



Code of Conduct

Adopted by Elders/Committee of Tuggeranong Baptist Church Incorporated on 14 June 2021

Document Control

Version	Changes	Proposed date	Adopted Date
Version 1	Original adopted document.		Adopted by Elders on 16 September 2020
Version 2	<p>Clauses 2 e to g added and points following clauses renumbered</p> <p>Language changed to first person as the each staff member/volunteer is required to fully support, be accountable to and to sign the Code.</p> <p>Format signature box and update footer.</p>	Proposed 9 June 2021	Adopted by Elders 14 June 2021, out of session (Current Version)

Purpose

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 over the age of 16 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;
- the obligation of staff and volunteers to comply with identified church policies and procedures and with legislation, policies and procedures relevant to their role or ministry; and

- 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,*
- *Procedure for Handling Complaints against Staff and Volunteers,*
- *Procedure for Conflict Resolution,*
- *Membership at Tuggeranong Baptist Church Incorporated description, and*
- *Tuggeranong Baptist Church Incorporated policies and procedures.*

1. Relationships

As a staff member or volunteer, I will seek to nurture healthy relationships characterised by:

- treating others with respect;
- loving and caring for my family (including paying attention to the effect of ministry on them);
- seeking to be accountable to others at all times;
- co-operating with other staff and volunteers;
- treating every program participant fairly and equitably; and
- seeking help from the Safe Church Team or a Pastor when I am out of my depth, or when I 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).

2. Behaviours

As a volunteer of the Church, I understand the expectations on me are to:

- a) uphold, support and abide by the *Safe Church Policy*;
- b) respond respectfully to reasonable directions from ministry leaders;
- 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) act with integrity and respect for all individuals;
- e) not knowingly make false, misleading, or deceptive statements;
- f) not engage in bullying, harassment, emotional abuse, verbal abuse, spiritual abuse, physical abuse, sexual abuse, of any person including my own family;
- g) not act physically violently or intentionally provoke violence;
- h) not disclose any confidential information without the consent of the person providing the information, except where required by law;
- i) report potential concerns about misconduct and/or abuse to the Safe Church Team;
- j) disclose all relevant information when completing the *Screening Check Questionnaire* if not already done so;
- k) disclose to the Safe Church Team if I am investigated for any criminal offences or have any knowledge of serious unlawful activity within the church context; and
- l) comply with the *Safe Church Policy* in the execution of my role including but not limited to the following Church policies and procedures:
 - (i) Privacy Policy,
 - (ii) Financial Policy and Procedures,
 - (iii) Money handling guidelines for leaders,

- (iv) Procedure for organising an event,
- (v) Procedure for introducing a new group/ministry, and
- (vi) Procedure for use of building space.

3. I understand that, an appropriate leader will hold me accountable to this code in the context of my role, and support me with any issues.

4. I understand that if there is a serious complaint against me relating to 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, and I will, 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; and/or
- c) I will be asked 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 acknowledge that the outcomes of any such process may include termination of my employment/engagement as a staff member or volunteer with the Church.

I, _____ have read, understand, and agree to make every effort to uphold the Leader Level Volunteer Code of Conduct. Applicant Signature: Applicant will be asked to sign or type their name as a digital signature.

Date: _____

NOTE: the 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.