**MINISTERIAL SEXUAL MISCONDUCT POLICY AND PROCEDURE**

**ANNOUNCEMENT FORMS**

**for Ministerial Sexual Misconduct Policy and Procedure**

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**AREA CONFERENCE RESOLUTION ADOPTING Ministerial Sexual Misconduct**

**POLICY AND PROCEDURE 2016**

Whereas,

* We thank God for the faithful service of *ministers* who serve in the

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Area Conference*;

* We regret, however, that some *ministers* engage in *misconduct*; and
* We desire to adopt a *policy and procedure* regarding *ministerial sexual misconduct*;

Therefore, it is resolved that

1. This *area conference* adopts the *Ministerial Sexual Misconduct* *Policy and Procedure* 2016 presented at this meeting, and it is the policy of the *area conference* that

A *minister* shall not enter into *sexualized behavior* with a person with whom the *minister* has a *professional relationship*. A *minister* is always responsible to prevent and stop such behavior. The *area conference* *sanctions ministers* who engage in such *misconduct.*

Besides sexual misconduct, this Policy and Procedure can also be   
 used for other ethical issues as outlined in *A Shared Understanding   
 of Church Leadership* (section 4).

2. The *area conference* shall periodically publish announcements of this policy and of the *complaint* procedure.

3. Copies of the current *Ministerial Sexual Misconduct* *Policy and Procedure* and of an Announcement of *Ministerial Sexual Misconduct* *Policy* shall be given to all who now or in the future are *serving in a formal ministry position of congregational leadership whether they are credentialed or not in* this *area conference*.

Mennonite Church Canada/ Mennonite Church USA Ministerial Misconduct Policy and Procedure 2016

**F1**

**ANNOUNCEMENT OF MINISTERIAL SEXUAL MISCONDUCT POLICY AND PROCEDURE**

We thank God for the faithful service of *ministers* who serve in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Area Conference*. We regret, however, that some *ministers* engage in *misconduct*. The *area conference* has adopted this 2016 policy regarding *ministerial sexual misconduct*:

**Policy**

A *minister* shall not enter into *sexualized behavior* with a person with whom the *minister* has a *professional relationship*. A *minister* is always responsible to prevent and to stop such behavior. The *area conference* *sanctions ministers* who engage in such misconduct.

Besides sexual misconduct, this Policy and Procedure can also be   
used for other ethical issues as outlined in *A Shared Understanding   
of Church Leadership* (section 4).

**Complaint Procedure**

A person who believes that a *minister* has engaged in *ministerial sexual misconduct* shall inform

* The *area conference minister.*
* The National Office when the *complaint* is against the *area conference* *minister.*

The *area conference minister (or National Office)* will provide a copy of the *Ministerial Sexual Misconduct* *Policy and Procedure* and a *complaint* form.

**Ministerial Leadership Committee of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Area Conference**

Mennonite Church Canada/ Mennonite Church USA Ministerial Misconduct Policy and Procedure 2016

**F 2**

**COMPLAINT FORM CONCERNING MINISTERIAL MISCONDUCT**

A person who believes that a *minister* has engaged in *ministerial sexual misconduct or other unethical behavior* may inform an *area conference* *minister* or the National Office when the *complaint* is against the *area conference minister.*

If you report *misconduct*, the *area conference* will offer a contact person, acceptable to you, to assist you in preparing this *complaint* and, if you so desire, in selecting an individual to provide personal support to you.

This form is to be used to submit a *complaint*. Attach additional sheets, as needed.

1. Your name (*complainant*):

2. Your address:

3. Your phone numbers:

4. Name of the accused *minister*:

5. Describe each incident of *misconduct* (please include information about date, time, place and circumstances on attached additional pages as needed)

6. Where possible identify any witnesses or persons who may be able to corroborate any of

the incidents.

7. Identify any written material or other physical *evidence* of *misconduct*.

8. Provide any additional information that you believe is relevant.

Signature of *complainant*:

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mennonite Church Canada/ Mennonite Church USA Ministerial Misconduct Policy and Procedure 2016

**F3**

**NOTICE TO MINISTER THAT COMPLAINT WAS RECEIVED**

Minister: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By this notice we inform you that a *complaint* alleging *ministerial \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

(*Sexual/or other)*

misconduct by you has been filed with the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *area conference* by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the *complainant*. This *complaint* will be addressed according to the *area conference*’s *Ministerial Sexual Misconduct* *Policy and Procedure*, a copy of which is enclosed.

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

The *area conference* will appoint an investigation team to investigate the *complaint* and recommend whether a charge of misconduct should be brought by the *area conference*.

We recognize that this will be a difficult time for you. We urge you to call \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, a *contact person* (Phone :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) who will assist you through this process and help you select a *personal supporter* during this time. We have informed the *contact person* that we have received a *complaint* of *ministerial misconduct*, but we have not otherwise informed the *contact person* about the *complaint*.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Area Conference Minister*

Mennonite Church Canada/ Mennonite Church USA Ministerial Misconduct Policy and Procedure 2016

**F4**

**NOTICE TO CONGREGATIONAL LEADERS THAT COMPLAINT WAS RECEIVED**

TO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Chair of the Governing Board of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of congregation)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Minister(s) *[other than the accused]*

By this letter I inform you that the *area conference* has received a *complaint* alleging *ministerial*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ misconduct* by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Sexual/other)*

(If there is a concern for safety, the complainant will not be named.)

I enclose the *Ministerial Sexual Misconduct* *Policy and Procedure* for you to read through carefully about the investigation and making an announcement to your congregation. Following this document, the *area conference* has appointed an investigation team of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I will contact you in the near future to discuss whether you have relevant information about the *complaint*. If I do not reach you within the next two days, please call me.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Area Conference Minister*

Mennonite Church Canada/ Mennonite Church USA Ministerial Misconduct Policy and Procedure 2016

**F5**

**ANNOUNCEMENT OF APPOINTMENT OF INVESTIGATORS TO COMPLAINANT AND ACCUSED MINISTER**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_area conference has named the following individuals to investigate the *complaint of ministerial* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Sexual/other)**

***misconduct:***

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**If you have any objection about partiality or other unfairness regarding these names you must submit your concerns in writing within two days of receiving this announcement to the *area conference minister.***

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Area Conference Minister***

***Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

Mennonite Church Canada/ Mennonite Church USA Ministerial Misconduct Policy and Procedure 2016

**F6**

**ANNOUNCEMENT THAT THE INVESTIGATION WILL BEGIN**

The investigators have been appointed and this is to notify you that the investigation will begin. We will contact you to arrange for an interview. You may choose to have your *personal supporter* present.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair of the Investigators

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

Mennonite Church Canada/ Mennonite Church USA Ministerial Misconduct Policy and Procedure 2016

**F7**

**INVESTIGATORS’ REPORT TO MINISTERIAL LEADERSHIP COMMITTEE**

**REGARDING COMPLAINT**

We have been appointed to investigate allegations of *ministerial \_\_\_\_\_\_­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_*

(Sexual/other)

*misconduct* by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

After investigation, we believe that the *area conference*

\_\_\_\_\_ Cannot present *evidence* that the accused *minister*, more likely than not, engaged in *ministerial sexual misconduct*.

\_\_\_\_\_ Can present *evidence* that the accused *minister*, more likely than not, engaged in *ministerial sexual misconduct.*

We recommend

\_\_\_\_\_ That the *area conference* decline to bring a *charge*.

\_\_\_\_\_ That the *area conference* bring a *charge*.

We have summarized and attached the allegations of *misconduct (each identified by a separate number)*. For each allegation we have identified the *probable grounds* of *misconduct* that we believe the *area conference* can present, or we have stated why we believe the *area conference* cannot present *probable grounds*.

Signed by the Investigators:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mennonite Church Canada/ Mennonite Church USA Ministerial Misconduct Policy and Procedure 2016

**F8**

**NOTICE THAT AREA CONFERENCE DECLINES TO CHARGE**

A *complaint* alleging *ministerial* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Sexual/other)

*misconduct* was filed against \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The *area conference* appointed an investigative team to investigate the allegations.

Based on that investigation, the *Ministerial Leadership Committee* has not found that the *area conference* can present *probable grounds* to support the allegations of *misconduct*. Accordingly, the *area conference* declines to bring a *charge*.

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair of *Ministerial Leadership Committee*

Mennonite Church Canada/ Mennonite Church USA Ministerial Misconduct Policy and Procedure 2016

**F9**

**NOTICE THAT AREA CONFERENCE BRINGS CHARGE OF MISCONDUCT**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Area Conference* brings this *charge* of *ministerial*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_misconduct*.

(Sexual/other)

1. The accused *minister* is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. The *complainant* is (If there is a concern for safety, the complainant will not be named)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. The nature of the alleged *misconduct* is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. In the attached addendum, each allegation is identified by numbered paragraph and described with date, time, place and circumstances.

5. Within five days of receipt of this *charge*, the accused *minister* is directed to complete, sign and deliver to the Chair of the *Ministerial Leadership Committee* the enclosed “*Minister’s* Response to *Charge*” form, responding to each numbered allegation, stating (a) that the *minister* agrees with the allegation, or (b) that the *minister* disputes the allegation and setting forth (1) all the reasons the *minister* disagrees, (2) the *minister’s* full account of each disputed incident, (3) the names of any persons whom the *minister* believes have relevant information and should attend a hearing regarding the *charge* and (4) why the testimony of each such person is needed.

Dated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Chair of *Ministerial Leadership Committee*

Mennonite Church Canada/ Mennonite Church USA Ministerial Misconduct Policy and Procedure 2016

**F10**

**MINISTER'S RESPONSE TO CHARGE**

I have reviewed the c*harge* of *misconduct* dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, which has been filed with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *area conference*, against me.

\_\_\_\_\_\_\_\_\_\_\_\_ I agree with all matters as set forth in the *charge.*

\_\_\_\_\_\_\_\_\_\_\_ I dispute the following allegations and have set forth the full account of each alleged incident that I dispute. *(Specifically refer to each numbered allegation that you dispute. Attach additional sheets as needed.)*

Names and contact information for individuals who have relevant information and why the testimony of each is needed:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated Minister

Mennonite Church Canada/ Mennonite Church USA Ministerial Misconduct Policy and Procedure 2016

**F11**

**NOTICE TO THE INVESTIGATION TEAM, THE ACCUSED**

**AND THE COMPLAINANT OF A HEARING**

The *Ministerial Leadership Committee* of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Area*

*Conference* will hold a hearing of the charge brought against \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the

accused *minister,* on ­­­­\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

(date) (time) (location)

This hearing will be within seven days of the formal charge, which was issued on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The investigation team and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (accused minister) are to be present for this hearing.

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair of *Ministerial Leadership Committee*

Mennonite Church Canada/ Mennonite Church USA Ministerial Misconduct Policy and Procedure 2016

**F12**

**NOTICE TO ACCUSED MINISTER OF JUDGEMENT FOLLOWING THE HEARING**

The *Ministerial Leadership Committee* finds you\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(accused minister)

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Acquitted of the charge made*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Guilty of the charge made*

*As a result of the finding of guilt, we impose the following sanctions:*

**If you choose to appeal** the *judgment*, **you must file your written appeal** with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the *area conference* *leadership*, **within five days of your receipt of this notice**.

Signed by the Ministerial Leadership Committee Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mennonite Church Canada/ Mennonite Church USA Ministerial Misconduct Policy and Procedure 2016

**F13**

**NOTICE TO THE COMPLAINANT OF THE JUDGMENT**

The *Ministerial Leadership Committee* finds \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(accused minister)

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Acquitted of the charge made*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Guilty of the charge made*

*As a result of the finding of guilt, we impose the following sanctions:*

**If you choose to appeal** the *judgment* **you must file your written appeal** with

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the *area conference* *leadership*, **within five days of your receipt of this notice**.

Signed by the Ministerial Leadership Committee Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mennonite Church Canada/ Mennonite Church USA Ministerial Misconduct Policy and Procedure 2016

F14**MINISTER'S APPEAL OF JUDGMENT OF GUILT**

I appeal the *Ministerial Leadership Committee’s* *judgment* of guilt concerning the *charge* of *misconduct* that was filed against me. I set forth below all the facts and reasons for each allegation that I believe demonstrate why there are not *probable grounds* to support the judgment.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(This document must be submitted to the Ministerial Leadership Committee within 5 days of receiving the notice of judgment following the hearing.)

Mennonite Church Canada/ Mennonite Church USA Ministerial Misconduct Policy and Procedure 2016

**F15**

**COMPLAINANT’S APPEAL OF JUDGMENT OF ACQUITTAL**

I appeal the *Ministerial Leadership Committee’s* *judgment* of acquittal concerning the *charge* of *misconduct* that was filed against \_\_\_\_\_\_\_\_\_\_\_\_\_\_. I set forth below all the facts and reasons for each allegation that I believe demonstrate why there are/were *probable grounds* to support a judgment of guilt.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(This document must be submitted to the Area Conference Leadership within 5 days of receiving the Notice to the Complainant of the Judgement)

Mennonite Church Canada/ Mennonite Church USA Ministerial Misconduct Policy and Procedure 2016

**F16**

**ANNOUNCEMENT OF APPOINTMENT OF APPEAL PANEL TO**

**COMPLAINANT AND ACCUSED MINISTER**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_area conference leadership, has named the following individuals to conduct an appeal hearing:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**If you have any objection about partiality or other unfairness regarding these names you must submit your concerns in writing within two days of receiving this announcement to the *area conference*** leadership***.***

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Area Conference Leadership***

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**Date**

Mennonite Church Canada/ Mennonite Church USA Ministerial Misconduct Policy and Procedure 2016

**F17**

**NOTICE THAT THE APPEAL HEARING WILL BEGIN**

The Appeal Panel will convene a hearing on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Those present at this hearing will be you and the Ministerial

Leadership Committee.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair of the Appeal Panel

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

Mennonite Church Canada/ Mennonite Church USA Ministerial Misconduct Policy and Procedure 2016

**F18**

**NOTICE OF APPEAL PANEL’S JUDGMENT**

The appeal panel has made a judgment to:

\_\_\_\_ Affirm the *judgment* of the *Ministerial Leadership Committee.*

Judgment of the MLC:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_ Change the *judgment*

Judgment of the appeal panel:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signatures of the Appeal Panel:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

Mennonite Church Canada/ Mennonite Church USA Ministerial Misconduct Policy and Procedure 2016

**F19**

**INVESTIGATION TEAM’S WRITTEN REPORT**

*This report will be brief, one to two pages and written with the awareness of it becoming a public document.  Following the completion of the misconduct process, this report will be made available by the conference office to anyone who asks for it.*

The Document will include the following:

1.     Name of accused minister

2.     Date and summary of the allegations

3.     Investigation process

4.     Findings of the investigation (include each alleged misconduct below)

5.     Recommendation by the investigative team to the Ministerial Leadership Committee

6.    Names of Investigators appointed

Mennonite Church Canada/ Mennonite Church USA Ministerial Misconduct Policy and Procedure 2016

**F20**