



## Employment Claims: What to Do If Your Ministry Faces a Complaint or Lawsuit

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Wrongful termination, discrimination, or harassment complaint? These are time-sensitive — you often have only 20–30 days to respond. Call MinistrySure the same day and send us the documents.

If your ministry receives an employment complaint, demand, or lawsuit — wrongful termination, discrimination, harassment — act fast. You typically have only 20 to 30 days to respond, and the clock starts the day you're served. Call MinistrySure at (770) 716-0180 the same day and send us the documents.

### What to do right now

- Don't ignore it, and don't wait. Note the exact date you were served or received it.
- Gather the documents — the complaint, demand letter, or EEOC charge — and send them to us.
- Preserve records: the employee's personnel file, relevant emails, and any documentation of the decision.
- Do not retaliate against the person involved.
- Appoint one point of contact — often a board member or senior leader — so all communication with your carrier and the defense counsel they assign runs through one person. One voice in, one voice out matters most when deadlines and legal exposure are involved.
- Write down everyone you talk to — name, role, and date — and keep a copy of everything you send and receive. The record matters in an employment claim.
- Call us the same day so your carrier can respond within the deadline.

### What to expect

If your policy includes employment practices liability (EPLI) and the claim is covered, the carrier assigns defense counsel to respond on your ministry's behalf. Deadlines are strict — the faster it's reported, the more room your defense has to work.

### Your part

Report it immediately, preserve the relevant documents and records, and meet the response deadline. This is the one claim type where a few days' delay can do real damage.

### How MinistrySure helps

You call us first. We report the matter to your carrier the same day, answer coverage questions (employment practices liability), and connect you with the defense your policy provides.