

Code-of-Ethics and Conduct

# Comply With Legal Requirements

The day-to-day operations of the church will comply with all governing laws and regulations by writing policies and procedures to ensure legal compliance. Annual audits will be performed to ensure consistency in practice and compliance with regulations.

**Food for thought**:  *Are there questionable internal practices that you worry others will uncover and challenge?*

# Conflict-of-Interest

Church leaders and employees have a duty to act in the best interest of the church at all times.  What this means is, there is a duty-of-loyalty that supersedes anything that could result in personal gain by avoiding conflict-of-interests, or anything that may appear to be a conflict.

**Food for thought**:  *Do you conduct church business with vendors you have a personal financial interest in?*

# Confidentiality

Church employees will maintain the highest standard of confidentiality and will share sensitive information only with those who have a need to know. This includes information about the internal operations of the church as well as information about church members and volunteers.

**Food for thought**:  *Do you discuss personal issues (gossip) about members with others who have no need to know?*

# Be a Good Steward of God's Resources

God supplies church resources - people, time and money. Church leaders and employees should be reminded to be good stewards of those resources.

This is done by exercising good time management skills,  by creating an annual operating budget and holding leadership accountable for adhering to spending guidelines.

**Food for thought**:  *Do you spend church resources only on those things that support its Mission?*

# Treat Everyone with Dignity and Respect

There should be no respecter of persons in the body of Christ and employees should be respectful and treat everyone the same - regardless of rank or socioeconomic position.

**Food for thought**: *Do the big givers in your church get preferential treatment?*

# Streamlined Processes

Church staff should continually be looking for ways to improve operational processes and systems that affect the church experience for volunteers, visitors, congregants and employees.

**Food for thought**:  *Do you take the time to consider how internal processes impact your key customers - members, volunteers and employees?*

# Proactive Communication

Church leaders and employees should take measures to proactively communicate any information that would benefit others and improve the church or work experience.

**Food for thought**:  *Do you hoard information that should be shared with others because it makes you feel empowered?*

# Compliance with Policy

Church employees will comply with all policies as set forth by the ministry.

**Food for thought**:  *Do all employees comply with all church policies?*

This code is a basic guide for how the church will conduct its business.  Employees are expected to use wisdom, good judgment and common sense when dealing with others and making decisions.