

## COMPLAINTS FORM

**This form can be used to submit complaints of misconduct of an Accredited Minister, Minister in Training, Nationally Accredited Church Worker and Nationally Recognised Pastor.**

- **Examples of misconduct**

*Conducting ministry whilst intoxicated, but not incapable*

*Disclosure of confidential information received in pastoral office (except where required to do so by law or Church/Regional/BUGB policy).*

*Constant use of inappropriate language*

*Failure to comply with Safeguarding principles and rules.*

*These are examples, each complaint is assessed on its own merits.*

- **Examples of Gross Misconduct**

*Criminal activity*

*Sexual Harassment*

*Domestic violence (physical or emotional)*

*Fraud, financial impropriety, theft*

*Physical violence or bullying behaviour*

*These are examples, each complaint is assessed on its own merits.*

**Please note this form is not for complaints of the following nature:**

- Complaints regarding the conduct of an accredited Minister or Church Worker where there is no suggestion that their conduct reaches the level for a misconduct investigation (this is an issue to be dealt with by individual churches or organisations). *Examples could include persistent failure to keep appointments or use of improper language in public duties ;*
- Complaints regarding the performance of an accredited Minister or Church Worker (this is an issue to be dealt with by individual churches or organisations);
- Complaints about the support provided to the church or minister(s)/church workers by the Regional Association (that is a matter for the complaints process of the Regional Association);
- Complaints about non-accredited staff of Associations, colleges or local churches (this is matter for the Association, College or local church)
- Complaints about the application of the Baptist Union's procedures or decisions made by the Baptist Union which do not directly relate to the complainant;
- Grievances relating to employment decisions (this is a matter for the "employer's" grievance procedure).



**COMPLAINTS OF MISCONDUCT**

**Please provide the following information:**

**Your name**

**Your address**

**Your telephone numbers**

**Your email address**

**Name of person you are complaining about**

**The events which you consider amount to misconduct**



**Details of when the events took place**

**Details of any witnesses to the issues of concern**

**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**

**By signing below I confirm that to the best of my knowledge the information I have provided is accurate and that I am willing for the details of my complaint and the supporting documentation to be provided to the minister complained about should it be necessary to do so.**

**I understand the data will be recorded and retained on BUGB systems and may be subject of open source searches to assist any investigation.<sup>1</sup>**

**Signed**

**Date**

Please note your complaints will not be dealt with unless you provide all of the information set out above.

Please send this form to the Ministries Team Leader/Specialist Advisor (Ministries) to the following address marked 'Private and Confidential', who will consider the information you have supplied and if appropriate arrange for an investigation to take place:

Baptist Union of Great Britain Baptist House PO Box 44 129 Broadway Didcot Oxon OX11 8RT  
Telephone 01235 517700 Registered CIO with Charity Number 1181392

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<sup>1</sup> See Privacy statement [http://www.baptist.org.uk/Articles/369731/BUGB\\_PRIVACY\\_STATEMENT.aspx](http://www.baptist.org.uk/Articles/369731/BUGB_PRIVACY_STATEMENT.aspx)