**Complaint Form – Misconduct by Credentialed Leader**

A person who believes – through discovery, disclosure, or suspicion – that a credentialed leader has engaged in misconduct, as defined by ***A Shared Understanding of Ministerial Leadership*** and/or the ***Prevention & Accountability Resource***, may file a complaint with an area Conference Safety Liaison (CSL) and/or the Denominational Minister for Church Safety (DMCS).

This form assists persons in submitting a formal complaint.

***If the alleged misconduct is criminal behavior or involves abuse or neglect of a minor, inform law enforcement before completing this form.***

The purpose of this form is to help complainants establish, as clearly as possible, a record of alleged incident(s) of misconduct that serve as the basis for investigation and adjudication of the complaint.

Persons submitting a formal complaint may:

* Request a contact person, acceptable to the complainant, to assist in preparing this written complaint.
* Select a person to provide support, separate from the contact person above, to accompany them through the process.
* Request to remain anonymous to the respondent if there is a reasonable fear of retaliation.

**Complaint of Misconduct by a Credentialed Leader**

1. Complainant Information
	1. Name
	2. Address
	3. Phone number
	4. Email
2. Respondent Information
	1. Name
	2. Ministry Context (where person is serving)
	3. Credentialing Conference
3. Alleged Incident(s) of Misconduct
	1. Describe incident(s) of misconduct, including information about the date, time, place and circumstances.
	2. Please number separate incidents, using additional pages as needed.
4. Witnesses
	1. Where possible, identify any witnesses or persons who can corroborate alleged incident(s).
5. Attach any written material or description of physical evidence in support of the complaint
6. Provide any additional relevant information or context .

Date: Signature of Complainant: