**Notice to Respondent that a Complaint was Received**

<< Respondent Name >>

<< Address>>

<< City >> << State>> << Zip>>

<< Phone>>

<< Email >>

The purpose of this notice is to inform you that a complaint alleging ministerial misconduct has been received by the <<national office or area conference>>. The complaint will be addressed through the << name for P&A section on abuse response>>, (relevant portion attached).

*<< option a>>*

The complainant in this case is << name of complainant>>. The complaint concerns allegations of << nature of complaint>>.

**Do not communicate with the complainant through any form of communication, either directly or indirectly.**

*<< option b>>*

The complainant in this case wishes to remain anonymous at this stage of the process. The complaint concerns allegations of << nature of complaint>>.

**Do not attempt to discover the name of the complainant.**

The misconduct response team is evaluating the complaint and will make a decision regarding next steps which may include an independent investigation, a formal charge or dismissal.

<<name of contact>> is the contact person that will assist you through this process. Their role is help you understand the stages of the process, answer any questions, and communicate any concerns you may have throughout the process. The contact person will reach out to you. You may also contact them at << phone number>>.

You may also select a personal supporter of your choosing. This person may accompany you to any meetings, interviews, or hearings required by the process. See guidelines for support persons, attached.

Sincerely,

Denominational Minister for Church Safety