



# Conscious Concern Process

THIS PAGE IS FOR YOUR OWN DISCERNMENT AND NOTES FOR YOU TO KEEP.  
THE NEXT PAGE IS THE CONSCIOUS CONCERN REPORT.

Unity of Salem seeks to provide a loving, peaceful resonance field and a safe physical environment for all those who enter into our community. We recognize that, even in the most sacred of spaces, human interactions can lead to misunderstandings or concerning behavior. We honor the wholeness of each individual knowing that most personal conflict can (and should) be resolved directly between the parties concerned. Yet, there are issues that occasionally will require intervention or support from church leadership. We have created this resolution process to guide you through healthy problem solving and help determine whether or not it is in the best interest of all parties for the church to actively engage.

At any point in this process of hearing and addressing concerns, the concern may be resolved and further steps are not needed. Members of the Board Executive Committee (President, Vice President, Secretary and Treasurer) are available to guide you through the following steps of this process.

## SELF REFLECTION WORKSHEET

You are invited to personally reflect on the following steps before completing the next page.

### STEP 1

Reflect on the issue in prayer.

### STEP 2

Recognizing that the source of your discomfort lies with you and that every outer experience reflects that discomfort, please take time to discern what myths, values, beliefs and/or feelings are getting triggered inside of you in this current situation. Answer these questions for yourself.

- ◆ Am I approaching this issue from a place of love or fear?
- ◆ What am I most worried about? (my credibility, reputation, being 'right'...)
- ◆ The emotion I am struggling most with is \_\_\_\_\_ (anger, sadness, frustration, embarrassment...)

---

---

### STEP 3

How have you contributed to this situation and what is a shift in thinking or perspective that you could make that would be beneficial now? Or realizing healing begins with ourselves, what is the authentic action you are committed to taking to begin the healing process?

---

---

Putting yourself in the other person's shoes, take a few minutes to contemplate how they might have experienced the situation. Briefly describe the issue from their point of view.

---

---

---



# Conscious Concern Worksheet

ONCE COMPLETED, THIS FORM MAY BE LEFT IN THE LOCKED CONSCIOUS CONCERN BOX  
IN THE INFO CENTER OR TURNED CONFIDENTIALLY INTO HANDS OR MAILBOX OF A BOARD EXECUTIVE COMMITTEE MEMBER.  
ANONYMOUS WORKSHEETS WILL NOT TAKEN INTO CONSIDERATION.

NAME: \_\_\_\_\_

Yes  No  Have you addressed the concern directly with the other individual(s) involved without reasonable resolution?

Yes  No  If not, would you like to request a Board Executive Committee member accompany you in this conversation?

If the issue remains unresolved and you would like the situation to be reviewed or investigated, or if you want some action to be taken, this Worksheet must be submitted for review by the full Board of Trustees. This could require disclosure of information that was previously held in confidentiality.

**Complete this form in as much detail as you can. If needed, use additional paper.**

Once the Worksheet is submitted, the Board will review the information and make a decision or recommendation to begin an investigation or resolve the situation. Decisions will be clearly communicated to the person with the concern.

**If the form is not submitted, the Board does not get involved and no action is taken.**

- What are the facts in this situation? What do you know FOR SURE?

---

---

---

NOTE: *As a reminder, facts are the details of a situation that can be photographed or recorded; everything else is your interpretation of the facts. Be mindful not to list judgments, opinions or assumptions as facts.*)

- Please describe what you would see as a successful, respectful resolution of this issue.

---

---

---

- What authentic action are you committed to taking to begin the healing process?

---

---

*Thank you for taking the time for authentic communication and supporting Unity of Salem as we grow together.*