

CODE OF CONDUCT



Welcome Home!

Name

Site

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01 FOREWORD

On behalf of our Senior Pastor, Ptr. Junie Josue, and the Council members; we would like to say “THANK YOU” for each one of you. IWC will not be what it is today without the untiring, steadfast, and unwavering support of all our volunteers across all the Sites – Brandon, Neepawa, North, Transcona, St. James, and to our latest addition - Portage la Prairie.

Psalms 133:1 says, ‘how good and how pleasant it is for brethren to dwell together in unity’. As we offer our service to God for His glory and honor alone, He is adding ‘excellence’ in all that we do for His kingdom and His people. That makes this church innovative, transformational, and relevant during this time in the history of the world.

This Code of Conduct guides each one of us to be faithful to the God-given ministry and calling Christ has given us. As we adhere to this set of regulations, not only are we conducting our ministry volunteer services effectively, but we are impacting and affecting the lives of people around us especially the younger generation whom we lead by being good examples as we pass the baton to them.

While doing ministry work might be tedious and frustrating at times; there is no greater joy than serving the King of Kings. Therefore, let us run the race that is set before us looking only unto Jesus, the author and finisher of our faith. Let us serve in humility and submission demonstrating a servanthood heart like Jesus.

Bless you all as we move forward to the next 25 years of IWC!

Ptr. Chigie Gonzales
Executive Pastor



02 PREFACE

Blessings to IWC Heroes!

We acknowledge your love for the Lord Jesus Christ by loving and serving His people through the ministry you have chosen to be involved in. We recognize your passionate commitment along with the hundreds of other volunteers at IWC in all its sites. To ensure that we have the protocols and guidelines to assist in our volunteer activities, this Code of Conduct was designed.

The handbook serves as a guide and direction for every IWC Volunteer to effectively serve in whatever ministry work the Lord has called each one of us to do. All that we desire is for the Lord to be glorified in everything we do. Colossians 3:23 says, *“Whatever you do, work at it with all your heart, as working for the Lord, not for human masters.”* We strongly believe the greatest days for our church are ahead of us and with you as volunteers, we are journeying together to what the Lord has in store for IWC’s future as we fulfill our God-given vision – in leading people to become Christ-followers.

It is our prayer that God will enable us all together like David in *“serving the purposes of God even in generations to come.”* (Acts 13:36) Always remember that you are loved, valued, and honored as God’s blessed servant. We can’t thank you enough for all your labor in the Lord.

It is our utmost desire that together as a team we will work hand in hand, heart to heart, and in one united spirit in pursuing God’s vision for this church.

Erika Joy Cruz- Del Mundo
Volunteer Services Manager



03 Article 1 Statement and Purpose



All volunteers are called to abide by the highest standards of ethical, moral and spiritual conduct established in the fulfillment of ministry. The burden of accountability for maintaining appropriate biblical boundaries rests upon everyone desiring to be involved or is currently involved in ministry.

Discipline in the church, while never enjoyable nor easy, is necessary at times as a loving response to an inappropriate behavior that needs to be corrected and in loving obedience to the command of God. A church member or volunteer who is allowed to do as he or she pleases with no consequences for his or her behaviour does not offer a positive testimony to the world or reflect one's belief as a follower of Christ.

Undisciplined, out-of-control behavior will keep the person from forming meaningful relationships and performing well in the church setting, whether outside or inside the church's premises.

This Code of Conduct is formulated to guide the behaviors of all those involved or all who plans to be involved in ministry work in church activities, events, outreach activities, as well as services. The norms of behaviours are consistent with biblical teachings and ethical standards, and everyone is expected to abide by this Code.

International Worship Centre Inc. expressly reserves the right to change, modify, or delete any provisions of the Code of Conduct without notice.



04 Article 2 Our Standards of Conduct



All volunteers shall conduct themselves in a way that honours the Lord Jesus Christ and consistent with the ethical, moral and social accountability of IWC and under the ministerial code of the Pentecostal Assemblies of Canada (PAOC). The following set of standards has been developed as a guide for appropriate and responsible conduct in the ministry environment of IWC.

2.1 SPIRITUAL CONDUCT

Volunteers are expected to develop and maintain a strong vital and growing personal relationship with Jesus through regular devotional and prayer life, completion of Membership Class, honouring God with their finances, membership with small groups and regular church attendance, even when not serving or ministering on a particular Sunday. All volunteers are expected to adhere to the basic Tenets of Faith of the Church and to support its Mission, Vision and Core Values.

2.2. MORAL AND ETHICAL CONDUCT

Volunteers are expected to abide by the highest standards of ethical, moral and biblical conduct. Everyone has a responsibility to set a positive example and behave in a manner which will not reasonably offend, intimidate, harass, embarrass or humiliate others, whether deliberate or unintentional. Volunteers are expected to treat all persons (regardless of age or gender, religious affiliation, sexual orientation or personal circumstances) with utmost dignity, respect, purity and holiness. It is the expectation that volunteers are not to engage in any of the following conduct:

- any or all objectionable, abusive or offensive behaviour that is known, or ought to be reasonably known, to be unwelcome such as touching, bullying, sarcasm, pushing, jokes, name-calling etc. It may be in the form of verbal behaviour, gestures or non-verbal behaviour, visual, physical, or through electronic means.
- any behaviour that could be interpreted as sexual harassment or sexual misconduct, including offensive or unwelcome sexual solicitations or advances whether physical, verbal or emotional, displaying derogatory images, persistent jokes or references to sex or sexual topics, or unwelcome sexual remarks or comments.
- In accordance with the basic Tenets of Faith of the Church, any and all biblically inappropriate sexual behaviours such as sexual immorality, adultery, fornication, online sex, pornography, commercialised sex, or engaging in homosexual activity.
- any behaviour that violates the privacy of others or the confidentiality of information pursuant to applicable acts such as the Freedom of Information and Privacy Protection Act (FIPPA) and the Personal Health Information Act (PHIA), and any future amendments thereto, including the dissemination of confidential information (e.g., prayer requests, news from co-volunteers about another volunteer, church member, church leader, counselling sessions etc.) in the course of volunteer duties without the consent of the person providing the information or unless required by law or dictated by public interest.
- any other behaviour that is contrary to the ordinary dictates of ethical and moral standards

2.3. MINISTRY CONDUCT

Volunteers should view their ministry as a service to God and to other people in His name and out of their devotion to Christ and their love for others. As leaders, we are to exemplify the value of servanthood to serve like Christ and not to be served.

Each volunteer should endeavor at all times to meet people's needs with love and humility on Christ's behalf and to model the kind of servanthood spirit that Christ demonstrated in his time. They are expected to demonstrate the values of submission, humility, personal integrity and servanthood spirit by:

- a) being faithful in praying;
- b) honouring ministry commitments including training and team meetings;
- c) complying with ministry requirements;
- d) following Church policies & procedures;
- e) developing ministry skills; and
- f) being a good steward.



2.3.1 APPROPRIATE MINISTRY ATTIRE/DRESS CODE

Volunteers are expected to observe appropriate attire according to the general principles of purity and decency at all times. Appropriate clothing is defined as anything that should not attract or distract the focus of the congregation most especially during church services. Appropriate clothing should demonstrate respect for oneself and the ministry, and should be clean, tidy and suited for the performance of particular ministry activities.

- Avoid wearing clothes that are too revealing, including visible undergarments, exposed midriffs, or any clothing that are too fitted
- For women, shorts, skirts, and dresses must be no shorter than two inches above knee.
- Avoid wearing any type of clothing with offensive or inappropriate designs or stamps.

Ministry leaders will respond to any dress code violations in a consistent and fair manner. Volunteers who are in violation of the dress code are expected to immediately correct the issue, including wearing different clothing if available.

2.4 COMMUNITY/SOCIAL BEHAVIOR

Volunteers as ministers should be good, law-abiding citizens of the community and obey the laws of the land. (Proverbs 24:21; Romans 13:1- 4; 1 Peter 2:11-17).

- Immediately upon knowledge of any behaviour within the organization that may be considered illegal, may pose serious danger or risk of injury to oneself or another person, or have the potential to seriously affect the good standing of the local church or the Christian and wider community, all volunteers are expected to report to their Ministry Head(s) and/or Associate Pastor any such behavior.

- All volunteers must disclose if they have been convicted of a criminal offence in Canada or in any other jurisdiction, including, without limitation, any pending charges or any other court orders made against them.

- A comprehensive screening for all volunteers is required.

2.5 ADDICTIVE BEHAVIOURS

IWC supports the stand of the PAOC for all credential holders and leaders to refrain from using “mood-altering substances” to include alcohol in any form in accordance with these principles in an atmosphere of mutual trust and accountability (Ephesians 5:21).

Volunteers must avoid drunkenness, gambling, and abstain from or assist in the use of all illegal drugs (Romans 12:1- 2, Romans 13:13; Galatians 5:21), must not smoke cigarettes and in all its forms. Extreme caution must also be applied with all potentially addictive and harmful substances and/or behaviours that bring harm to one’s physical body that will eventually place one’s own or someone else’s faith in physical or spiritual jeopardy.

This expectation to choose abstinence on alcohol is based on the principle of sacrificial love which asks believers who are free from the power of alcohol to abstain “for the sake of those amongst among us who may suffer the disease of alcoholism, for the sake of our youth who are under great peer pressure to conform to an image that is a lie and for the sake of those who do not know Christ who may be led to stumble by our moderate use of alcohol” (Page 10, A Discussion Paper on Alcohol and The Ministry initiated by the General Executive of the Pentecostal Assemblies of Canada, November 2013).

The current appeal for abstinence is not based on the conclusion that the Bible directly prohibits drinking anything alcoholic, but that the Bible instructs leaders, the strong in faith, to limit their liberties and make sacrifices for others. This is done for the sake of both the weak in Christ, particularly young people who are potentially placed in danger by the leaders’ example and for those who need deliverance from the scourge of alcohol.

See the following verses:

- Romans 14: 1- 23 – Weak and strong in the faith.
- I Corinthians 6:12-20 – Honoring God with our bodies as temples of the Holy Spirit.
- I Corinthians 10:31-33 – Glorifying God in everything we do.
- Galatians 6:16-26 – Walk in the Spirit and be led by the Spirit

2.6 LANGUAGE INCLUDING ONLINE COMMUNICATION

Volunteers should use respectful and appropriate language at all times and should not use offensive language (such as swearing words, racial slurs, vulgar statements, etc.) whether verbally or in writing, including any communication through electronic means (e.g., Facebook, Instagram, Twitter, etc.)

All volunteers are not to make public comments on behalf of the Church without approval by the volunteers' Ministry Leader responsible for them or the Pastor's Council. Further, all volunteers will not at any time, directly or indirectly, make public, or communicate to any person or entity or in any public forum or setting any defamatory or disparaging remarks, comments, or statements with respect to the Church or its representatives, employees, officers, members, or any member of the Pastor's Council.

2.7 CONFLICT OF INTEREST/RECEIVING GIFTS OR FAVORS

Volunteers must at all times avoid any foreseeable, potential or perceived conflict of interest, between private, business or personal interests and between his or her role, involvement or position within the ministry.

Volunteers are not to use their ministry involvement or position for private gain or advantage which includes but is not limited to seeking, receiving as well as actively participating in any form of fundraising for personal donation, benefit or gift without the consent of the Pastor's Council.



05 Article 3 Process of Reporting

Based on biblical principles of Matthew 18:15-20, the following are to be observed:

3.1 MINISTRY LEADERS DUTY TO REPORT

Immediately upon the Ministry Leader's knowledge of any incident, perceived or actual breach or violation of the Code, the aforesaid Ministry Leader should report such incident or violation to the Associate Pastor. Upon receiving the report from the particular ministry leader of the volunteer, the Associate Pastor then submits the report to the Lead Pastor depending on the gravity of the offense.

If the issue involves the volunteer's leader, the volunteer may report it to the Associate Pastor and/or the Executive Pastor, or to the Site Pastor, up to and including the Pastor's Council.

Incidents should be reported as soon as reasonably possible, normally within six months of the incident occurring

3.2 INVESTIGATION PROCESS

PROCEDURES:

The Associate Pastor and/or the Executive Pastor with the assistance of the Site Pastor will determine if the allegations constitute a breach of the policy and if so, will endeavour to resolve the matter in an expeditious and confidential manner.

The Associate Pastor must keep a record of any breach, including the actions taken to rectify such breach.

Based on the biblical principles of Matthew 18:15-20, most issues can be resolved between the parties involved with subsequent

monitoring by Ministry Heads to ensure that there is no recurrence or retaliation. Options for resolution may include facilitated discussion, mediation, or education depending on the circumstances.

Not every reported issue warrants a formal investigation. In situations that pose a serious threat to the health and safety of others, or where allegations are denied or discipline is likely, a formal investigation may be required.

In these cases, the Church may appoint an investigative team which would normally be led by a member of the Pastor's Council, the Associate Pastor and/or the Executive Pastor, and another person as maybe appointed by the Pastor's Council.

An investigation generally includes the following based the Biblical principles of Matthew 18:15-20

- interviewing the volunteer who reported the concern (the complainant)
- interviewing witnesses
- meeting with the person alleged to have acted inappropriately (the respondent) to present the allegations and receive their response
- determining the facts
- providing findings to the Senior Pastor/Pastor's Council
- advising all individuals involved in the investigation, including witnesses, of the requirement to maintain confidentiality
- reporting to the respective governmental authority or organization, if applicable.

3.3 CORRECTIVE ACTION/DISCIPLINE/RESTORATIVE PROCESS

If a person is found to have engaged in activities contrary to this Code, whether through an investigation or through direct observation, the church leadership will take the corrective action and restoration process as appropriate to the situation. This may include clarification of expectations, issuing a letter of direction, familiarization with existing policies, warning or reprimand, or in some cases, suspension or withdrawal from ministry or in extreme cases, separation from the Church.

Corrective actions for repeat offenses shall follow the principles of progressive discipline beginning with a letter of expectation, warning, suspension and possibly withdrawal from ministry/separation from the Church.

The church leadership recognizes that the process of correction is not easy just as the Father never delights in having to discipline his children. The focus is always on the behavior, not the person and done in love toward the individual, in obedience to God and in godly fear for the sake of others in the church. It is not for the purpose of being mean-spirited or to display a self-righteous attitude. Rather, all corrective actions are meant to inspire godly sorrow and true repentance, restore the offending party to a right walk with God, renew fellowship among church believers and protect the church by maintaining a good testimony in the world.

3.4 THE RESTORATION PROCESS

If violation was proven to have been committed, the Associate Pastor together with the Ministry Head and another member of the Pastor's Council will provide a thorough explanation of IWC's offer of restoration and willingness to wait for the volunteer/s return to active ministry based upon his or her repentance, willingness to abide in the IWC Code of Conduct and upon reflection on his or her Christian walk with God.

The volunteer under restoration process will not be ministering or serving during a specific timeframe from a minimum of one month to a maximum of 6 months as determined by the Ministry Head depending on the seriousness of offense. However, as part of the restoration process, the volunteer is required to:

- be visible during practices/rehearsals. This is only applicable to Praise and Worship ministry and Performing Arts ministry;
- be visible during Church services. This is applicable for all ministry volunteers;
- be visible during Prayer meetings, Prayer Convergences. This is applicable for all ministry volunteers; and
- be visible during ministry meetings and trainings. This is applicable for all ministry volunteers.

- If a volunteer who is undergoing the restoration process after he or she has been served with a final warning and he or she continues to commit the same offenses on a regular or continuous basis, he or she will then be requested to withdraw from active ministry until the volunteer expresses his or her willingness to abide by the Code.
- If a volunteer voluntarily withdraws from active ministry and upon consultation with his or her Ministry Leader and the Associate Pastor, his or her decision to do so will be accepted to enable him or her reflect on his or her walk with God.



06 Article 4 Implementation of Ministry Code

4.1 APPLICATION OF THE CODE

This Code applies to all leaders and volunteers who are involved, engaged and desires to lead or be a part in all the ministries of IWC. It is the responsibility of all IWC Volunteers to uphold to these commitments and abide by these standards laid out in the Code.

This Code is also considered in effect whether the volunteer is at Church performing his or her calling but most especially when the volunteer is outside the Church. The Bible says, "in whatever you do, whether you eat or drink, do it all to the glory of God."



07 Article 5 Statement of Volunteers Commitment

I have fully read and understand the guidelines as listed in the Volunteer Code of Conduct and commit to abide by the guidelines laid forth in the spiritual, family, moral and ethical behaviour expressed in the Code. Therefore, I do hereby agree and declare my willful submission to all the volunteer members' guidelines stated in the Code. I fully understand that in order for my ministry calling to be effective, successful and glorifying to God, I hereby give my whole-hearted commitment to the extent of my abilities to be a vessel willing to abide to such policies and guidelines written in this Code.

Volunteer's Name & Signature

Date

Ministry Involvement

Designation

Witness Name & Signature
or Parent's Name & Signature
(if volunteer is under 18 y/o)

Date

Ministry Involvement

Designation

NOTES: PLEASE REFER TO [HTTPS://PAOC.ORG/SEARCH](https://paoc.org/search) FOR THE FOLLOWING
ADDITIONAL DOCUMENTS

* PAOC STATEMENT OF FAITH

* PAOC BY- LAW 6 - DISCIPLINE AND RESTORATION

* ALCOHOLISM AND MINISTRY – PAOC DISCUSSION PAPER NOVEMBER 2013

* BIBLICAL TEACHING ON THE USE OF ALCOHOL

Church Copy for filing

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*Thank you for
serving with us!*

Contact Us



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