

KURRI KURRI BAPTIST CHURCH

Code

Code of Conduct for Staff and Volunteers

Child Safe Standard 5	People working with children are suitable and supported
Replace existing document?	Yes
Version:	5.1 (Addition of Kurri Kurri Baptist Church Code of Conduct for Staff and Volunteers Signature Register)
Details of superseded documents:	(Version 4.0) Code of Conduct for Staff and Volunteers Adopted by KKBC Governance Body on 20/9/22 (Version 3.0) Code of Conduct for Staff and Volunteers Adopted by Safe Church Concerns Team on 11/12/19 Historical documents include: (Version 2.0) Leader's Code of Conduct (Version 1.0) Leadership and Conduct Covenant
Model Document Credit:	Model Code of Conduct for Staff and Volunteers Available at: https://creatingsafespaces.org.au/resources/ © Baptist Churches of NSW & ACT 2020 Statement Of Faith and Commitment To Serve at Kurri Kurri Baptist Church. Intentional Interim Ministry Task 2 - The report to Kurri Kurri Baptist Church, October 2020.
Adopted by governance body on:	20/09/2022
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Last date reviewed:	23/11/2022
Review due date (annual review):	23/11/2023
Responsible for review:	Kurri Kurri Baptist Church Safe Church Team Kurri Kurri Baptist Church Leadership
Relevant or related documents:	<ul style="list-style-type: none"> - Safe Church Policy - Procedure for Staff and Volunteers - Procedure for Responding to Child Protection Concerns - Procedure for Handling Complaints against Staff and Volunteers - Procedure for Conflict Resolution

KURRI KURRI BAPTIST CHURCH

Code of Conduct for Staff and Volunteers

Note: Throughout this document, “Church” refers to Kurri Kurri Baptist Church, the local Church which adopted this document.

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 are required to sign and abide by this [Code of Conduct for Staff and Volunteers](#).

The [Code of Conduct for Staff and Volunteers](#) 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, and
- the steps to be taken in the event of a potential breach of this Code.

The [Code of Conduct for Staff and Volunteers](#) seeks to reflect the biblical call to godliness and faithfulness in ministry (e.g. 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 for Staff and Volunteers](#) applies to all staff and volunteers aged 16 and over.

The Code of Conduct for Staff and Volunteers 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](#)

1. Staff and Volunteers are encouraged to:

Nurture their own relationship with God:

- join regularly in the life and ministry of the Church,
- study and reflect on the Scriptures in private and in groups,
- pray regularly in private and in fellowship with and for the people and ministry of the Church, and,
- give of your time and finances to the work of the Church, as an expression of our gratitude to God.

Nurture healthy relationships:

- treat others with respect,
- love and care for your family (including paying attention to the effect of ministry on them),

- be a team player,
- be accountable,
- cooperate with other staff and volunteers,
- treat every program participant fairly and equitably,
- acknowledge when I am out of my depth, or 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 help from the Safe Church Team or a Pastor.

2. Staff and Volunteers commit to:

As a staff member/volunteer of the Church, I promise to:

1. uphold, support and abide by the *Safe Church Policy*,
2. respond to reasonable directions from the person with responsibility for the ministry I am involved in,
3. communicate with integrity, including wise and accountable use of electronic communication, including in accordance with *Guidelines for Activities with Children and Young People*,
4. not knowingly make false, misleading, or deceptive statements,
5. not engage in bullying, harassment, emotional abuse, spiritual abuse, physical abuse, sexual abuse, of any person including my own family,
6. not act violently or intentionally provoke violence,
7. upholding confidentiality; not disclosing any confidential information without the consent of the person providing the information (the exception being where there is a legal obligation),
8. report concerns about misconduct and/or abuse according to the Church's *Safe Church Policy* and relevant procedures,
9. disclose all relevant information as part of completing the *Safe Ministry Screening Check Questionnaire* if I have not already done so,
10. disclose to the Church Leadership if I am investigated for any criminal offenses or have any knowledge of serious unlawful activity within the Church context,
11. act with sexual purity, meaning I will:
 - a. express my sexuality in healthy and God directed ways,
 - b. restrict sexual intimacy to the confines of the marriage relationship,
 - i. where marriage has the same meaning as in the Marriage Rites of the Baptist Union of Australia i.e. 'the union between a man and a woman to the exclusion of all others, voluntarily entered into for life',
 - ii. if an individual is unwilling or unable to commit to this requirement, Church leaders may choose to endorse them as a volunteer for non-leadership roles,
 - c. recognize that it is inappropriate to access any type of pornographic material and, if I struggle with this addiction, I will seek professional help,
 - d. ensure that romantic interactions are meaningfully consensual,
 - e. give consideration to any power imbalances in intimate relationships,
12. act with financial integrity, including;
 - a. having accountable and transparent systems in place for financial matters,
 - b. not seeking personal advantage or financial gain from our position (other than in wages, recognised allowances and deductions),
13. not take or use property belonging to others without express consent, including intellectual property (copyright),
14. not use any prohibited substance and be responsible in my use of substances that may be addictive (eg. prescriptions, alcohol),
15. avoid ongoing counseling of people with whom I have pastoral relationships, and
16. make alternative arrangements for pastoral ministry for any person with whom I may develop a romantic or intimate relationship.

3. I understand that if there is a complaint against me relating to a breach of this Code of Conduct for Staff and Volunteers:

- 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 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 agree to participate in any process initiated under *the Procedure for Conflict Resolution, Procedure for Handling Complaints against Staff and Volunteers* and/or *Procedure for Responding to Child Protection Concerns* and agree to be bound by the outcomes of any such process, which may include termination of my employment/engagement as a staff member or volunteer with the Church.

4. If I am a Pastoral staff member, I:

- a) agree to uphold and be bound by the *Baptist Churches of NSW & ACT Code of Ethics and Conduct*,
- b) understand that a breach of the *Baptist Churches of NSW & ACT Code of Ethics and Conduct* will be considered a breach of this *Code of Conduct for Staff and Volunteers*,
- c) (if I am an Accredited or Recognised Minister) agree to participate in, and be bound by the outcomes of, any process initiated under the *Baptist Churches of NSW & ACT Procedures for Handling Allegations*.

I, (full name) _____ have read, and agree to be bound by, and uphold this <i>Code of Conduct for Staff and Volunteers</i> .	
I have also read, and agree to be bound by and uphold the <i>Statement Of Faith and Commitment To Serve at Kurri Kurri Baptist Church (APPENDIX 1)</i> .	
Signature:	Date:

NOTE: The staff member or volunteer should retain this signed *Code of Conduct for Staff and Volunteers*. The staff member or volunteer will also complete the *Kurri Kurri Baptist Church Code of Conduct for Staff and Volunteers Signature Register* which the Church will retain for at least 45 years.

STATEMENT OF FAITH AND COMMITMENT TO SERVE AT KURRI KURRI BAPTIST CHURCH

Ministry leaders, Elders and Deacons of Kurri Kurri Baptist Church (KKBC) are elected/appointed by the membership at the Annual Church Meeting to exercise leadership and oversight of the ministry in their charge.

Such leaders shall:

- Have a personal faith in Jesus Christ as Saviour and Lord,
- Be a member or regular attendee of KKBC,
- Adhere to the doctrinal basis, core values and constitution of KKBC,
- Adhere to the relevant policies, procedures and guidelines of KKBC,
- Adhere to the Kurri Kurri Baptist Church Code of Conduct for Staff and Volunteers,
- Be prepared to undertake any relevant screening or training,
- Be willing to serve the Lord and His people wholeheartedly in the role to which they are called,
- Be of good character, led by the Spirit,
- Be equipped with or developing the abilities, gifts and attributes appropriate for their ministry area,
- Be accountable to the Church Leadership, i.e. Pastor / Elders / Deacons, and
- Submit an annual report, as required, to the Secretary prior to the Annual Church Meeting.

This statement was taken from;

The report to Kurri Kurri Baptist Church
Intentional Interim Ministry Task 2
October 2020