

# Code of Conduct for Staff and Volunteers



Dubbo Baptist  
Church

## PURPOSE

DBC 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.

The Code of Conduct 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 seeks to reflect the biblical call to godliness and faithfulness in ministry (eg.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 applies to all staff and volunteers aged 16 and over.

**NOTE:** The Code of Conduct should be read in conjunction with the Safe Church Policy and:

- Guidelines for Activities with Children and Young People
- Procedure for Conflict Resolution
- Procedure for Handling Complaints against Staff and Volunteers
- Procedure for Responding to Child Protection Concerns
- Procedure for Staff and Volunteers
- Screening Check Questionnaire

## THE CODE OF CONDUCT SHOULD BE READ IN CONJUNCTION WITH:

- The Safe Church Policy
- Procedure for Staff & Volunteers
- Procedure for Handling Complaints against Staff & Volunteers
- Procedure for Conflict Resolution

### Section 1: Staff & Volunteers are encouraged to:

#### a. 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, both with and for the people and ministry of the Church; and
- Give their time and finances to the work of the Church, as an expression of gratitude to God.

**b. Nurture healthy relationships.**

- Treat others with respect;
- Love and care for their 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 they are out of their 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 counselling), and seek help from the Safe Church Team or a Pastor.

**Section 2: Staff & Volunteers commit to:**

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

- Uphold, support and abide by the *Safe Church Policy*;
- Respond to reasonable directions from the person who is responsible for the ministry I am involved in;
- Communicate with integrity, including being wise and accountable in my use of electronic communication;
- Communicate in accordance with the *Guidelines for Activities with Children and Young People*;
- Not knowingly make false, misleading, or deceptive statements;
- Not engage in bullying, harassment, emotional abuse, spiritual abuse, physical abuse, sexual abuse, of any person including my own family;
- Not act violently or intentionally provoke violence;
- Uphold confidentiality and not disclose any confidential information without the consent of the person providing the information (the exception being where there is a legal obligation);
- Report concerns about misconduct and/or abuse according to the *Safe Church Policy* and relevant procedures;
- Disclose all relevant information as part of completing the *Screening Check Questionnaire* if I have not already done so;
- Disclose to the Church Leadership if I am investigated for any criminal offences or have any knowledge of serious unlawful activity within the Church context;
- Act with sexual purity, meaning I will:
  - Express my sexuality in healthy and God directed ways;
  - Restrict sexual intimacy to the confines of the marriage relationship.
  - 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';
  - 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;
  - Recognise that it is inappropriate to access any type of pornographic material and, if I struggle with this addiction, I will seek professional help;
  - Ensure that romantic interactions are meaningfully consensual;
  - Give consideration to any power imbalances in intimate relationships.
- Act with financial integrity, including:
  - Have accountable and transparent systems in place for financial matters;
  - Not seek personal advantage or financial gain from our position (other than in wages, recognised allowances and deductions)
- Not take or use property belonging to others without the express consent, including intellectual property (copyright);
- Not use any prohibited substance and be responsible in my use of substances that may be addictive (e.g. prescriptions, alcohol);

- p. Avoid ongoing counselling of people with whom I have pastoral relationships; and
- q. Make alternative arrangements for pastoral ministry for any person with whom I may develop a romantic or intimate relationship.

### Section 3: Breach of the Code

I understand that if there is a complaint against me relating to a breach of this Code of Conduct:

- 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.

### Section 4: Additional requirements for pastoral staff

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*;

If I am an Accredited or Recognised Minister, I:

- c. 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*.

## DECLARATION

I, \_\_\_\_\_ have read, and agree to be bound by and uphold, the Code of Conduct for Staff and Volunteers as outlined above.  
(insert name)

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

#### NOTE:

- The staff member/volunteer should receive a copy of this Code of Conduct.
- The Church should retain the signed and dated copy of the Code of Conduct for at least 45 years.