

Member/Staff Concern and Response Form
Speaking the truth in love. Ephesians 4:15

This form can be used either by a member expressing concern over an issue or a staff member having a concern or an issue. It is intended to help us each understand the issue and what we agree to do to address the concern.

Date: _____

Person Initiating the Concern: _____

Issue or Concern:

These issues or concerns should first be dealt with between the individuals involved, but if resolution is not found, it should be taken to the administrator or the pastor. The action steps may be from members, staff or the administrator.

Actions to be taken by the Staff Member:

Actions to be taken by the Member:

Actions to be taken by Administrator:

Date to be reviewed for progress: _____

Choosing a reasonable amount of time to see a correction helps us all evaluate if our solutions were effective.

Member

Staff

Administrator

