

# HUGHES BAPTIST CHURCH

a dynamic Christ-centred community sharing Jesus' life-changing power

## Code of Conduct – Appointed Volunteer Leaders

Updated: 23/11/2018

This Leaders' code of conduct (code) outlines ministry appropriate boundaries. These boundaries are based on biblical principles. This document applies to Pastors, Church Staff, Board members, Ministry Leaders, Elders, Appointed Volunteer Leaders of Youth and Children and Appointed Volunteer Leaders in Pastoral Care roles.

As the leaders of Hughes Baptist Church, we acknowledge that everyone who attends our church needs to be confident that they will be cared for, nurtured and encouraged as they grow and at the same time, protected from spiritual, physical & emotional harms.

*Therefore, I commit to the following ministry standards and will promote healthy relationships and accountability in the teams I serve.*

### 1. **We minister out of a relationship with God by:**

- 1.1. Joining regularly in the life and ministry of the church.
- 1.2. Studying the scriptures in private and in groups.
- 1.3. Praying regularly in private and in fellowship with and for the people and ministry of the church.
- 1.4. Giving our time to the work of the church, as an expression of your gratitude to God.

### 2. **We serve others in the context of healthy relationships by:**

- 2.1. Loving & caring for our families; paying attention to the effect of ministry on them.
- 2.2. Treating others with respect; teaching and exercising authority respectfully.
- 2.3. Upholding confidentiality; do not disclose to anyone any confidential information without the consent of the person providing the information (there is an exception where there is a legal obligation or duty of care issue.)
- 2.4. Being a team player; cooperating with other ministry leaders, and seeking advice where appropriate.
- 2.5. Using words that build up.
- 2.6. Avoiding ongoing counseling of people with whom we have pastoral (ministry) relationships.
- 2.7. Making alternative arrangements for pastoral ministry for any person with whom we may develop an appropriate romantic relationship.

### 3. **As Christian Leaders we will:**

- 3.1. Be accountable to our team, watch out for each other and protect each other's integrity, e.g. never be alone with one child or vulnerable adult.
- 3.2. Act in the best interests of those we serve.
- 3.3. Report our concerns about serious misconduct and/or abuse according to the church procedure.
- 3.4. Treat every program participant equally; 'no favourites.'
- 3.5. Communicate with integrity, including accountable and wise use of electronic communication (note the church has an email policy).
- 3.6. Acknowledge when we are out of our depth, do not possess the required skill set in difficult pastoral situations (such as helping a victim of abuse, or a person who needs professional counseling) and seek appropriate referral.
- 3.7. Not take property belonging to others, including intellectual property (copyright).
- 3.8. Not knowingly make false, misleading, deceptive or defamatory statements.

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- 3.9. Not engage in bullying, harassment, or any form of abuse (physical, sexual, or spiritual abuse).
- 3.10. Not act violently or intentionally provoke violence.
- 3.11. Be responsible in our use of addictive substances (prescriptions/alcohol).
- 3.12. Not use any prohibited substance.
- 3.13. Act with sexual purity.
- 3.14. Act with financial integrity, including having accountable and transparent systems in place for in financial matters.
- 3.15. Not seek personal advantage or financial gain from your position, other than (if applicable) in wages, recognised allowances and deductions.
- 3.16. Disclose to church leadership if we are, or have been investigated for any criminal offences, or have any knowledge of serious criminal activity.

#### 4. When the code is breached

- 4.1. Breaches of the law or allegations of abuse or serious misconduct are to be referred to the appropriate government authorities, in line with Baptist Association processes.
- 4.2. Minor breaches, (ie those that do not attract legal attention) will be dealt with in a three phase process:
  - 4.2.1. Counseling. The behavioral shortfalls are discussed with a Church supervisor or Elder and recorded. An apology may be appropriate at this stage.
  - 4.2.2. Show Cause. Should the behavioral shortfall continue, the volunteer leader will be asked to show cause why they should continue in that role and what behavioral changes they have made to permanently address them. A formal reconciliation process may be appropriate.
  - 4.2.3. Removal from position of leadership. Disciplinary action may be appropriate.
- 4.3. Dispute Resolution: in the case of a dispute, refer to the Dispute Resolution guide in the Principles of Operation.
  - 4.3.1. Should a dispute persist between two ministry leaders, resolution talks should be conducted with a Pastor or Elder present.

**As a Volunteer Leader at Hughes Baptist Church, I acknowledge my role in upholding biblical standards, as articulated in this Volunteer Leaders Code of Conduct.**

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Name

Signature

Date

***Thank you for your service to God at Hughes Baptist Church.***