



Headquarters in Monongahela, Pennsylvania

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**Sex Abuse Prevention Program (SAPP)
General Church Committee:**
Paul Palmieri – President,
Thomas Liberto – First Counselor,
Peter Scolaro – Second Counselor,
Richard Lawson – Trustee Chairman,
Joseph Ross – Trustee Secretary,
Henry Cardillo – Compliance Officer

**SEX ABUSE PREVENTION PROGRAM (SAPP)
POLICIES AND PROCEDURES MANUAL
SECTION XII – SAPP MANUAL MAINTENANCE - ORIGINAL
EFFECTIVE AUGUST 1, 2008**

It is the appropriate Presiding Elder's responsibility to update the SAPP Policy and Procedure Manual with the most current information. He may delegate this responsibility to another member (usually another member of the Ministry or the Branch or Mission Secretary).

Sister Robin Burns (WCC Administrative Assistant) will notify the Presiding Elders as updates for the manual are available. She will email those, who have such functionality or mail a copy to those Presiding Elders, who do not have email capability.

Presiding Elders or their designee can locate the updates on the General Church Website within the Compliance Page and SAPP Web Page.

The Branch or Mission Ministry must review updates, as they become available. The Ministry should review updates with the Membership, at least twice each year.

Maintenance of the SAPP Policy and Procedure Manual is not an option. Such action is a mandatory part the process! If a Branch or Mission Manual is not updated accordingly, then the Branch or Mission is not Compliant!

**GC-SAPP-MANUAL-01
ORIGINAL
AUGUST 1, 2008**