



Adopted 16 April 2024

## Mosaic Staff and Volunteers Code of Conduct

### Statement

**The Church** (also called **we** or **us**) means Belconnen Baptist Church, Inc. operating as Mosaic Baptist Church.

This Staff and Volunteers Code of Conduct (**Code**) outlines ministry appropriate boundaries, rather than assuming that people know the boundaries. It applies to all Church leaders, both volunteer and paid staff.

### Ministry Standards

As the staff and volunteers of the Church we acknowledge that everyone who attends an activity of the church needs to be confident that they will be cared for, nurtured and encouraged and at the same time, be protected from spiritual, physical and emotional harm. ***Therefore we commit to the following ministry standards:***

1. **We minister out of a relationship with God by:**
  - a. Joining regularly in the life and ministry of the Church.
  - b. Studying the scriptures in private and with others when opportunities are available.
  - c. Praying regularly in private and in fellowship with and for the people and ministry of the Church.
  - d. Giving of our time and finances to the work of the Church, as an expression of our gratitude to God.
2. **We serve others in the context of healthy relationships by:**
  - a. Loving and caring for our families, paying attention to the effect of ministry on them.
  - b. Treating others with respect, teaching and exercising authority respectfully.
  - c. Upholding confidentiality, not disclosing to anyone (including spouse) any confidential information without the consent of the person providing the information. (There is an exception where there is a legal obligation or a duty of care.)
  - d. Being a team player, cooperating with other ministry leaders and committing to unity that includes common values, forgiveness and reconciliation, encouraging and upholding each other and forbearance (Eph 4:25-32, Col 3:12-17).
  - e. Using words that build up, not ridiculing or embarrassing people.

- f. Making alternative arrangements for the provision of pastoral ministry to any person with whom a romantic relationship may develop.

**3. As a Christian staff member and volunteer we will:**

- a. Be accountable to our team, watch out for each other and protect each other's integrity, e.g., never being alone with a child or vulnerable adult.
- b. Act in the best interests of those we serve.
- c. Report our concerns about serious misconduct and/or abuse according to the church procedure.
- d. Treat every program participant equally, that is, having "no favorites".
- e. Communicate with integrity, including being accountable and wisely using electronic communication.
- f. Acknowledge when we are out of our depth and do not possess the required skill set in difficult pastoral situations, such as helping a victim of abuse – and will seek help from the Safe Church Concerns Team or a Pastor.
- g. Not take the property belonging to others, including intellectual property (copyright).
- h. Not knowingly make false, misleading, deceptive, or defamatory statements.
- i. Not engage in bullying, emotional abuse, harassment, physical abuse, sexual abuse, sexual misconduct, sexual grooming or spiritual abuse of any person, including our own family.
- j. Not act violently or intentionally provoke violence in any circumstance, including when engaged in civil disobedience.
- k. Be responsible in our use of addictive substances and services (e.g., prescriptions/alcohol/gambling).
- l. Not use any prohibited substances.
- m. Act with sexual purity. Sexual purity is a gift from God and, consequently, we will express our sexuality in healthy and God directed ways for example, sexual intimacy within the confines of a marriage relationship, not viewing pornography and in any romantic interactions ensuring that they are meaningfully consensual with power imbalances transparently managed.
- n. Act with financial integrity, including having accountable and transparent systems in place for financial matters.
- o. Not seek personal advantage or financial gain from our position, other than in wages, recognised allowances and deductions.
- p. Disclose to Church leadership if we are being or have been investigated for any criminal offences or have any knowledge of serious criminal activity.

## **When the Code is breached – see Guideline for handling potential breaches of the Leaders Code of Conduct adopted 20 September 2022**

- I. **Minor:** When a breach of the code occurs in an area that is not a breach of civil or criminal laws, simply cease the conduct. If this is difficult, the staff member or volunteer should see a pastor of the church about receiving help (e.g. counselling). In some cases, it may be necessary to step a person aside from their duties whilst this takes place, and it is crucial to deal with such matters confidentially and sensitively.
- II. **Unknowningly:** Not all staff members and volunteers will understand unacceptable behaviours. Even after explaining the Code some may be unaware they are exhibiting unacceptable behaviours. Staff members and volunteers need to be open to correction and humble enough to modify behaviours so as to not discredit the gospel. As noted above, stepping a person aside from their duties may be necessary.
- III. **Constantly:** There are breaches that are not a breach of civil or criminal law, but still is unacceptable behaviour in a ministry context. Where a staff member or volunteer has been made aware of such behaviour and yet refuses to change:
  - a. A pastor shall meet with the person for a review of their behaviour and shall communicate to them the required behaviour change (no more than 3 meetings).
  - b. If the behaviour continues, a pastor and a small group of Church leaders are to arrange a meeting to address the behaviour. Stepping aside is appropriate at this point.
  - c. If the behaviour/s continues beyond this meeting, then respectfully, and upholding confidentially, the person will stood down for a set period. They will be offered help in changing behaviour via counselling if they are willing. (NB: Written notes of all meetings to be carefully taken and a copy given to all parties.)
- IV. **Breaches of law or allegations of abuse:** Allegations of abuse or serious misconduct are to be referred to the appropriate government authorities, in line with Baptist Association processes.

### **Reference & Related Documents**

- Privacy Policy
- Safe Church Policy
- Grievance and Complaints Policy
- Guideline for handling potential breaches of the Leaders Code of Conduct

I, \_\_\_\_\_, acknowledge that I have read the Mosaic Baptist Safe Church Policy and Code of Conduct and discussed it with my team leader or pastor. I am aware that Mosaic Baptist Church expects me to uphold at all times the standards of behaviour described in the Code of Conduct above. I also understand that disciplinary measures and legal steps will be taken if I am found to be in breach of the Code of Conduct. I also understand that Mosaic Baptist Church may have to inform other authorities, in a confidential manner and only if necessary for the safety of other persons, or to meet obligations under Australian law.

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_