



COMPLAINT ABOUT A MINISTER'S CONDUCT

There are two forms for raising concerns about an Accredited Minister, Recognised Local Minister, or Nationally Recognised Pastor (or for those who are training for accredited or recognised ministry.)

1. If you wish to complain about a minister's conduct, please complete *this* form and fill in the boxes below.
2. If you have a safeguarding concern about a minister, please see 'CONCERN ABOUT A MINISTER'S SAFEGUARDING PRACTICE'

If you are not sure which form to complete, please complete either form and send it to the Ministries Team Leader, who will consider your concerns. Their address is shown at the end of this form.

INTRODUCTION

What this form can be used for

This form can be used to complain about the misconduct of an Accredited Minister, Recognised Local Minister, or Nationally Recognised Pastor. Some examples of misconduct to be reported via this form might be:

- Criminal activity
- Physical violence or bullying behaviour
- Harassment
- Sexual misconduct
- Fraud, financial impropriety, theft
- Intentional use of discriminatory language
- Persistent loss of temper
- Conducting ministry whilst intoxicated
- Constant use of inappropriate language
- Disclosure of confidential information received in pastoral office (except where required to do so by law or Church/Regional Association/BUGB policy)

Please note that these are examples and that each complaint is assessed on its own merits.

What this form should not be used for

This form is not for complaints of the following nature:

- Minor complaints that can be dealt with by individual churches or organisations. Example might include isolated occasions of bad language, rudeness or annoyance.
- Complaints regarding performance. These too should be dealt with by individual churches or organisations. Examples could include poor preaching, failure to keep appointments, or inattention to pastoral matters.
- Complaints about the support provided to a church or minister by the Regional Association. These should be addressed to the Regional Association.
- Complaints about anyone who is not an Accredited Minister, Recognised Local Minister, or a Nationally Recognised Pastor. If you do not know whether a person is accredited or recognised in one of these ways, you may check the [published lists](#) on the BUGB website. If you wish to make a complaint about any member of a local church's staff or ministry team, or about a staff member of a Regional Association or Baptist College, and they are *not* listed as either accredited or recognised, please take your concern to that church or organisation directly.
- Complaints about the application of the Baptist Union's procedures or the decisions made by the Baptist Union which do not directly relate to you. Only complaints relating to you directly will be considered.
- Complaints about employment decisions made by a minister in their role as your line manager or as part of your church or organisation's leadership structure. These should be addressed to the church or organisation that has appointed or employed you.
- Anonymous complaints. You must complete the relevant boxes on this form that ask for your name, contact details and that you give your consent to our use of the information you provide. Without this, we are unable to process your complaint.

YOUR COMPLAINT

Please provide the following information:

Your name

Your address

Your telephone number(s)

Your email address

**The name of the minister
you are complaining about**

**The church or organisation where
the minister works, if known**

(If any of the questions below require more space to answer, please attach a continuation sheet)

The events and actions which you believe demonstrate the minister's misconduct

Details of when the events took place

Details of any witnesses to the events or actions you have described

Details of what you have done to try and resolve your concerns

What you consider would resolve your concerns

Details of who else you have reported the matter to

Any additional information relevant to your complaint

Taking care of yourself

We recognise that it is a brave step to raise a formal complaint against a minister. If you are reporting behaviour that has affected you directly, then we would encourage you to seek out a trusted friend or church member who can offer you support during this process.

If you are reporting behaviour that has affected others, you may also be deeply impacted by what you have heard or witnessed. Once again, we would encourage you to seek out a trusted friend or church member who can offer you support during this process.

DECLARATION

By ticking each box before signing below I confirm that:

1. To the best of my knowledge the information I have provided is accurate.
2. I am willing for the details of my complaint and any supporting documentation I have submitted to be provided to the minister complained about, should it be necessary to do so.
(Please note that as part of our ministerial conduct investigation process it is our normal practice to interview the minister about whom a complaint has been made. During this interview, we will share with the minister the overview of the complaint and, usually, who has raised them. This is so they can give an account of their actions. At the end of the investigation process a formal report will be prepared. We will provide the minister under investigation with a copy of the report, including supporting documents which will include this form.)
3. I understand the data will be recorded and retained on BUGB systems as outlined in the BUGB privacy notice which may be found here:
http://www.baptist.org.uk/Articles/369731/BUGB_PRIVACY_STATEMENT.aspx.

Signed

Date

Please email this form to ministries@baptist.org.uk or print it and send it to the Ministries Team Leader at the following address, marked 'Private and Confidential'

Ministries Team Leader, BUGB, Baptist House, PO Box 44, 129 Broadway, Didcot, Oxon, OX11 8RT