



PARKLANDS BAPTIST CHURCH

Arise and Shine
Isaiah 60.1

Serial No. ADRDC - 1 - 2026 - 100

To: ADRDC Chair, Parklands Baptist Church

Email: ADRDC@ParklandsBaptistchurch.org

Date: _____

Dear Chair,

**Re: Formal Referral/ Appeal to the Appeals, Dispute Resolution and Disciplinary Committee
(ADRDC) pursuant to ADRD Policy Clause 6.1 and ADRDC Rules Clause 3**

The above matter refers.

I hereby submit this written dispute / appeal in accordance with Clause 3.1 of the ADRDC Rules and Procedures and Clause 6.1 of the ADRD Policy.

1. Full Name and Identity of the Complainant / Disputant: [Your full legal name as per church records]

2. Membership Number (if a member of Parklands Baptist Church)
..... or, state "Not applicable / Visitor" if none]
.....

3. Contact Details:
Phone number:
Email address:
Physical or postal address

4. Nature of the Dispute / Appeal [Clearly and concisely describe the category].
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.....
.....

Relating to the Nomination and Election of Church Leaders.

.....

Dispute between Church Organs

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Other dispute referred by the Pastors and Deacons Board

.....

Specific issue:

[e.g., "Appeal against the decision of the Nomination Election and Transition Committee (NETC) disqualifying my candidacy for the position announced on date.....,

or "Dispute between [Organ A] and [Organ B] concerning [issue]

.....

5. Date and Timelines of Dispute Occurrence:

Date the decision / event occurred: [exact date(s)]

Date I received notice / became aware: [exact date]

6. Relevant Facts [Present a clear, concise numbered or bulleted, factual account].

Stick to verifiable facts, avoid accusations or emotion.

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Reference specific documents, meetings, Constitution articles, NET Policy clauses, ADRD Policy clauses, etc., where relevant. Example:] On date ([Event]), I submitted my nomination / was involved in [event] as per [reference].

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On date ([Event]), the [body / team] issued a decision stating [quote key reasons].

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.....
This decision / action contravenes [specific clause / policy / Constitution article]
because [factual reason].
.....
[Continue with additional facts as needed]
.....
.....

7. Previous Attempts at Resolution (if any)

.....
.....
[Detail the Date ([Event]):
Informal discussion with [person / organ], outcome: [result]
.....
.....
.....
Date of the Formal approach to [committee / PDB / other]
Outcome: [result]
.....
State if no prior attempts were made and brief reasons
[e.g. the Matter is urgent / time-sensitive under NET Policy timelines]
.....

8. Reliefs Sought:

.....
[Primary outcome, e.g., "Review and set aside / reverse the decision
dated[Event].....
[Secondary, e.g., "Declare the process irregular and order fresh nominations /
elections"]

[Any other specific remedy, e.g., "Direct mediation between parties", "Issue directions for compliance with the Constitution"] Any interim relief if urgent (e.g., stay of implementation pending hearing, especially for election matters)

9. State all the Supporting Documents Attached to this dispute/appeal.

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.....

[List clearly, e.g., Copy of the decision letter, notices, and dates ([Event]). Relevant email correspondences, minutes and dates, Nomination form / evidence in support.

10. I confirm that this matter falls within the jurisdiction of the ADRDC as per ADRD Policy Clause 2.5 [briefly state why, e.g., "as it concerns nomination and election processes or other sufficient reason].

11. I am available to attend the hearing (in person or virtually) as invited and provide clarification or submit additional information as the Panel may require.

12. I undertake to keep all proceedings confidential as required.

Please acknowledge receipt of this despite/appeal submitted within the timelines set in ADRDC Rules and Procedures.

Yours in Christ,

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[Name in full, and signature]