**Notice that Response Team Brings Charge of Misconduct**

On <<date>>, the MC USA Church Safety team received a complaint alleging <<name of respondent>> engaged in ministerial misconduct.

After gathering and evaluating evidence relevant to the complaint, the MC USA misconduct response team brings a formal charge of misconduct against <<name of respondent>>.

1. The respondent is <<name of respondent>>.
2. The complainant is <<name of complainant>>[[1]](#footnote-1)
3. The nature of the alleged misconduct is <<spiritual, physical, sexual, financial, abuse of power, etc.>>
4. In the attached addendum, each allegation is identified by numbered paragraph and described with date, time, place and context.
5. Within 7 days of receipt of this document, the respondent is directed to complete, sign and deliver a completed ***Respondent’s Response to Charge*** (F ?) to the Denominational Minister for Church Safety (enclosed). The form should include a response to each numbered allegation, stating (a)that the minister agrees with the allegation, or (b) that the respondent disputes the allegation. The response should include (1) the reason(s) the respondent disagrees with the allegations, (2) the respondents full account of each disputed allegation, (3) the names of any witnesses that can corroborate the respondents account, and (4) why the testimony of each witness is needed.

<<Date>> <<signature>>

Denominational Minister of Church Safety

1. If there is a concern for safety, the complainant may remain anonymous. Safety concerns are evaluated by the response team and weighed against the respondent’s need to respond to specific allegations. [↑](#footnote-ref-1)