**Party Checklist**

For \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Initiating party Responding Party

Materials mailed in advance:  Letter Description of ministry Pamphlet

Guidelines for Christian Conciliation

Have party sign Interview Agreement

Have party complete Party Information Form

Describe conciliation services and answer questions (e.g., regarding confidentiality, no legal representation)

Gather data on the conflict

 What is the problem of dispute?

 Who are the other parties and what are their relationships with one another?

 How has this party contributed to the situation?

 What is known about the parties’ spiritual commitments?

 Who is giving this party advice, counsel, or support?
 Are there other people who may have a significant influence on this situation?

 Has a legal action been filed, or is one likely to be filed?

 What evidence or witnesses may be involved?

 Are there any urgent time constraints?

 What are the substantive issues, and what positions have the parties taken on them?

 What are the personal, relational, or spiritual issues?

 What are the parties’ interests (e.g., motives, desires, objectives, needs, fears)?

 (Optional) Is the party taking any medication that may influence his or her behavior?

 (Optional) Has the party ever had a problem with drugs or alcohol?

 (Optional) Has the party ever been accused of physical abuse?

Discuss possible solutions, including referrals

If party decides to proceed with conciliation:

Provide party with fee agreement (Signed on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

Obtain consent to contact advisors

Contact church/pastor (Sent on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

Contact attorney (Sent on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

Contact other advisors (optional)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Sent on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Sent on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)