

Code of Conduct For Staff and Volunteers

Adopted by Committee of Management on 13th May 2021

Purpose

Our desire is that everyone that comes into contact with our church has the opportunity to become a disciple of Jesus, and to grow as a disciple into Christian maturity. We recognise that our witness to Jesus in the world, and our obedience to him as his disciples is necessarily linked to our conduct. We also recognise that developing a Christ-like character is a necessary part of our own discipleship.

This volunteer code of conduct outlines appropriate ministry boundaries, rather than assuming that people know the boundaries.

The Church is committed to creating safe spaces where people can be confident that they will be cared for, nurtured and encouraged as they grow and at the same time, protected from spiritual, physical, sexual and emotional abuse.

As part of this commitment, staff and volunteers are required to sign and abide by this *Code of Conduct*

The *Code of Conduct* sets out the following:

- the ministry commitments of staff and volunteers
- minimum behavioural standards and appropriate boundaries required of staff and volunteers
- the obligation of staff and volunteers to comply with Safe Church Policy and Procedures, and with the steps to be taken in the event of a potential breach of this Code.

The *Code of Conduct* seeks to reflect the biblical call to godliness and faithfulness in ministry (eg/ 1 Timothy 3) but it is not intended as a replacement for the Bible as a fundamental guide for faith and practice.

Scope

The *Code of Conduct* applies to all staff and volunteers aged 16 and over

The *Code of Conduct* should be read in conjunction with the *Safe Church Policy* and::

- *Procedure for Staff and Volunteers*
- *Procedure for Responding to Child Protection Concerns (ACT)*
- *Procedure for Handling Complaints against Staff and Volunteers*
- *Procedure for Conflict Resolution*

1. Staff and Volunteers are encouraged to:

Nurture their own relationship with God:

We encourage each other to nurture our relationship with God through:

- joining regularly in the life and ministry of the Church
- study and reflection on the Scriptures in private and in groups
- praying regularly in private and in fellowship with and for the people and ministry of the Church
- giving of your time and finances to the work of the Church, as an expression of our gratitude to God

Nurture healthy relationships:

We serve each other in the context of healthy relationships. This includes:

- treating others with respect; teaching and exercising authority respectfully
- love and care for your family (including paying attention to the effect of ministry on them)
- being a team player
- being accountable
- cooperating with other staff and volunteers
- treating every program participant fairly and equitably
- acknowledging when I am out of my depth, or do not possess the required skill set in difficult pastoral situations (such as helping a victim of abuse, or a person who needs professional counselling), and seek help from the Safe Church Team or a Pastor

2. Staff and Volunteers commit to:

As a staff member/volunteer of the Church, I promise to:

- a) uphold, support and abide by the *Safe Church Policy*
- b) respond to reasonable directions from the person with responsibility for the ministry I am involved in
- c) communicate with integrity, including wise and accountable use of electronic communication, including in accordance with *Guidelines for Activities with Children and Young People*
- d) not knowingly make false, misleading, or deceptive statements
- e) not engage in bullying, harassment, emotional abuse, spiritual abuse, physical abuse, sexual abuse, of any person including my own family
- f) not act violently or intentionally provoke violence
- g) upholding confidentiality; not disclosing any confidential information without the consent of the person providing the information (the exception being where there is a legal obligation)
- h) report concerns about misconduct and/or abuse according to the Church's *Safe Church Policy* and relevant procedures
- i) disclose all relevant information as part of completing the *Screening Check Questionnaire* if I have not already done so
- j) disclose to the Church Leadership if I am investigated for any criminal offences or have any knowledge of serious unlawful activity within the church context.
- k) act with sexual purity, meaning I will:
 - restrict sexual intimacy to the confines of the marriage relationship
 - Marriage is defined as: the union between a man and woman to the exclusion of all others, voluntarily entered into for life.
 - encourage all who are married to practice fidelity, and to treat their partner with tenderness, kindness, and intimacy in life in general and in their sexual relationship
 - encourage those who are not married to practice celibacy, and to build wholesome, tender, kind, and intimate friendships
 - ensure that romantic interactions are meaningfully consensual
 - give consideration to any power imbalances in intimate relationships.
 - refrain from engaging with pornography, including its production, distribution or possession in print, electronic or any other form. If I struggle with this addiction, I will seek professional help
- l) act with financial integrity, including:
 - having accountable and transparent systems in place for financial matters.
 - not seeking personal advantage or financial gain from our position (other than in wages, recognised allowances and deductions)
- m) not take or use property belonging to others without express consent, including intellectual property (copyright)
- n) not use any prohibited substance and be responsible in my use of substances that may be addictive (eg. prescriptions, alcohol)
- o) avoid ongoing counselling of people with whom I have pastoral relationships
- p) be wise about conflict of interest and power differences in relationships
- q) make alternative arrangements for pastoral ministry for any person with whom I may develop a romantic or intimate relationship

3. I understand that if there is a complaint against me relating to a breach of this Code of Conduct:

- a) and it is a plausible complaint relating to Child Sexual Abuse or Sexual Misconduct involving a child, the Church may ask me to step aside from my duties while the complaint is being considered; and/or
- b) if the complaint relates to serious misconduct and/or abuse (including Child Sexual Abuse) it will be reported to relevant government authorities in accordance with relevant legal requirements
- c) I agree to participate in any process initiated under *the Procedure for Resolving Conflict, Procedure for Handling Complaints against Staff and Volunteers* and/or *Procedure for Responding to Child Protection Concerns* and agree to be bound by the outcomes of any such process, which may include termination of my employment/engagement as a staff member or volunteer with the Church.

4. If I am a Pastoral staff member, I:

- a) agree to uphold and be bound by the Baptist Churches of NSW & ACT *Code of Ethics and Conduct*
- b) understand that a breach of the Baptist Churches of NSW & ACT *Code of Ethics and Conduct* will be considered a breach of this *Code of Conduct*
- c) (if I am an Accredited or Recognised Minister) agree to participate in, and be bound by the outcomes of, any process initiated under the Baptist Churches of NSW & ACT *Procedures for Handling Allegations*.

I, _____ have read, and agree to be bound by and uphold, the Code of Conduct for Staff and Volunteers.	
Signature	Date

NOTE: the staff member or volunteer should receive a copy of this *Code of Conduct* and the Church should retain the signed and dated copy of the *Code of Conduct* for at least 45 years.