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

<< Respondent’s Board Chair/Organizational Supervisor >>

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>> against << name of respondent>>. The respondent has not been charge with or found guilty of misconduct at this point. A misconduct response team will lead a process to determine appropriate next steps.

The complaint concerns allegations of << nature of complaint >>.

*<< option a – if complaint concerns abuse or sexual misconduct>>*

Due to the nature of this complaint, we recommend the respondent be placed on administrative leave during the duration of this misconduct process. This will mitigate against any future harm in the event the complaint is found to have merit.

*<< option b – if complaint concerns financial mismanagement>>*

Due to the nature of this complaint, we recommend the respondent be recused from any duties requiring handling of or administration of funds including access to organizational credit cards, other means of accessing funds, or manipulating records. This will mitigate against any future financial harm to the organization in the event the complaint is found to have merit.

**<< option c – if complaint is other than a or b >>**

Due to the nature of the complaint, we recommend <<details filled in by response team, seeking to fence off the respondent from the persons or areas of ministry which are relevant to the complaint >>. (for example, if a minister is accused of inappropriate remarks in a visitation or counseling context, the respondent should refrain from such activities until the conclusion of the case).

The response team will keep you informed of the progress in this case. Please reach out to the MC USA Denominational Minister of Church Safety, for a discussion about appropriate disclosures and communication. My number is (xxx) xxx-xxxx.

Sincerely,

Denominational Minister for Church Safety