

CODE OF CONDUCT

Date	09/05/2017
Policy Number	BCOC:2-04
Status	Version 3
Revised and Approved by Board on	21-03-2022
Scheduled review date	03-2025

Introduction

This Code of Conduct identifies a set of principles which describe the conduct expected of a person involved in ministry at the Berwick Church of Christ.

The Code of Conduct is to be signed every three (3) years by everyone involved in ministry. The original signed copy of this Code will be kept with the confidential Safe Ministry records which are maintained by the Safety Contact Person.

Purpose

The Code of Conduct makes official what is already common practice within ministry at the Berwick Church of Christ. Its purpose is to:

- Promote adherence to Biblical values that are important in ministry.
- Defines the principles that will guide people involved in ministry in their everyday life and to provide a helpful framework as they make choices about their ministry and personal life.
- Provide a public declaration of how everyone involved in ministry live their lives.
- Promote public confidence in the ministries of the Berwick Church of Christ.
- Promote alignment with the vision, mission and values of Berwick Church of Christ.

Scope

This Code of Conduct applies to everyone involved in ministry, in any role at Berwick Church of Christ. In case of those under the age of 18 years, both the volunteer minor and their parent/guardian should underwrite this policy.

Principles

1. I will endeavour at all times to conduct myself in a manner that honours God and His church.
2. I will actively seek to grow as a disciple of Jesus Christ.
3. At all times I will seek to conduct all my personal relationships in a godly manner, acting with respect, love and integrity towards all those with whom I associate.
4. In my speech, I will be truthful, avoiding exaggeration, misrepresentation and gossip, and will maintain appropriate levels of confidentiality.
5. I will dress, present and conduct myself in a modest way.
6. In my ministry, I will do my best to be prepared and punctual and I will be loyal and accountable to those who are in leadership over me.
7. In situations where conflict and division occur based on Matthew 18:15-16 and 5:23-24 it is my responsibility, without gossip, to go and seek reconciliation one on one. If the conflict remains unresolved to then seek help in resolving the matter.
8. I will be responsible in the use of legal addictive substances and activities (e.g. prescription drugs/alcohol/gambling) and will not use any prohibited substance.
9. In my personal relationships, I will practice standards of sexual morality reflecting a commitment to holiness as taught in the Bible (faithfulness within marriage and chastity outside marriage, where marriage is instituted by God to be a union between one man and one woman for life). I will align all my communication in ministry with this interpretation of Biblical sexuality.
10. In my ministry I will exercise due diligence and care toward those I am responsible for, and will actively promote a safe environment where harassment or abuse (sexual or otherwise) is neither tolerated nor able to take place undetected.

11. I will not enter into a relationship with a minor (who is not my biological, adoptive or guardian child) other than that which is appropriate within a Child-Leader relationship.
12. I will not have contact with a child (0-18 years) either by phone, via my personal social media profiles, email accounts or engage in online chat rooms unless it is in a group setting with multiple Leaders, that includes the Ministry Leader (i.e. Facebook message group) as stated in the Social Media Policy.
13. In all ministry related financial matters I will act with honesty and publicly account for all monies handled by me on behalf of others. In my personal use of money, I will seek to express holiness, which includes the rejection of greed and self-centeredness, and the adoption of generosity and sacrifice, considering the needs of others.
14. In my ministry, I will not teach in contradiction to the Bible or the values in this code, and I will uphold the reputation of the Christian faith and Berwick Church of Christ at all times in line with the Statement of Faith.
15. I will let the leader(s) to whom I am immediately accountable in Berwick Church of Christ know when I am not able to follow this code with integrity.
16. I agree to express the vision, mission, values and principles of Berwick Church of Christ at all times.

I _____ acknowledge that I have read and understand this Code of Conduct, and I agree that in the course of my association with the Berwick Church of Christ that I will undertake to conduct myself in accordance with the principles of this Code of Conduct and I agree to surrender my leadership if I am unable to fulfil my responsibilities. I also understand that disciplinary measures and/or legal steps may be taken if I am found to be in breach of the Code of Conduct, and I agree to resign from my role/position whether it is a voluntary or paid staff role/position if requested.

Signature _____ Date: _____

If Under 18 Years, Parent/Guardian to underwrite this policy by signing here:

Name of Parent/Guardian: _____

Signed: _____ Date: _____

Safety Contact Person

Name:	Karen Fletcher
Phone number:	0438 886 337
Email:	karenf@bcoc.com.au
Other contact details:	Church Office: 9702 1011 (Mondays to Thursdays)

Applicable Legislation, References and Other Policies

Item	Description
Crimes Amendment (Grooming) Act 2014	Legislation which sets "Grooming" as a criminal offence
Working with Children Act 2005	Legislation which aims to protect children from physical and sexual harm
Victorian Child Safe Standards	Standards we are required to comply with to ensure a Child Safe Environment.
Privacy Policy	How we collect, use, disclose and store people's information as per the Privacy Act 1988 (Cth).
Child Safety Policy and Child Safety Reporting Procedure	Policy outlining our commitment to child safety and reporting procedures in the event of a safety concern.
Victorian Reportable Conduct Scheme	All reportable conduct must be reported to the Commission for Children and Young People and ensure reportable conduct is properly investigated and responded to.

Revision History Table:

Revised On	Revision Made	Approved
<p>ELT revised this Policy on 16 September 2019</p>	<p>EDITED Purpose REPLACED the words “Provide a set of” WITH the words “Define the” at the beginning of the second point. ADDED “• Promote alignment with the vision, mission and values of Berwick Church of Christ.”</p> <p>EDITED Scope REPLACED “This Code of Conduct applies to everyone involved in ministry, in any role at Berwick Church of Christ including those under the age of 18 years. WITH “This Code of Conduct applies to everyone involved in ministry, in any role at Berwick Church of Christ. In case of those under the age of 18 years, both the volunteer minor and their parent/guardian should underwrite this policy.”</p> <p>EDITED Commitment CHANGED the Heading “Commitment” TO “Principles” in line with the references to principles throughout the document. CHANGED the word “values” TO “principles” in point 12. ADDED “15. I agree to express the vision, mission and values of Berwick Church of Christ at all times.” ADDED to end of document “If Under 18 Years, Parent/Guardian to underwrite this policy by signing here:” with place for parent/guardian’s name, signature and date.</p>	<p>Elders approved 21 October 2021</p>
<p>Gov Comm revisions 9th April 2021 Ministry Forum revised 9th March 2022 Gov Comm revisions 15th March 2022</p>	<p>REMOVED “and in a manner which is not provocative” from point 5. ADDED new point 8 “I will be responsible in the use of legal addictive substances and activities (e.g. prescription drugs/alcohol/gambling) and will not use any prohibited substance.”</p> <p>RENUMBERED paragraphs 8 to 10 TO 9 to 11.</p> <p>CHANGED last sentence in point 9 FROM “I agree to uphold these standards in public teaching.” TO “I will align all my communication in ministry with this interpretation of Biblical sexuality.”</p> <p>ADDED new paragraph 12. I will not make contact with a child (0-18 years) either by phone, via my personal social media profiles, email accounts or engage in online chat rooms unless it is in a group setting with multiple Leaders, that includes the Ministry Leader (i.e. Facebook message group) or parental permission is given, as stated in the Social Media Policy.</p> <p>RENUMBERED paragraphs 12 to 15 TO 13 to 16.</p> <p>ADDED to the end of paragraph 14 “in line with the Statement of Faith.”</p> <p>REMOVED paragraph 17. “I agree to surrender my leadership if I am unable to fulfil my responsibilities or if I have breached this code and I am requested to do so by church leadership.”</p> <p>ADDED to the end of the first sentence of the acknowledgement paragraph “, and I agree to surrender my leadership if I am unable to fulfil my responsibilities”.</p> <p>ADDED to the end of the acknowledgement paragraph “, and I agree to resign from my role/position whether it is a voluntary or paid staff role/position if requested”.</p> <p>NOTED that the Statement of Faith is to be revised by the Elders.</p>	<p>Approved by Elders on 21st March 2022</p>