

MAKING A FORMAL COMPLAINT

A complaint must be made in writing and must set out the following. Any supporting documentation that exists should be enclosed.

Name:

Address:

Contact Telephone Number:

Email Address:

Church were you are in membership (or attend):

The actions you are complaining about, or which you consider amount(s) to conduct unbecoming.

When the action(s)/event(s) took place.

(If appropriate) Where the action(s)/events(s) took place.

Details of any witness(es) to the issue(s) of concern.

Details of what you have done to try to resolve your concern(s).

What you consider would resolve your concern(s).

Details of anyone else you have reported the matter to.

Any other relevant information.

Confirmation that you are happy for details of your complaint and the supporting documentation to be provided to the person(s) complained about or who made the decision(s) in question, should it be necessary to do so.

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 Regional Minister: Team Leader(s), at the following address marked “Private and Confidential”, who will arrange for an investigation to take place. Where your complaint relates to actions of the Regional Minister: Team Leader(s), please send this form to the Moderator of the Trustee Board at the same address who will arrange for an investigation to take place.

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