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REPORT OF CONCERN

Please read instructions at the end of this packet prior to completing this form.

Date Submitted: _____

Section A. PERSON WITH THE CONCERN			
NAME			
MAILING ADDRESS			
CITY	STATE	POSTAL CODE	
NATION			
HOME PHONE	BUSINESS PHONE		
MOBILE PHONE	EMAIL ADDRESS		
YOUR MINISTRY POSITION (IF ANY)			
Section B. MINISTRY LEADER			
NAME			
MAILING ADDRESS			
CITY	STATE	POSTAL CODE	
NATION			
HOME PHONE	BUSINESS PHONE		
MOBILE PHONE	EMAIL ADDRESS		
MINISTRY POSITION(S)			
Section C. NATURE OF YOUR CONCERN			
WHICH ETHICAL GUIDELINE HAS BEEN VIOLATED BY THE MINISTRY LEADER? (Select one)	<input type="radio"/> Honesty <input type="checkbox"/> Confidentiality <input type="checkbox"/> Nonviolence <input type="checkbox"/> Responsible fiscal management	<input type="radio"/> Sexual responsibility <input type="checkbox"/> Response use of pastoral authority <input type="checkbox"/> Professional services <input type="checkbox"/> Exercise of professional etiquette	<input type="radio"/> Commitment to addiction recovery <input type="checkbox"/> Covenant with MCC <input type="checkbox"/> Sexual misconduct <input type="checkbox"/> Other

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<p>Section D. DETAILED SPECIFICS THAT GIVE RISE TO THE CONCERN</p> <p>(WHAT DID THE MINISTRY LEADER DO? WHEN WAS IT DONE? WHERE WAS IT DONE? WHO WERE THE PEOPLE INVOLVED? WHAT CHURCH(S) WAS INVOLVED, IF ANY? WHAT OTHER ORGANIZATION(S) WAS INVOLVED, IF ANY? WHAT WAS THE IMPACT OF THE MINISTRY LEADER'S BEHAVIOR?)</p> <p>(attach additional sheet, if needed)</p>	
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Section E. YOUR ATTEMPTS TO RESOLVE THE CONCERN		
PLEASE CHECK ALL THAT APPLY	<input type="checkbox"/> I have personally met with the ministry leader to discuss my concern.	Please describe the nature and outcome of the meeting
	<input type="checkbox"/> I have not met personally with the ministry leader to discuss my concern.	Please explain why you have not met personally with the ministry leader
	<input type="checkbox"/> I have reported my concern to the ministry leader's authorizing body.	When and to whom did you report this concern? What was the outcome?
	<input type="checkbox"/> I have not reported my concern to the ministry leader's authorizing body.	Please explain why you have not reported this concern to the ministry leader's authorizing body?

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Section F. WITNESSES Please list all witnesses that have first-hand knowledge that would support your concern			
WITNESS 1			
NAME			
MAILING ADDRESS			
CITY	STATE	POSTAL CODE	
NATION			
HOME PHONE		BUSINESS PHONE	
MOBILE PHONE		EMAIL ADDRESS	
MINISTRY POSITION (IF ANY)		<input type="checkbox"/> I have discussed this concern with this witness. <input type="checkbox"/> I have not discussed this concern with this witness.	
WITNESS 2			
NAME			
MAILING ADDRESS			
CITY	STATE	POSTAL CODE	
NATION			
HOME PHONE		BUSINESS PHONE	
MOBILE PHONE		EMAIL ADDRESS	
MINISTRY POSITION (IF ANY)		<input type="checkbox"/> I have discussed this concern with this witness. <input type="checkbox"/> I have not discussed this concern with this witness.	
WITNESS 3			
NAME			
MAILING ADDRESS			
CITY	STATE	POSTAL CODE	
NATION			
HOME PHONE		BUSINESS PHONE	

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MOBILE PHONE		EMAIL ADDRESS	
MINISTRY POSITION (IF ANY)		<input type="checkbox"/> I have discussed this concern with this witness. <input type="checkbox"/> I have not discussed this concern with this witness.	
WITNESS 4			
NAME			
MAILING ADDRESS			
CITY	STATE	POSTAL CODE	
NATION			
HOME PHONE		BUSINESS PHONE	
MOBILE PHONE		EMAIL ADDRESS	
MINISTRY POSITION (IF ANY)		<input type="checkbox"/> I have discussed this concern with this witness. <input type="checkbox"/> I have not discussed this concern with this witness.	

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Section G. ATTACHMENTS

**PLEASE ATTACH TO THIS FORM ANY SUPPORTING DOCUMENTS,
PHOTOGRAPHS/VIDEOS, AUDIOTAPES THAT ATTEST TO YOUR CONCERN.**

List your attachments (attach another sheet if additional space is needed):

Item #	Description or Title
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

KEEP A COMPLETE COPY OF THIS FORM AND ALL ATTACHMENTS FOR YOUR RECORDS!

SUBMIT YOUR COMPLETED FORM TO:

Rev. Elder. Dr. Mona West, Director
MCC Office of Formation and Leadership Development
PO Box 50488
Sarasota, FL 34232
RevMonaWest@MCCchurch.net
Fax: 310-388-1252

INSTRUCTIONS FOR COMPLETING A REPORT OF CONCERN (FORM DP-1):

A Report of Concern is taken very seriously and can have substantial effect upon the ministry leader's career and ministry within MCC. A Report of Concern should not be submitted in haste, in retaliation, or to settle personal disputes with anyone. The person with the concern will be required to participate in the investigation of this concern. Local attempts to resolve the concern should be made prior to submission of a formal Report of Concern. This is both scripturally based and good for the development of our ministry and our leaders.

Anyone who alleges that an MCC ministry leader has violated the MCC Statement of Ethical Guidelines for Ministry Leaders or the MCC Sexual Misconduct Policy, or has exhibited other actions involving potential or actual civil or criminal charges should submit a Report of Concern (Form DP-1) to the Director of Formation and Leadership Development.

The Report of Concern Form is designed to gather information that would be needed during the investigation process by providing specifics about the nature of the concern, potential evidence and witnesses, and what, if any, steps have already been taken to achieve resolution.

The Report of Concern Form may also be used for self-reporting by ministry leaders who have been found guilty of criminal misconduct or who have been held civilly liable for misconduct involving moral turpitude.

The Report of Concern form is a Word document. It can be completed using a computer or by hand. If completed on a computer, each area will expand to accommodate the amount of information provided. If completed by hand, please attach additional sheets, as needed.

Section A. PERSON WITH THE CONCERN

Please provide all of the requested information.

For the purpose of the disciplinary process, any person who submits Form DP-1 is considered to be the "Person with the Concern."

If there is more than one "Person with the Concern":

- Each person with a concern should complete a separate Report of Concern (Form DP-1).
- All of the DP-1 forms can be submitted together.
- Only one set of attachments (see Section G) needs to be submitted.

Section B. MINISTRY LEADER

Please provide as much of the requested information as you can.

Section C. NATURE OF YOUR CONCERN

Each concern must be selected from the Ethical Guidelines for MCC Ministry Leaders or the MCC Sexual Misconduct Policy in effect at the time the concern arose and will be reviewed using the criteria shown below.

If you have multiple concerns about the same ministry leader, complete one Report of Concern (Form DP-1) for each concern. If submitting multiple DP-1 forms, complete all information on each form so that each concern report may stand alone and not depend upon information provided in a separate DP-1 form. For each Report of Concern, include the witnesses and attachments that support that concern only.

Ethical Guidelines for Ministry Leaders

- **Honesty.** Ministry leaders strive to operate on the highest level of trust and integrity, which requires that we act honestly and fairly in our dealings with others. We strive to make all of our communication accurate, honest, and clear. We intentionally avoid misrepresenting the truth or misleading others. We strive to give appropriate credit to the originators of ideas or quotations that we utilize in our written or spoken communication, and will not knowingly present the material of others as our own.
- **Confidentiality.** Ministry leaders respect the integrity and protect the welfare of individuals as well as the communities we serve. We take seriously our obligation to safeguard information entrusted to us as professional ministers. If there is a legitimate reason for the health and well-being of an individual or the community for us to divulge information that has been shared with us in confidence, we will actively seek permission for this disclosure from the person(s) providing us the information before doing so. We also recognize that it may occasionally be appropriate to disclose confidential information, e.g. if that information pertains to the immediate danger of bodily harm/loss of life or when applicable laws mandate reporting.
- **Nonviolence.** Ministry leaders respect the inherent worth and dignity of all people and actively work to counter the forces of violence that inflict harm to individuals and communities. We strive to ensure that our words and deeds do not directly lead to physical, psychological, spiritual, or ritual abuse.
- **Responsible Fiscal Management.** Ministry leaders strive to be faithful stewards of the resources for which we are given responsibility, including financial resources. We conduct our fiscal affairs with appropriate regard to recognized business and accounting procedures, as well as applicable civil laws. We do not condone theft, fraud, or the misappropriation of church funds or property.
- **Sexual Responsibility.** Ministry leaders affirm sexuality as a gift from God and strive to honor this gift by conducting our own lives in accordance with responsible, positive sexual ethics and in accordance with the MCC Sexual Misconduct Policy. A positive sexual ethic balances desire within the embodied framework of our emotional, physical, sexual and spiritual selves, while preserving and honoring mutuality and consent.
- **Responsible Use of Pastoral Authority.** Ministry leaders strive to use our pastoral authority responsibly. We use our professional training, relationships, and practices for the benefit of the people we serve and not to secure unfair personal advantage. We are mindful of the power differential that exists in our relationships with those we serve and supervise, and strive to structure these relationships in mutually respectful, mutually empowering, and non-exploitative ways.
- **Professional Services.** Ministry leaders respect the various educational and vocational standards, as well as the systems of accreditation, affiliation, and mutual accountability that exist for our own and other professions. Therefore, as ministry leaders, we truthfully represent the facts of our professional qualifications and affiliations, and we limit our own professional practices to those for which we are equipped, authorized, and licensed. For example, we do not engage in any type of psychological counseling for which we are not licensed as required by applicable civil laws and do not hold appropriate credentials (UFMCC clergy credentials do not license one to do such counseling.)
- **Exercise of Professional Etiquette in Collegial Relationships.** Ministry leaders recognize that we do not do ministry on our own and we strive to honor and respect our network of colleagues in MCC. We mutually support our shared ministry by doing no harm through word or deed to the ministries or reputations of other colleagues or churches. We value the highest good of local churches over our own personal ambition or advantage. We commit ourselves to practicing professional courtesy with our colleagues and maintaining clear boundaries with former churches and parishioners. For example, we return to churches we have formerly served only with the invitation/agreement of the current pastor. Additionally, we honor the role of the current pastor in performing rites and sacraments and perform or participate in sacramental functions only with the invitation/agreement of the current pastor.

- **Commitment to Addiction Recovery.** Ministry leaders understand that addiction to alcohol, drugs, and other substances/practices can do us harm, impair our judgment, and seriously interfere with our ability to effectively minister in our communities. We strive for appropriate and responsible use of substances and affirm our intention to seek treatment and recovery for ourselves when necessary.
- **Covenant with MCC.** Ministry leaders recognize the MCC Bylaws as a reflection of the covenantal relationship that exists between MCC and its members, friends, groups, and affiliated churches. We will honor the Bylaws and will participate and encourage our churches to participate regularly in MCC Regional and General Conferences as primary avenues for our shared discernment, continuing education/formation, mutual edification, and relationship building.

Sexual Misconduct Policy

Since MCC was founded, it has offered a counter voice to the sex negativity of Judeo- Christian culture. Therefore, the UFMCC Sexual Misconduct Policy must, on the one hand, acknowledge the risk of sexual misconduct, while on the other hand avoid the risk of the disembodiment of leaders who are called to model health and wholeness, including sexual wholeness.

Let it be affirmed that sex is a gift from God. The divine value of sex includes but is not limited to pleasure, procreation, intimate communications, grace, and love. God's gift of sexuality is to be responsibly embraced by all people, whether partnered or single, lay or clergy. A complete and responsible sexual ethic extends beyond traditional heterosexual responses to embrace the beauty of relationships among people of many sexual orientations and gender identities.

A positive sexual ethic balances desire within the embodied framework of our emotional, physical, sexual and spiritual selves, while preserving and honoring mutuality and consent.

Following are some examples of certain behaviors that could constitute a sexual misconduct:

1. Sexual contact with a minor is sexual misconduct; or
2. Sexual abuse or sexual molestation of any person, including but not limited to any sexual involvement or sexual contact with a person who is legally incompetent; or
3. Sexual harassment of any person, including those in relationships in which there is an employment, mentor, or colleague relationship between the persons involved, including but not limited to sexually oriented humor or language; questions or comments about sexual behavior or preference unrelated to employment qualifications; undesired physical contact; inappropriate comments about clothing or physical appearance; or repeated requests for social engagements; or
4. Using one's position, whether clergy or lay, for sexual exploitation is sexual misconduct. Sexual exploitation is the development of, or the attempts to develop a sexual relationship with a person with whom s/he has a pastoral or supervisory relationship.

A "pastoral relationship" is defined as a relationship between a spiritual leader, employee or volunteer and person receiving direct supervision, individual spiritual and/or pastoral counseling and providing confidential and/or privileged information to the spiritual leader, employee or volunteer.

At times, a spiritual leader, employee, or pastoral leader may develop an appropriate sexual relationship within the context of UFMCC ministry, including the congregation in which a person is serving. The relationship must be one in which there is no current direct supervision and/or individual spiritual counseling. Such relationships are to be entered into with extreme caution and a spirit of discernment.

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Section D. DETAILED SPECIFICS THAT GIVE RISE TO THE CONCERN

Be as specific as possible in describing the incident or incidents that give rise to the concern.

Section E. YOUR ATTEMPTS TO RESOLVE THE CONCERN

Please indicate all efforts that you have taken to resolve the matter prior to submitting the Report of Concern.

Prior to submitting a Report of Concern Form and as soon as a potential for conflict or difficulty arises, the person with a concern and/or a ministry leader should first attempt to resolve the matter in one of the following three ways:

1. Request assistance from the ministry leader's authorizing body.
2. Request that the Director organize a Support Consultation; the Director has the sole authority to determine how to respond to the request.
3. Request intervention by an Elder.

The Director may issue an exemption when the conflict involves egregious misconduct, violation of the Sexual Misconduct Policy, or actions involving civil or criminal charge.

Section F. WITNESSES

Please provide as much of the requested information about each potential witness as you can.

A witness is someone who has first-hand information that will support the concern.

Section G. ATTACHMENTS

If you do not have access to anything that would substantiate the concern you have raised, please reconsider filing a Report of Concern and handle the situation at the local level.

If you know a document or other substantiating item exists but you do not have it, please identify what it is, where it is, and who has it.

If additional space is needed to fully explain or document your concern, please attach additional sheets, as needed.