

Flow Chart on Disciplinary Procedures

1. Complaint is made.
2. Complaint goes to Intake Officer (IO).
3. If warranted, the IO reports to law enforcement, welfare agencies, government agencies, etc., as required by law.
4. The IO consults with other IOs and together they decide if the allegation is worthy of discipline.
5. If yes,
 - a. The IO informs the Minister Provincial.
 - b. The IO assembles a Reference Panel. The Reference Panel consists of the Minister Provincial, all current IOs and if desired a member of Standing Committee.
 - c. The Minister Provincial chairs the Reference Panel.
 - d. If the Minister Provincial is unavailable, he/she asks a member of the Standing Committee to be a member of and chair the Reference Panel.
6. Also, if yes,
 - a. The IO informs person against whom the allegation was made
 - b. That person may speak to the Minister Provincial (with one IO present) and give their version of the story. This may also be done in writing. They may also be assigned an advocate.
7. Reference Panel
 - a. works by consensus
 - b. advises the Minister Provincial of further action, which may be one of the following:
 - i. dismissal of charge
 - ii. imposition of administrative leave (if not already in place). In our case, this would involve a lifting of ministries.
 - iii. temporary leave of absence for a definite period of time or until certain conditions specified in writing are met.
 - iv. other pastoral or formation-based solution

v. initiation of process of dismissal from the Order

c. If the Reference Panel cannot reach consensus, appeal is made to the Bishop Protector to determine course of action.

d. The Minister Provincial can, if the Reference Panel becomes hopelessly conflicted, dismiss the Panel and put together a new one.

8. Decisions: Upon receipt of the Reference Panel recommendations, the Minister Provincial determines the decision, along with the Bishop Protector if appropriate. All decisions come before Standing Committee for approval.

9. Appeals: At any time, any member of Standing Committee or Chapter may make an appeal to the Bishop Protector.

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