**Notice of Hearing**

Note: Distribute to complainant(s), respondent(s), witnesses, and all persons necessary for the hearing.

<< Date >>

The misconduct response team of Mennonite Church USA, will hold a hearing of the charge of misconduct brought against << name respondent>>, on << date >>, at << time >>, at << location >>.

Persons receiving this notice are expected to attend the hearing. If you are unable to attend this hearing, please contact the Denominational Minister of Church Safety at << phone and email>>.

<<signature>

Denominational Minister for Church Safety