**Instructions to Witnesses for Adjudication Hearing**

Thank you for your willingness to present your testimony in this case. The Adjudicators and the parties appreciate your sacrifice of time and effort to attend this hearing. Your testimony will help the Adjudicators in their work to ascertain the facts in this case so that, with the help of God, they can render a final, just decision for the parties.

To keep order and encourage an atmosphere of trust and honesty, the Adjudicators respectively request that all witnesses and parties observe the following ground rules:

1. Be honest and truthful. “Let your ‘yes’ be ‘yes’ and your ‘no’ be ‘no’” (Matthew 5:37). Avoid generalizations. Please be specific and cite examples.

2. Speak the truth in love (Ephesians 4:15).

3. Do not interrupt another person who is talking. If you disagree with something said or have questions or comments, write down your thoughts (paper and pencil are provided) so you can address your concern later. Adjudicators may interrupt a witness or a party for such reasons as clarifications, questions, reminder of ground rules, time limitations, etc.

4. Be respectful in your references of others (Ephesians 4:29). Please refrain from name calling.

5. Keep hearing matters confidential. Avoid gossip or talking about parties outside of their presence (James 5:9). This hearing is your opportunity to say anything that needs to be said regarding this dispute. Testimony during this hearing is considered settlement negotiations and may not be used later in other actions including civil litigation.

6. Witnesses may be questioned by the Adjudicators or any party during the hearing.

If time allows before your testimony, we encourage you to read the following Scripture passages:

 Philippians 2:1-18

Please take time to pray for God’s direction in your testimony, God’s guidance and wisdom for the Adjudicators, God’s strength and mercy for the parties, and healing for all those hurting from this conflict.

May God bless all our work together in this adjudication process.

**Adjudicators:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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