation Committee will make efforts to obtain a written statement of the complaint from the complainant within two (2) weeks of a complaint being submitted orally.

The Investigation Committee will endeavor to assign a victim and witness rights advocate from the Investigation Committee, or otherwise as identified by the Investigation Committee, to be available to assist the complainant as necessary. The Investigation Committee will identify a member of the Investigation Committee, or other person, to serve as the primary point of contact for the complainant during the investigation.

Pastoral Care

The Investigation Committee will offer and, as applicable, facilitate the provision of pastoral care for those making reports not dismissed hereunder, as well as for the clergy or layperson who is the subject of such reports; *provided, however*, that the same person shall not be appointed to provide pastoral care to both the respondent and the complainant.

Initial Inquiry

Upon receipt of a written complaint or a written summary of the complaint, the Investigation Committee will take reasonable and appropriate steps to conduct an initial inquiry into the credibility of the complaint. The Investigation Committee may meet with the complainant to further clarify and assess the complaint. It is advised that at least two (2) individuals attend any meeting with the complainant. The Investigation Committee may include an advocate for the complainant of the complainant's choosing at any meeting.

The Bishop will then confer with the Investigation Committee and determine whether the complainant and the complaint are sufficiently credible to warrant further investigation.

Determination – No Further Investigation

If it is determined that the complaint and/or complainant are not credible and/or that further investigation is not warranted, this determination and the reasoning behind it will be promptly communicated to the Standing Committee and the Chancellor. In an appropriate manner, the determination will also be communicated to the complainant and the respondent.

Appeal to Standing Committee

The complainant has the option to appeal this no-further-investigation determination of the Bishop and the Investigation Committee to the Standing Committee within thirty (30) days of notice of the determination. Ideally, it is anticipated that the Standing Committee will decide whether to affirm or reverse the determination within thirty (30) days.

In the event that the Standing Committee reverses the determination of the Bishop and the Investigation Committee, the Standing Committee will promptly order that an investigation be conducted by the Investigation Committee. The President of the Standing Committee will also inform both the complainant and the respondent of this determination. With respect to written, signed and sworn complaints against clergy, the Standing Committee (in consultation with the Chancellor) may appoint a Canonical Investigator in accordance with Title IV, entitled "Ecclesiastical Discipline," Canon 3 "Of Presentments of Presbyters and Deacons," of the ACNA C&C.

Investigation

If it is determined that the complaint and/or complainant are sufficiently credible to warrant further investigation, the Bishop will promptly order that an investigation be conducted by the Investigation Committee and will inform the Standing Committee, the complainant, and the respondent of the determination. With respect to written, signed, and sworn complaints against clergy, the Bishop, in

consultation with the Chancellor, may appoint a Canonical Investigator, in accordance with Title IV, entitled “Ecclesiastical Discipline,” Canon 3 “Of Presentments of Presbyters and Deacons,” of the ACNA C&C.

The Investigation Committee (or Canonical Investigator if applicable) will collect and review relevant evidence and conduct interviews as deemed necessary, at their reasonable discretion.

The respondent has the right to obtain legal counsel or other representation and may submit his or her defense in writing. Similarly, the complainant has the right to obtain legal counsel or another representation.

Ideally, it is anticipated that the investigation should be completed within four (4) months of the receipt of the complaint.

No Interference with Law Enforcement

At all relevant times, the Investigation Committee, the Canonical Investigator (if appointed), and anyone else participating in the investigation shall take due care to avoid interfering with any related investigation by law enforcement authorities.

Inhibition or Suspension During Investigation

Depending upon the nature of the complaint, the Bishop may inhibit or suspend the respondent from ministry during the process of the investigation.

Congregational Meeting

When appropriate and necessary, the Bishop (or his delegate) will meet with the congregation and/or the relevant stakeholders within the context in which the alleged misconduct took place. At that meeting, the Bishop (or his delegate) will generally explain that a complaint of misconduct has been received and determined to be credible and, if necessary and appropriate under the circumstances, will explain the inhibition or suspension of the respondent during the investigation. During this meeting, due care must be taken to avoid any unnecessary disclosure of confidential information.

Report of the Investigation

At the conclusion of the investigation, the Investigation Committee (or Canonical Investigator, if applicable) will prepare a report. The report should identify the documents that were reviewed, the identity of anyone who was interviewed during the course of the investigation, and other pertinent

information. The report will include a recommendation as to whether presentment and/or further juridical or legal process should be pursued.

Upon receipt of the investigation report, the Bishop shall inform the Standing Committee and may, if appropriate, share a copy of the report with the Standing Committee. The Standing Committee will meet with the Bishop to discuss the report and provide advice regarding how to proceed.

The details of any and all complaints and investigation reports shall be maintained in appropriate confidence.

Outcome of the Investigation

If the results of the investigation are either inconclusive or confirm that the respondent is exonerated, then the Bishop, at his discretion, may take steps to restore the respondent to the congregation or other ministry context that the respondent held before the complaint was received, or will take other steps of restoration.

If the results of the investigation are that the complaint is substantiated, then the Bishop will determine whether to pursue presentment or whether to discipline the respondent (and to what extent to impose discipline). The Bishop will notify the respondent and (as appropriate) the complainant of his decision. If the respondent chooses to submit to discipline, the Bishop will impose the appropriate discipline. If the respondent wishes to contest the report of the Investigation Committee (or Canonical Investigator, if applicable) or the discipline imposed by the Bishop, a presentment process will be initiated before the Array.

Canonical Resources

[Anglican Diocese of Pittsburgh Constitutions and Canons Canon XXII Ecclesiastical Discipline](#)

[Anglican Church in North America Constitutions and Canons Title IV Ecclesiastical Discipline](#)

[Safe Church Policy for the Protection of Children and Vulnerable Adults \(2025\)](#)

See attached Summary Chart of the Complaint Process from the Safe Church Policy

