



## **CONCERNS, GRIEVANCES OR COMPLAINTS**

This form is intended to help individuals express their concerns to the appropriate church leader/committee for optimal resolution.

When completed, please give this form to the pastor, program director, and lay leader responsible for the area of your concern.

With your permission, that person may share your comments only with the church leader(s) who have a need and right to know in order to resolve the concern. Those church leaders also will protect any personal information they receive.

Date of occurrence: \_\_\_\_\_ Time of occurrence: \_\_\_\_\_

*Type of Concern:*

- Inappropriate behavior with a minor or vulnerable adult
- Possible risk of abuse
- Violation of church policy
- Leadership Issues
- Other concern:

*Describe the situation or concern:*

Attach a description of what happened, where it happened, who was involved, who was present, who was notified and any other pertinent information.

(If this situation was reported to civil authorities, describe their recommendation about next steps.)

*Add move information, if this situation has occurred previously:*

Attach a description of any previous action taken, including how was the situation was handled, who was involved, who was questioned, if civil authorities were called?

*Recommend a Resolution:*

Attach a description of what you would like to happen, including anyone else who might need to be notified, if the situation needs monitoring, and any other recommendations.

*Submitted by:*

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Name Printed**

\_\_\_\_\_  
**Contact Information**

*Received by:*

\_\_\_\_\_  
**Name Printed**

\_\_\_\_\_  
**Church Leadership Position**