

Incident Report Template

This template may be adjusted for specific needs and situations

Name of person making report:

Today's Date:

Names of all persons involved and their roles within the church or ministry area:

Location of incident event(s), date(s) and time(s) and person(s) involved in each:

Outcome(s) of the incident(s) to date– physical, emotional, spiritual:

Questions to consider:

- If a legal issue, has it been reported to the authorities? *(Note: any abuse regarding a youth or child under the age of 18 MUST be reported to the authorities– no exceptions! The Texas Child Abuse Hotline number is 1-800-252-5400 or you can report to 911.)*
- Has this been reported to the District Superintendent, the Center for Leadership Director, or the CART Team?
- Is there information that should or should not be shared as advised by the DS, CLD Director, CART Team?
- Is there information that cannot be shared with the congregation or ministry group due to legal restrictions and/or advice of a lawyer or the chancellor?
- Who are all the people that know? Have the staff been briefed? Volunteers? Church Leadership? or Ministry Specific Leadership?

- Were the initial responses by the leadership and/or staff who knew helpful or not helpful? Was information held onto for any length of time?
- Was this a one-time event? Were there previous incidents that did not get reported?
- If addressing a complaint, have any other persons with similar complaints come forward?
- What subgroups within the church will be particularly affected?
- If addressing a situation with an identified alleged offender, does or has the alleged offender participated in any conference level activities or ministries (EX: camps, youth or children's events, etc...), or any community activities (EX: youth coach, scouts, school volunteer, etc...)and have these agencies been alerted?
- Has the news media become aware? If so, what is your church's plan to address media concerns?
- Is any of this out on social media? If so, how will this be addressed by the church?
- Have or will any church activities been cancelled, partially halted, or go on as usual?
- Has the church leadership decided how the congregation will be informed?
- What are the current dynamics surrounding this crisis? Has there been any staff blaming, pastor blaming, or blaming the aggrieved individual or group? Has there been a tendency to hide information or minimize information? Has any of the information been gossiped about or blown out of proportion?
- If a possible issue with insurance, has it been reported to the insurance company?
- What, if any, are additional complications, stressors, or dangers that will need to be addressed or attended to (ex: campus restrictions, safety plan, behavior covenant?)
- What are the action items at this point, who is responsible for each, and by what day/time will they be completed?