

Ministry Incident Report

Note: Several additional sheets may be needed to complete this Report

This form is required by The Employee Handbook section 9.8 "Reporting Ministry Incidents". Please complete all parts of this form and submit to the Sr. Associate Pastor of Corporate Ministries as soon as possible but within one week of the Ministry Incident if possible

A. General Information

Today's Date _____ Name of Preparer _____
(Please Print)

Child(ren), Student(s), or Adult(s) Involved In the Incident

Date and Time of the Incident _____

Location of Incident _____

Describe the Ministry Incident (check all those that apply):

- | | |
|---|---|
| <input type="checkbox"/> An altercation or fight | <input type="checkbox"/> The use or presence of weapons |
| <input type="checkbox"/> Bodily Injury | <input type="checkbox"/> Law enforcement was called |
| <input type="checkbox"/> First Aid was given on site | <input type="checkbox"/> Person(s) was transported for medical help |
| <input type="checkbox"/> Emergency medical personnel assisted on site | |
| <input type="checkbox"/> Person was transported for medical help by Emergency medical personnel | |
| <input type="checkbox"/> Stolen personal property | <input type="checkbox"/> Stolen church property |
| <input type="checkbox"/> Damaged personal property | <input type="checkbox"/> Damaged church property |
| <input type="checkbox"/> Other Ministry Incidents | |

If checked above, please describe *Other Ministry Incidents*

B. If you personally observed the Incident describe what you saw (attach sheets as needed):

If you did not personally observe the Incident, interview at least one witness and record their description (attach sheets as needed):

Witnesses Name _____

Witness Description _____

C. Take Statements from parties involved (attach sheets as needed for more info, parties)

Party One Name _____

Statement _____

Party Two Name _____

Statement _____

D. Parent or Guardian Notification

For children and youth, the parent or guardian must be notified of the Ministry Incident.

Name of the person who contacted the parent or guardian _____