Date

Dear Colleagues in Ministry,

The ABC Professional Ministry Team is creating templates for Regional Executive Ministers and their Administrative staffs for the purpose of communicating region actions with misconduct cases. With the numerous staff changes that occur across the regions, we want to ensure that persons do not “fall between the cracks” and somehow find a way back into ministry in a different region. Therefore, we have created a sample letter as well as a check list to ensure full and complete notification. We hope this is helpful for your administrative purposes.

**Each notification** needs to say what action has been taken. Sample actions are:

a. Removal of ordination recognition

b. Temporary suspension of the recognition of one’s ordination – (please indicate how long the suspension is in effect)

c. Voluntary withdrawal of one’s ordination

d. Placing a “Hold” on ABPS Profile circulation

e. Reinstatement following a suspension or removal

**Whenever action is taken, the notification** needs to be sent to the following individuals.

1. ABPS

2. ABCIS

3. REMC

4. Ministers Council Executive Director

5. Ordaining church (if the ordination is removed or if there is a voluntary withdrawal)

6. General Secretary, ABCUSA

7. Transition Ministries Executive Director

8. International Ministries Executive Director

9. ABHMS Executive Director

**We also suggest** that your office keep permanent records of the notifications received should questions arise in the future.

**Enclosed are directions** given by Maureen Morrissey about the correct notification procedure for ABCIS. In addition, we would encourage you to research your region history to make sure that proper notification has been done for past misconduct cases to clarify any current discrepancies that may exist.

**Sample letter**

Date:

To: REMC, General Secretary, ABCUSA

ABHMS Executive Director

International Ministries Executive Director

Ministers Council Director,

Transition Ministries Director, ABPS Director

From:

Please be informed that on \_\_\_\_\_(date)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the recognition of the ordination of \_\_\_\_\_\_\_\_\_\_(name) \_\_\_\_\_\_\_\_was removed by the \_\_\_\_\_\_\_\_\_\_\_(Region), Commission on the Ministry.

Or

Please be informed that on \_\_\_\_\_\_\_\_\_(date) the recognition of ordination has been suspended for a period of \_\_\_\_\_\_\_ year/months until further investigation is completed.

**CHECKLIST FOR NOTIFICATION OF MISCONDUCT DECISIONS**

***Action*** ***Date***

* Letter sent to all appropriate ABC leaders \_\_\_\_\_\_\_\_\_\_
* Letter sent (if appropriate) to Ordaining Church \_\_\_\_\_\_\_\_\_\_
* Notification made on ABCIS \_\_\_\_\_\_\_\_\_\_