

Reinstatement Policy

Purpose: The purpose of the Reinstatement Policy is to provide guidelines for Sub-Groups and Plenary to re-instate someone into the ordination process. Most often this policy will apply to someone who has been suspended from the process for a designated time period as a result of an infraction, including, but not limited to, plagiarism. Due to the confidentiality of the suspension process, this process outlines who will find out details of the infraction and at what time.

Overview of Process

1. Upon recommendation from the liaison and/or an established support group the Inquirer/Candidate will meet with their Sub-Group.
2. Based upon the recommendation of the Sub-Group, the matter will be taken to the whole of CPM for final approval.

Request for Reinstatement

1. When terms for reinstatement have been met, the Inquirer/Candidate will make a request to their liaison and/or established support group to request to be reinstated into the ordination process. Ordinarily, the terms of reinstatement will include a statement about where in the process the Inquirer/Candidate will return.
2. Upon request for reinstatement, the liaison and/or established support group will provide, in writing, a statement to recommend or not recommend reinstatement.
3. Assuming recommendation, the Inquirer/Candidate will be scheduled by the CPM Administrator for a time to meet with their assigned CPM Sub-Group.

CPM Sub-Group Interview

1. Prior to meeting with the Sub-Group, the Inquirer/Candidate may be asked to submit paperwork as outlined in his/her requirements for reinstatement at the time of suspension.
2. At minimum, the Inquirer/Candidate will be asked to write a letter to their Sub-Group outlining the following:
 - a. The reason for the initial suspension
 - b. What steps have been taken since the suspension
 - c. What has been learned through the period of suspension
 - d. What steps will be taken upon reinstatement
 - e. Genuine contrition for the initial infraction
3. The deadline for all written materials will be the established deadline for all paperwork from Inquirers and Candidates. And the CPM Agenda will include the individual's name and simply say "reinstatement."
4. The above documentation will be provided to the CPM Sub-Group with the rest of the meeting paperwork. At this time, the CPM Chair, Sub-Group Chair, or the assigned liaison will provide a brief written notification of the infraction (including, if applicable, the level of offense in a plagiarism scenario), suspension details, and written recommendation for reinstatement.

5. At the time of the Sub-Group meeting, the Sub-Group will have an opportunity to ask questions of the Sub-Group Chair or assigned liaison prior to meeting with the Inquirer/Candidate.
6. Upon meeting the Inquirer/Candidate the Sub-Group will have the opportunity to ask questions of the Inquirer/Candidate and the interview will proceed as normal. It will be the Sub-Group's role to:
 - a. Assess the Inquirer/Candidate's understanding of the need for remediation
 - b. Assess the actions taken during the suspension
 - c. Assess the Inquirer/Candidate's understanding of the gravity of the error and need for rectification (including genuine penitence and remorse)
 - d. Assess the Inquirer/Candidate's readiness to be reinstated into the CPM process and indicate any requirements to be asked of the Inquirer/Candidate going forward.
7. At the conclusion of the meeting, the Sub-Group will vote. Generally speaking, the Sub-Group has three options: recommend reinstatement, ask for additional remediation, or remove from the process. This decision will be brought to the CPM Plenary at the next meeting. The Inquirer/Candidate will be informed of this decision and the date of the next CPM meeting.

Recommendation to CPM

1. Upon recommendation from the Sub-Group, the CPM Chair will include "Recommendation from Sub-Group for Reinstatement" under New Business on the next CPM Agenda.
2. During Plenary, the Sub-Group Chair or assigned liaison will present a brief outline of the infraction, the terms of suspension, and the recommendation(s) from the Sub-Group. Every effort will be made to keep personal information, such as name, gender, etc., of the Inquirer/Candidate out of the discussion.
3. The Recommendation from the Sub-Group does not require a second, so Plenary will then vote upon the recommendation.

Follow-up

1. A letter will be sent to the Inquirer/Candidate indicating the decision made by CPM as quickly as possible. This letter will be permanently included as part of the individual's file. Assuming reinstatement, no action will be required on the floor of Presbytery.
2. If the Inquirer/Candidate is not approved for reinstatement, they can appeal the decision within 30 days to the full CPM at the next available Stated Meeting of CPM. At this time, the Inquirer/Candidate should be present to speak and answer questions and may be accompanied by one person (their pastor or session liaison) if desired. At this time, the full details of the infraction and terms of suspension will be made known to the full CPM and CPM shall have full discretion to accept, reject, or amend Sub-Group's recommendation and the decision will be final. The decision will then be communicated to the Inquirer/Candidate, in the form of a letter, written by the CPM Chair, and sent by certified mail on Presbytery letterhead. This letter will remain part of the Inquirer/Candidate's file.