

Appendix L. Confidential Notice of Concern - Ministry with Adults Involving Pastoral Relationships

Individual(s) of Concern: _____

Date of occurrence: _____

Time of occurrence: _____

Type of Concern:

Inappropriate behavior within a Pastoral Relationship

Policy violation with those served in ministry

Possible risk of an inappropriate relationship between adults of unequal power

Other Concern: _____

Describe the situation using additional sheets of paper as needed:

What happened, where did it happen, when did it happen, who was involved, who was present, and who was notified?

Has this situation ever occurred previously?

What action was taken? How was the situation handled, who was involved, who was questioned, were police called?

What is the follow-up plan? Does anyone else need to be notified? Will the situation need monitoring?

Would you like someone to call you to discuss this situation?

Submitted by: (Please print) _____

Telephone numbers (home, work, cell): _____

Location and address: _____

Signature: X _____

Date _____

Once completed, please fax to the confidential fax line 515-277-0106.