



Edited 15 October 2019

## Volunteer Code of Conduct\_V6

### Statement

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

This Volunteers Code of Conduct (**Code**) outlines ministry appropriate boundaries, rather than assuming that people know the boundaries. It applies to all Church volunteers.

**Mosaic is a Christian community** with a broad range of people who are seeking to follow Jesus. We encourage all who seek to follow Jesus to be engaged in spiritual practices, such as:

- a. Reading scripture
- b. Prayer
- c. Giving of time and resources for the church
- d. Gathering with others for worship

### Ministry Standards for all volunteers

To assist our church in providing a safe environment, volunteers are to comply with this Code of Conduct. This Code of Conduct has been formulated to clarify the type of conduct that is required of volunteers participating in ministries and activities hosted by the church.

As the 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.

As a volunteer you will observe similar standards of behaviour and ethical conduct to those required by our leaders.

***Therefore, as volunteers you are required to fulfil the following ministry standards:***

1. **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 volunteers 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.
2. **As a volunteer at the Church I 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 favourites”.
- 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 situations, such as helping a victim of abuse, and will seek help from a Church leader.
- 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
- l. Not use any prohibited substances.
- m. Act with sexual integrity (eg: reserving sexual intimacy for the confines of a monogamous relationship) and not engage in the use of pornography.
- n. Only engage in romantic interactions that are both mutual and meaningfully consensual, ensuring that any (potential) power imbalances are managed transparently (ie: if I become romantically interested in someone under my care or who may be vulnerable in some way, I will discuss this with my supervisor and determine if any changes to my role or supervision requirements are needed).
- o. Act with financial integrity.
- p. Not seek personal advantage or financial gain from our position.
- q. 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.**

- 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 volunteer should see their team leader or supervisor 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 volunteers will understand unacceptable behaviours. Even after explaining the Code some may be unaware they are exhibiting unacceptable behaviours. 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 volunteer has been made aware of unacceptable behaviour and yet refuses to change:
- a. The ministry coordinator 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 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 be 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
- Mosaic Baptist Church Constitution

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.

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

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