

Procedures for Filing a Complaint of Sexual Abuse

1. Any cleric, seminarian, religious, eparchial employee, regular volunteer of the Eparchy, or other person acting in an official or professional capacity, who has unprivileged knowledge, suspicion, or awareness of any allegation of sexual abuse of minors by priests, deacons or other church personnel shall report such knowledge, suspicion or allegation to appropriate civil authorities (local police for your town) and the child protection agency or hot line for your area.
2. Any cleric, seminarian, religious, eparchial employee, regular volunteer of the Eparchy, or other person acting in an official or professional capacity, who has unprivileged knowledge, suspicion, or awareness of any allegation of sexual abuse of minors by priests, deacons or other church personnel shall report such knowledge, suspicion or allegation to the Bishop or to the Assistance Coordinator, who shall report such allegation to the Bishop.
3. The assistance coordinator, bishop or protosyncellus can be reached by calling the Chancery at (216) 741-8773.
4. The bishop and protosyncellus, upon receipt of a complaint, will contact the Assistance Coordinator, the Review Board, the Eparchial attorney, and the Eparchial Insurance company. The Assistance Coordinator will also verify that the report has been filed with the local police and the appropriate child protection agency.
5. The Assistance Coordinator will provide a supportive contact experience for the alleged victim; discuss the available assistance and its expected duration; recommend specific psychological, spiritual or social service resources; and, if desired by the alleged victim, maintain follow-up contact at regular intervals during treatment.
6. The bishop will personally meet with all victims and their families.
7. The Eparchy will initiate a prompt, objective, preliminary investigation in accord with canons 1468-1470 of the *Code of Canons of Eastern Churches*. The investigation is to be conducted by a qualified professional, trained to deal with ecclesiastical cases, treating the alleged victim and family members with sensitivity.
8. The Review Board will advise the Bishop in his assessment of the allegation and of the accused person's fitness for ministry or other service to the Eparchy.