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Case No. _____

DISCIPLINARY PROCESS TRACKING

Section A. PERSON WITH THE CONCERN		
NAME		
MAILING ADDRESS		
CITY	STATE	POSTAL CODE
NATION		
HOME PHONE	BUSINESS PHONE	
MOBILE PHONE	EMAIL ADDRESS	
MINISTRY POSITION (IF ANY)		
Section B. ADVOCATE FOR THE PERSON WITH THE CONCERN		
NAME		
MAILING ADDRESS		
CITY	STATE	POSTAL CODE
NATION		
HOME PHONE	BUSINESS PHONE	
MOBILE PHONE	EMAIL ADDRESS	
MINISTRY POSITION (IF ANY)		
Section C. MINISTRY LEADER		
NAME		
MAILING ADDRESS		
CITY	STATE	POSTAL CODE
NATION		
HOME PHONE	BUSINESS PHONE	
MOBILE PHONE	EMAIL ADDRESS	
MINISTRY POSITION (IF ANY)		
Section D. ADVOCATE FOR THE MINISTRY LEADER		
NAME		
MAILING ADDRESS		
CITY	STATE	POSTAL CODE
NATION		
HOME PHONE	BUSINESS PHONE	
MOBILE PHONE	EMAIL ADDRESS	
MINISTRY POSITION (IF ANY)		
Section E. JUDICIAL OFFICER		
NAME		
MAILING ADDRESS		
CITY	STATE	POSTAL CODE
NATION		
HOME PHONE	BUSINESS PHONE	
MOBILE PHONE	EMAIL ADDRESS	
MINISTRY POSITION (IF ANY)		

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Section F. AFFECTED CHURCHES/AGENCIES		
AFFECTED CHURCH/AGENCY 1		
NAME		
CONTACT PERSON		
MAILING ADDRESS		
CITY	STATE	POSTAL CODE
NATION		
HOME PHONE	BUSINESS PHONE	
MOBILE PHONE	EMAIL ADDRESS	
AFFECTED CHURCH/AGENCY 2		
NAME		
CONTACT PERSON		
MAILING ADDRESS		
CITY	STATE	POSTAL CODE
NATION		
HOME PHONE	BUSINESS PHONE	
MOBILE PHONE	EMAIL ADDRESS	
AFFECTED CHURCH/AGENCY 3		
NAME		
CONTACT PERSON		
MAILING ADDRESS		
CITY	STATE	POSTAL CODE
NATION		
HOME PHONE	BUSINESS PHONE	
MOBILE PHONE	EMAIL ADDRESS	
Section G. INVESTIGATOR		
NAME		
MAILING ADDRESS		
CITY	STATE	POSTAL CODE
NATION		
HOME PHONE	BUSINESS PHONE	
MOBILE PHONE	EMAIL ADDRESS	
MINISTRY POSITION (IF ANY)		
Section H. CHAIR OF JUDICIARY COMMITTEE		
NAME		
MAILING ADDRESS		
CITY	STATE	POSTAL CODE
NATION		
HOME PHONE	BUSINESS PHONE	
MOBILE PHONE	EMAIL ADDRESS	
MINISTRY POSITION (IF ANY)		
Section I. JUDICIARY COMMITTEE MEMBERS		
NAME		
MAILING ADDRESS		
CITY	STATE	POSTAL CODE
NATION		

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HOME PHONE		BUSINESS PHONE	
MOBILE PHONE		EMAIL ADDRESS	
MINISTRY POSITION (IF ANY)			
NAME			
MAILING ADDRESS			
CITY		STATE	POSTAL CODE
NATION			
HOME PHONE		BUSINESS PHONE	
MOBILE PHONE		EMAIL ADDRESS	
MINISTRY POSITION (IF ANY)			
Section J. APPEAL PANEL MEMBERS			
NAME			
MAILING ADDRESS			
CITY		STATE	POSTAL CODE
NATION			
HOME PHONE		BUSINESS PHONE	
MOBILE PHONE		EMAIL ADDRESS	
MINISTRY POSITION (IF ANY)			
NAME			
MAILING ADDRESS			
CITY		STATE	POSTAL CODE
NATION			
HOME PHONE		BUSINESS PHONE	
MOBILE PHONE		EMAIL ADDRESS	
MINISTRY POSITION (IF ANY)			
NAME			
MAILING ADDRESS			
CITY		STATE	POSTAL CODE
NATION			
HOME PHONE		BUSINESS PHONE	
MOBILE PHONE		EMAIL ADDRESS	
MINISTRY POSITION (IF ANY)			

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PROCESS ACTION STEPS AND TIMELINE

E 2: COMPLAINT			
Date rec'd	Report of Concern received by Director of Formation and Leadership Development		
Date done	Director determines disposition within 5 business days of receiving Report		
Disposition of the Report of Concern	<ul style="list-style-type: none"> • Within purview • Outside of purview 	<ul style="list-style-type: none"> • Reasonably reliable • Not reasonably reliable 	
<ul style="list-style-type: none"> • Refer to authorizing body 	Date	Name of body	Contact person
Name			
Phone			
Email			
<ul style="list-style-type: none"> • Refer for Support Consultation 			
Date	Consultation Team members		
	Name		
	Phone		
	Email		
	Name		
	Phone		
	Email		
	Name		
	Phone		
	Email		
<ul style="list-style-type: none"> • Refer to an Elder for intervention 			
Date	Name		
	Phone		
	Email		

<ul style="list-style-type: none"> Refer to a Judicial Officer 			
Consideration of Inactive Status	Director determines whether to place ministry leader on inactive status. <ul style="list-style-type: none"> Do not place on inactive status Place on inactive status, effective date: _____ 		
Initial Notifications	Director informs ministry leader and person with the concern of the disposition within 5 business days of receiving Report.		
	If concern is accepted as a complaint, Director assigns a Case Number.		
	<table border="1"> <tr> <td>Date sent</td> <td> If concern is accepted as a complaint, Director provides the Moderator, ministry leader, and person with the concern with: <ul style="list-style-type: none"> Copy of the MCC Process for Discipline of Ministry Leaders Notice of Director’s determination, including determination regarding inactive status Report of Concern with supporting documentation Response to Concern (Form DP-2) to the ministry leader only </td> </tr> </table>	Date sent	If concern is accepted as a complaint, Director provides the Moderator, ministry leader, and person with the concern with: <ul style="list-style-type: none"> Copy of the MCC Process for Discipline of Ministry Leaders Notice of Director’s determination, including determination regarding inactive status Report of Concern with supporting documentation Response to Concern (Form DP-2) to the ministry leader only
	Date sent	If concern is accepted as a complaint, Director provides the Moderator, ministry leader, and person with the concern with: <ul style="list-style-type: none"> Copy of the MCC Process for Discipline of Ministry Leaders Notice of Director’s determination, including determination regarding inactive status Report of Concern with supporting documentation Response to Concern (Form DP-2) to the ministry leader only 	
	<table border="1"> <tr> <td>Date sent</td> <td> If concern is <u>not</u> accepted as a complaint, provide the Moderator, ministry leader, and person with the concern with: <ul style="list-style-type: none"> Notice of Director’s determination Report of Concern </td> </tr> </table>	Date sent	If concern is <u>not</u> accepted as a complaint, provide the Moderator, ministry leader, and person with the concern with: <ul style="list-style-type: none"> Notice of Director’s determination Report of Concern
Date sent	If concern is <u>not</u> accepted as a complaint, provide the Moderator, ministry leader, and person with the concern with: <ul style="list-style-type: none"> Notice of Director’s determination Report of Concern 		
<table border="1"> <tr> <td>Date filed</td> <td>Director places notice of determination and Report of Concern into the ministry leader’s file.</td> </tr> </table>	Date filed	Director places notice of determination and Report of Concern into the ministry leader’s file.	
Date filed	Director places notice of determination and Report of Concern into the ministry leader’s file.		

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Response to Concern	Date due:	Within 10 business days after ministry leader receives notice of Director’s determination, Director receives the Response to Concern form from the ministry leader.			
	Date rec’d				
	Date sent	Director provides the person with the concern with a copy of the Response to Concern form and supporting documentation; due within 5 calendar days after the Director receives the Response to Concern form.			
	Date sent	Director provides the Moderator with a copy of the Response to Concern form; due within 5 calendar days after the Director receives the Response to Concern form.			
	Date filed	Director places Response to Concern form into the ministry leader’s file.			
Appointment of Judicial Officer	Date done	Director appoints a Judicial Officer; due within 5 calendar days after the Director receives the Response to Concern form.			
	Date done	Director provides the Judicial Officer with Report of Concern form and Response to Concern form, with any other materials submitted by the person with the concern and the ministry leader; due within 5 calendar days after the Director receives the Response to Concern form.			
	Date sent	Director informs the person with the concern, the ministry leader, and the Moderator with the name of the Judicial Officer; due within 5 calendar days after the Director receives the Response to Concern form.			
Admission of Allegations			• Not Admitted	• Admitted	Date of admission:
	Date rec’d	If rec’d prior to hearing date, Judicial Officer determines resolution with the ministry leader and the person with the concern			
	Conf date	If rec’d during or after the pre-hearing conference, Judicial Officer may cancel the hearing.			

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	Meeting date	Judiciary Committee may meet with the ministry leader and consult with the person with the concern and/or the affect church or agency to determine resolution of the matter.		
	Date sent	Judicial Officer sends the admission and determination to the ministry leader, the person with the concern, and the Moderator.		
	Date sent	Judicial Officer sends admission and determination to the Director for filing.		
	Date filed	Director places admission and determination into the ministry leader's file.		
Notification to Affected Church or Agency	Judicial Officer, in consultation with the Director, determines whether to inform the affected church/agency that a complaint has been received.			
			Do not notify	Notify
	Date sent	If determination is to notify, issue notification <u>without</u> attachments.		

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STAGE 3: INVESTIGATION		
Investigator	Date done	Judicial Officer selects an investigator; due within 10 business days after the Judicial Officer receives the Report of Concern.
	Date done	Judicial Officer establishes timeline for the investigation. Begin date: _____ End date: _____
	Date sent	Judicial Officer informs person with the concern, ministry leader, and Moderator of the identity of the investigator and the timeline.
	Date rec'd	Investigator submits Report of Investigation (Form DP-3) to the Judicial Officer; due within 5 business days of the conclusion of the investigation.
Notification of Outcome of Investigation	Date done	Judicial Officer determines whether the results of the investigation substantiated the complaint. <ul style="list-style-type: none"> ● Not substantiated ● Substantiated
	Judicial Officer prepares a written summary of the investigation and provides the summary to the person with the concern, the ministry leader, and the Moderator; due within 5 business days of receipt of the Report of Investigation.	
	Date done	Judicial Officer writes the summary.
	Date sent	Judicial Officer sends summary to the person with the concern, the ministry leader, and the Moderator.
	Date sent	Judicial Officer sends the Report of Investigation to the Director.
	Date filed	Director places Report of Investigation into the ministry leader's file.
Notification of	If complaint was substantiated, the Judicial Officer brings charges against the ministry leader within 5 business days of having received the Report of	

Charges	Investigation.		
	Date done	Judiciary Officer prepares the Statement of Charges (Form DP-4) and provides a copy to the Director.	
	Date done	Director prepares the Procedural Summary (Form DP-5) and sends it to the Judicial Officer.	
	Date sent	Judicial Officer provides the person with the concern and the ministry leader with: <ul style="list-style-type: none"> • Statement of Charges • Report of Investigation, including complete copy of the investigation records, all documentation, and any other information that had been submitted to the investigator • Procedural Summary (Form DP-5) Judicial Officer provides the Moderator and the affected church/agency with: <ul style="list-style-type: none"> • Statement of Charges (Form DP-4) • Procedural Summary (Form DP-5) 	
	Date filed	Director places Statement of Charges and Procedural Summary into the ministry leader's file.	
Selection of Judiciary Committee	Within 5 business days of issuing the Statement of Charges , the Judiciary Officer selects the 3-person Judiciary Committee, including its Chair.		
	Date	Pool member	Outcome
			<ul style="list-style-type: none"> • Appointed Not appointed
			Reason:
			<ul style="list-style-type: none"> • Appointed Not appointed
			Reason:
			<ul style="list-style-type: none"> • Appointed Not appointed
			Reason:
			<ul style="list-style-type: none"> • Appointed Not appointed
			Reason:

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			<ul style="list-style-type: none"> Appointed 	Not appointed
			Reason:	
			<ul style="list-style-type: none"> Appointed 	Not appointed
			Reason:	
			<ul style="list-style-type: none"> Appointed 	Not appointed
			Reason:	
			<ul style="list-style-type: none"> Appointed 	Not appointed
			Reason:	
			<ul style="list-style-type: none"> Appointed 	Not appointed
			Reason:	
	<p>Within 5 business days of selecting the Judiciary Committee, the Judicial Officer provides each with:</p> <ul style="list-style-type: none"> Report of Concern (Form DP-1), including all accompanying documentation Response to Concern (Form DP-2), including all accompanying documentation Report of Investigation (Form DP-3), including a complete copy of the investigation records, all documentation, and any other information that had been submitted to the investigator Statement of Charges (Form DP-4) Procedural Summary (Form DP-5) 			
Pre-Hearing Conference	Judiciary Committee meets within 15 calendar days after receiving the Statement of Charges.			
	Conf date:			
	Is further investigation needed?			
	Explain:			
	Were other concerns identified?			<ul style="list-style-type: none"> Yes No
	Date done	If yes, Chair of Judiciary Committee informs the Judicial Officer in writing.		
	Date done	If yes, Judicial Officer refers the other concerns to the Director for consideration.		
	When will the hearing be held? (Must be held within 45 calendar days after Judiciary Committee received the Statement of Charges)			Hearing date:
	<ul style="list-style-type: none"> Determine date(s) and time 			<ul style="list-style-type: none"> Physical

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	Determine whether hearing will be held in virtual or physical space	<ul style="list-style-type: none"> ● Virtual 	
	Does the Judiciary Committee need to invite additional witnesses beyond those proposed by the person with the concern and the ministry leader?	<ul style="list-style-type: none"> ● Yes ● No 	
	Date done	Chair of the Judiciary Committee informs Judicial Officer of the outcomes of the pre-hearing conference.	
Extended Investigation	Date done	Judicial Officer establishes timeline for the further investigation. Begin date: _____ End date: _____	
	Date done	Judicial Officer selects an investigator within 5 business days after receiving request from the Chair of the Judiciary Committee.	
	Date done	Judicial Officer informs person with the concern, ministry leader, Moderator, and members of the Judiciary Committee of the identity of the investigator and the new timeline within 3 business days after selecting the investigator.	
	Date rec'd	Investigator submits an additional Report of Investigation (Form DP-3) to the Judicial Officer within 5 business days after completing the additional investigation.	
	Judicial Officer prepares a written summary of the additional investigation and provides the summary to the person with the concern, the ministry leader, and the Moderator within 5 business days of receipt of the additional Report of Investigation.		
	Date done	Judicial Officer writes the summary.	
	Date sent	Judicial Officer sends summary to the person with the concern, the ministry leader, the Moderator, and the Judiciary Committee members.	
	Date sent	Judicial Officer sends the additional Report of Investigation and summary to the Director.	
	Date filed	Director places the additional Report of Investigation into the ministry leader's file.	

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STAGE 4: HEARING			
Within 45 calendar days from the date of receiving the Statement of Charges, the Judiciary Committee convenes hearing.			
No later than 30 business days prior to the hearing			
Date done	Judicial Officer advises Director of: <ul style="list-style-type: none"> • Hearing location: _____ • Hearing dates (begin and end days/times) • Need for security • Need for translation services • Need for additional witnesses 		
Date done	Director ensures management of final arrangements for use of the selected space.		
	Physical space	<ul style="list-style-type: none"> • On-site Security • Room set-up • Access to recording equipment • Purchase recording media • Operation of recording equipment • Meals for Judiciary Committee members • Accommodations for Judiciary Committee members • Transportation for Judiciary Committee members (round-trip from their homes to the hearing site) • Translation services, if needed • Access to photocopying 	
	Virtual space	<ul style="list-style-type: none"> • Arrange for use of appropriate technology • Arrange for recording of hearing, including access to appropriate recording media • Verify that all intended participants have the capacity to access the virtual space • Translation services, if needed • Electronic transmission of documents during the hearing 	
Date done	Judicial Officer notifies the ministry leader and the person with the concern of the date, time, duration, and location of the hearing. <ul style="list-style-type: none"> • Witness list is due no later than 15 business days prior to the hearing • Remaining materials to be considered at the hearing is due no later than 15 business days prior to the hearing. • Will the advocate for either party be present at the hearing? 		
	Person with the concern	<ul style="list-style-type: none"> • Yes • No 	Name:
	Ministry leader	<ul style="list-style-type: none"> • Yes 	Name:

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		• No	
No later than 15 business days prior to the hearing			
Date rec'd	The ministry leader and person with the concern provide to the Judicial Officer any remaining materials to be considered at the hearing.		
No later than 10 business days prior to the hearing			
Date sent	The Judicial Officer provides to the Judiciary Committee members: <ul style="list-style-type: none">• All materials to be considered during the hearing Witness list		

Challenges to Procedural Errors

Challenges to Appointments (Judicial Officer / Investigator / Judiciary Committee)