



May 13, 2010

First Presbyterian Church of Petaluma
Informational Interview

In the interest of reconciliation and the health of our congregation, the Personnel Commission and Session are requesting a first hand account of your experiences with leadership representing First Presbyterian Church.

Please include the following information in your experience description:

- Your name and contact information
- Information you are willing to share with the Personnel Commission or others needed to resolve issues.
- Description of the situation(s) in which you were directly involved from your point of view, with facts and approximate dates.
- How this situation made you feel and/or how this experience affected you.
- Actions you have already taken to resolve this matter. Please list approximate dates.
- If your experience was negative, what Session or Pastor Dave can do to make you feel reconciled in returning to church if you have left, or honored to be a member of this church if you are still attending.

In an effort to bring closure to this matter, please review the attached grievance procedure approved by Session on May 20, 2010.

The Session and Personnel Commission really appreciate you taking the time to share your experience. We value the unique gifts and talents that you bring to our church. We welcome your prayers as we work together to make First Presbyterian Church a happy, healthy, thriving congregation.

Please forward your responses within one month to:

First Presbyterian Church of Petaluma
Personnel Commission
939 B Street
Petaluma, CA 94952

We have faith that through God's love, healing and reconciliation is possible.

Sincerely,

Tammy Hollingsworth & Pam Sommer
Personnel Commission and 2010 Session

PROCEDURE FOR CONGREGATIONAL GRIEVANCES

First Presbyterian Church of Petaluma

1. The person with a complaint meets directly with the alleged responsible party or commission chair, privately, face-to-face. Either participant may request a neutral third party. During this time complaints should be shared only with individuals who are directly involved in the complaint. If the situation is not resolved as a result of this meeting, proceed to item #2.
2. The person with a complaint meets with the alleged responsible party or commission chair, in the company of an elder currently serving on Session, for mediation. Other individuals who may be able to contribute constructive information to the discussion may be present. If the situation is not resolved as a result of this meeting, proceed to item #3.
3. The person with a complaint documents his/her complaint and forwards it to the Personnel Commission. The written complaint shall include:
 - a. The date of the action or incident.
 - b. The details of the incident/action.
 - c. Brief summary of the steps taken to resolve the complaint.
 - d. Corrective action sought by the person with a complaint.
4. The complaint shall be discussed by the Personnel Commission who will decide how to proceed. The Personnel Commission or a member of the commission shall meet with the person with a complaint to discuss and/or provide a resolution. The complaint shall be shared only with individuals needed to resolve the complaint.
5. The Personnel Commission shall provide the person with a complaint with their decision in writing. If the resolution is satisfactory, the person with a complaint will inform the Personnel Commission of this in writing. If the person with a complaint is not satisfied with the Personnel Commission's decision, he/she will proceed to item #6.
6. The person with a complaint shall send a written request to Session appealing the Personnel Commission's decision. This request shall include the reasons the person with a complaint is unsatisfied with this decision, the corrective action sought by the person with a complaint, and any other pertinent information. Attached to this document the person with a complaint shall provide the original written complaint submitted to the Personnel Commission and the Personnel Commission's written decision.
7. Session shall respond in 30 days and their decision is final.

Approved by Session, April 15, 2010