



How to Report Sexual Misconduct

Reporting Sexual Misconduct of Clergy

If you have experienced any form of sexual misconduct by a clergy person, you may consider the *two different kinds of complaints*:

Complaint without Formal Charges

To file a *complaint without formal charges* means that you want to bring behavior to the attention of the clergy person's superiors. Your report will be taken seriously, and the District Superintendent will investigate the complaint, determine the severity of the case, decide what steps will be taken administratively, and work with you to see what can be done to come to a just resolution for you and the clergy person.

1. Document or gather documentation of the information you want to bring forward such as dates, incidents, witnesses or others who know or may have been affected, emails, texts, pictures if applicable. An [incident report \(hyperlink\)](#) may be helpful to you as you gather such information.
2. Make a report to your [District Superintendent \(link to District Superintendents page on NTC website\)](#) by appointment, phone call, or email.

Formal Complaint with Formal Charges

To file a *complaint with formal charges* means that you want to bring the clergy person up on formal charges and bring the behavior to the attention of the Bishop of the North Texas Conference of the United Methodist Church (per BOD ¶ 2702.1) Work toward negotiation of a just resolution will be the first goal, however, if a just resolution cannot be reached and the Bishop decides it is necessary, the case will move toward a church trial.

1. Gather documentation of the information you want to bring forward such as dates, incidents, witnesses or others who know or may have been affected, and emails, texts, and pictures if applicable. An [incident report \(hyperlink\)](#) may be helpful to you as you gather such information.
2. You may use this [Misconduct Report Form \(hyperlink\)](#) to submit your complaint, or you may draft a letter and email it to the Bishop's office bishop@ntcumc.org. You may also call the Bishop's office to make a report (972)526-5015.

*If you need help, you may contact the Crisis Response Team Coordinator, Liz Greenwell at greenwell@ntcumc.org or (214) 695-8804, or go to the [Crisis Response And Care Team page \(link\)](#).



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Reporting Sexual Misconduct of Congregant/Laity

- If an *associate pastor* is the recipient of the misconduct, make a report to the Senior Pastor or Executive Pastor of your church and the District Superintendent.
- If a *senior pastor* is the recipient of the misconduct, make a report to the District Superintendent.
- If a *lay person* is the recipient of the misconduct, report to the Senior or Executive Pastor.
 1. Gather documentation of the information you want to bring forward such as dates, incidents, witnesses or others who know or may have been affected, and emails, texts, and pictures if applicable. An **incident report (hyperlink)** may be helpful to you as you gather such information.
 2. Depending on the need, the SPRC may be called upon for assistance. Gather documentation of the information you want to bring forward such as dates, incidents, witnesses, or others who know or may have been affected, and emails, texts, and pictures if applicable. **Note: If in a ministry setting outside the church, follow the Human Resources Protocols within the setting.*
 3. Work with the appropriate persons within the church administration and the District Superintendent, if involved, to handle the situation appropriately and arrive at a solution.
 4. If you are not satisfied with the help you have received, you may make a written or telephone report to your District Superintendent. (**hyperlink to DS page on NTC website**)
- As a last resort, there exists the option to file a formal complaint with formal charges against a congregant with whom no solution can be reached (BOD ¶ 2701.2). You may use this **Formal Complaint (hyperlink)** form to file formal charges.

Clergy may also go to ***Sexual Harassment by Congregants: What You Should Know (hyperlink)*** for guidance on working with laity on healthy boundaries within the ministerial relationship.

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