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# Ministry Code of Conduct

**Thank you for your willingness to serve at Parramatta Baptist Church. We have many wonderful people who serve in a variety of roles and we are very grateful for each person's willingness to give their time and effort in serving one another.**

## What is this form about?

This Code of Conduct outlines PBC's expectations of all who serve in a ministry position and is part of our commitment to providing a safe and healthy environment for everyone at PBC. It applies to all staff and volunteers.

As you are aware, the wider Christian church has suffered a loss of respect within the broader community because of inadequate responses to allegations and incidents of misconduct and abuse. As a church we are committed to ensuring that God is glorified in all that we do. Having a Code of Conduct allows us to have a benchmark of what attitudes and behaviours are required of new and existing staff and volunteers at PBC.

This Code of Conduct is for everyone who holds a position of trust within the church regardless of how involved or infrequent that role may be. Where a staff member or volunteer contravenes this Code of Conduct, it may result in the cessation of their ministry role.

**Please note:** This Code of Conduct is in addition to the requirements of the Working with Children Check. If your role involves supervising or being with/responsible for children under the age of 18, you will be required to complete a Working with Children Check and a Creating Safe Spaces workshop.

# What are the requirements of the Code of Conduct?

- To treat everyone with respect and honesty.
  - To serve in a manner consistent with the mission and values of PBC.\*
  - To be a positive role model to those whom I serve and to those in the teams that I serve with.
  - To provide a welcoming environment for all who are part of the ministry I am involved with.
  - To follow the example of Jesus Christ by behaving in a caring, compassionate manner, taking an interest in the well-being of others, and setting appropriate boundaries in my interaction with others.
  - To refrain from behaviour that crosses boundaries, including behaviour that could reasonably be construed as involving an overly personal and intimate relationship with, conduct towards, or inappropriate focus on another person.
  - To act on any complaint of abuse, ill-treatment or neglect of another person by reporting it to the pastoral team leader and fulfilling any legal obligations with regards to reporting risks of significant harm or possible criminal activity.
  - To comply with WHS policies and procedures\* relevant to your ministry role.
  - To seek instruction or information in any aspect of the ministry role that may be unclear to me.
  - To inform the pastoral team leader of any past or current convictions or allegations against me of criminal behaviour, including driving convictions. *(Such disclosure will be kept in strictest confidence and does not automatically exclude you from being able to serve.)*
- \* *Copies of PBC's mission and values, as well as WHS policies and procedures, can be found on the PBC webpage.*

The attached **Code of Conduct Declaration Form** is to be completed by any person seeking to serve at Parramatta Baptist Church. Once you have completed and signed the Declaration Form, please return it to one of the Pastoral Team. This information will be kept confidential and held by the Pastoral Team.

If you have any questions regarding this Form, please speak with any of the Pastoral Team or diaconate.

**Thank you for your cooperation.**

*PBC Pastoral Team and Diaconate 2015*

# PBC Ministry Code of Conduct Declaration Form

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

What ministry position(s) are you involved in or applying for? *(Please Tick)*

- |   |   |
|---|---|
| <input type="checkbox"/> Pastoral team or diaconate     | <input type="checkbox"/> Grounds Keeping / Cleaning |
| <input type="checkbox"/> Pastoral Care or Prayer Team   | <input type="checkbox"/> Building Maintenance       |
| <input type="checkbox"/> Hospitality                    | <input type="checkbox"/> Meals Ministry             |
| <input type="checkbox"/> Children's Ministry            | <input type="checkbox"/> Homeless Ministry          |
| <input type="checkbox"/> Youth or Young Adults Ministry | <input type="checkbox"/> Worship Team               |
| <input type="checkbox"/> Adult Ministries               | <input type="checkbox"/> Technical Support          |
| <input type="checkbox"/> Small Group Leadership         | <input type="checkbox"/> Other                      |
- 

**As someone who serves at PBC, I commit to:** (Please mark each box)

- ☐ Treating everyone with respect and honesty.
- ☐ Serving in a manner consistent with the mission and values of PBC.\*
- ☐ Being a positive role model to those whom I serve and to those in the teams that I serve with.
- ☐ Providing a welcoming environment for all who are part of the ministry I am involved with.
- ☐ Following the example of Jesus Christ by behaving in a caring, compassionate manner, taking an interest in the well-being of others, and setting appropriate boundaries in my interaction with others.

- ☐ Refraining from behaviour that crosses boundaries, including behaviour that could reasonably be construed as involving an overly personal and intimate relationship with, conduct towards, or inappropriate focus on another person.
- ☐ Acting on any complaint of abuse, ill-treatment or neglect of another person by reporting it to the pastoral team leader and fulfilling any legal obligations with regards to reporting risks of significant harm or possible criminal activity.
- ☐ Complying with WHS policies and procedures\* relevant to your ministry role, such as:
  - Safe manual handling and safety rules;
  - Food hygiene standards;
  - Identifying hazards, removing them where possible, or reporting them to the Pastoral team leader;
  - Cleaning the area I have been using when finished;
  - Knowing and complying with emergency procedures.
- ☐ Seeking instruction or information in any aspect of the ministry role that may be unclear to me.
- ☐ Informing the pastoral team leader of any past or current convictions or allegations against me of criminal behaviour, including driving convictions.  
*(Such disclosure will be kept in strictest confidence and does not automatically exclude you from being able to serve.)*

*\* Copies of PBC's mission and values, as well as WHS policies and procedures, can be found on the PBC webpage.*

I have read the Code of Conduct for PBC. I commit to abiding by this standard of conduct and understand the responsibilities of my role and the witness it can be to those around me. Should I be unable to abide by this Code of Conduct at any time in the future, I will advise the pastoral team leader as soon as possible.

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

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

**Please hand this signed Declaration Form to one of the Pastoral Team and retain the Ministry Code of Conduct for your own files.**