**Appendix E**

**Template for correspondence from district church council or board to congregation leadership**

[Insert letterhead, date, address etc]

**[REFERENCE FOR DISTRICT DECISION]**

We write to you regarding our previous decision, which pertains to a confidential matter involving a Person of Concern.

We wish to thank you for your efforts to date, in collaborating with the church’s Professional Standards team. However, it appears to us (and please do clarify if we have misunderstood) that you do not intend to proceed with appropriately implementing this particular decision.

Firstly, we must say that this is unfortunate and disappointing.

Secondly it is necessary to notify you that any incurred expense arising in the future, which is associated with the PoC, will be borne entirely by the congregation and not the district.

Importantly LCA Insurance will be notified of the failure to implement the decision, which is likely to jeopardise the congregation’s membership of the LCA Insurance scheme.  Members of the scheme are expected to follow LCA policies and procedures, as well as the directions given by their district church council or board, and therefore you should expect that LCA Insurance will notify its insurers of this failure to comply. The insurers of the LCA Insurance scheme may exclude the congregation from some or all insurance covers; this would result in the congregation being required to seek insurance cover elsewhere.