

# Confidential Notice of Concern

(to be used with the offender is a member of the laity)

**Individual (s) of Concern:**

**Date of occurrence:**

**Time of occurrence:**

**Type of Concern:**

- Inappropriate behavior within a lay Pastoral Relationship
- Policy violation with those served in ministry
- Possible risk of an inappropriate relationship between adult and a child or youth
- Possible risk of an inappropriate relationship between adults of unequal power
- Other concern:

**Describe the situation:** What happened, where it happened, when it happened, who was involved, who was present, and who was notified? If reported to the State, what was their recommendation about investigating? *Attach additional sheets if needed.*

Has this situation ever occurred previously? *Attach additional sheets if needed.*

What action was taken? How was the situation handled, who was involved, who was questions, were police called? *Attach additional sheets if needed.*

What is the follow-up plan? Does anyone else need to be notified? Will the situation need monitoring? Would you like someone to call you to discuss this situation? *Attach additional sheets if needed.*

Submitted by (Please Print):

Signature:

Telephone Number:

Submission Date:

Location and address:

**Please return this form to:** Canon for Christian Formation and Leadership Development, Episcopal Diocese of Upper South Carolina, 1115 Marion Street, Columbia, SC 29201.

**Reviewed By:**

**Date Received:**

**Date Responded:**