

WESTCITY CHURCH

POLICY DOCUMENTATION

COMMUNITY CONDUCT

Code of Conduct

The Goal

The purpose of the **Community Conduct (Code of Conduct)**, as part of the broader Westcity Healthy Church Framework, is to ensure that the Westcity community volunteers are empowered in a way that is congruent with Westcity mission and values, whilst adhering to relevant legislation and Churches of Christ WA guidelines.

The Vision

Westcity Church, within the Healthy Church Framework seeks to be an authentic, healthy church community that supports the work of the Holy Spirit in transforming individuals to become 'More like Jesus'. The Westcity community aspires to be a safe space where individuals in all stages of faith are able to rest, heal, grow, to recognize and practice their God given gifts and talents to the benefit of the wider community.

A healthy culture at Westcity is our shared responsibility. When we communicate, collaborate and connect with one another in a manner that aligns with our kingdom values we believe it will lead to a shared sense of belonging and a community that thrives.

Healthy community engagement is defined by standards of behaviour that are aligned with our values and applies to all people who are either employees of the church, volunteer or consider themselves part of the Westcity community.

This code is in place to encourage all members of the Westcity team to prayerfully approach their role at Westcity in a healthy respectful manner that is accountable to the vision of the church.

Live Out a Moral Code Consistent with *Westcity Community Conduct*.

Although we are all broken and fall short of the standards shown by Christ, our expectation is that every Westcity team member endeavours to fulfil a high moral code. This includes attitude as much as behaviour, and private as much as public life. When breached then most often restoration is possible with confession, support and accountability.

The adoption of the code of ethics and related procedural documents for investigating issues outlined in the grievance and complaint handling policies reflects a deeper desire to be proactive rather than reactive. The objective is to create a safe space that honours God whilst trusting him to bring his redemption and healing to those involved, prayerfully resulting in resolution and restoration.

Essential theology that underpins this code

Matthew 7:12 Jesus says,

*“So, in everything, **do to others what you would have them do to you**, for this sums up the Law and the Prophets.”*

Galatians 5:22-23 New International Version (NIV)

“But the fruit of the Spirit is love, joy, peace, forbearance, kindness, goodness, faithfulness,²³ gentleness and self-control. Against such things there is no law.”

Mark 12:30-31 New International Version (NIV)

“Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength.’ The second is this: ‘Love your neighbour as yourself.’ There is no commandment greater than these.”

What does this theology look like in practice?

1. Treat Everyone with Dignity and Respect

We believe that everyone is of equal value in the body of Christ hence all policies and processes are designed to reflect this 'essential' theology. At Westcity we value people over assets, and restoration over judgement. This includes duty of care considerations for all ministry areas.

Team member commitment:

- a) I will seek to be respectful and treat everyone the same – regardless of rank or socioeconomic position, including myself.

2. Be a Good Steward of God's Resources

God supplies church resources – people, time and money. All Westcity team members (Church leaders, employees and volunteers) 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.

Team member commitment:

- a) I will use church resources consistent with my responsibilities and parameters of my role.

3. Compliance with Policy

Church employees and volunteers will comply with all policies as set out by the Board and ministry leaders. It is important that anyone who is unsure of a policy or procedure that they seek out clarification from leadership.

Team member commitment:

- a) I understand that the Westcity healthy church framework (including policy and procedures) exists for the healthy functioning of the church and its people.
- b) If I am unable to find a policy that applies to our situation, I will refer to a leader within the church for direction.

4. Conflict-of-Interest

Church leaders and employees have a duty to act in the best interest of the church always. It is the unambiguous duty of any person in a church position not to use the influence of their position for personal gain, whether that gain is financial, self-gratifying or otherwise. Therefore, '*We give up our rights to be served and find greatness in serving each other*' (Jesus on leadership).

Team member commitment:

I will exhibit;

- a) Transparent motivations.
- b) Healthy boundaries.
- c) Honest communication.
- d) Self-care which includes seeking pastoral guidance and stepping aside from my role for a season if best for my health and wellbeing and that of others.
- e) Acknowledgement of the duty of care you have for my own family and friends.

5. Confidentiality

Westcity team members 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 other team members.

Team member commitment:

- a) I will seek to understand clearly the processes that are in place to make a complaint against a person or process without compromising this principle. This includes the passing of information to those on the ministry team.

6. Streamlined Processes

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

Team member commitment:

- a) I will strive to understand all processes and systems including why they exist before looking to improve them.

7. Proactive Communication

Church leaders, staff and as relevant, volunteers, should take measures to proactively communicate any information that would benefit others and improve the church or work experience. Encourage those to whom they minister to move towards self-determination under God, recognising the responsibility for their own lives

Team member commitment:

- a) I will seek to follow the grievance procedure when in the face of conflict with anyone in the Westcity community.

8. Comply with Legal Requirements

The day-to-day operations of the Church will comply with all governing laws and regulations by adopting policies and procedures to ensure legal compliance.

Team member commitment:

- b) I understand the damage that is caused by emotional and spiritual abuse (see bullying and harassment policy), recognising that both are highly subjective and difficult to identify from one person to another.
- c) I understand Westcity has a zero tolerance to any form of abuse and will take the measures required to ensure this does not take place within our community.
- d) Recognise that while touch is an essential component of human compassion what we intend with a touch hug or kiss is open to interpretation by the recipient (see bullying and harassment policy). Great care must be taken using 'touch' during any encounters and must not be of a sexual nature as well as in line with child safe policy, safe church policy, and overarching healthy behaviour guidelines.

Team member summary commitment:

- a) I am accountable for my own behaviour and responsible for my own actions and seek accountability for the way my actions impact other people.
- b) I will be aware of the way my behaviour impacts others and my intentions when dealing with other people within our community are respectful and reflect the heart of Jesus always.
- c) I am willing to reflect on the healthiest way to address any issues that arise (see grievance procedure).
- d) I will not exploit those in my care for any reason and will seek to understand the safe church policies that Westcity has in place.
- e) Treat all people with whom I come into contact regardless of race, religion, gender, political beliefs, disability, sexual orientation, or any other difference with compassion and respect for the human person.
- f) Respect the right of all people to make their own educated decisions and choices in life.

I have read the above and fully understand my commitment.

Signed: _____ Date: _____

Volunteer Coordinator to sign: _____ Date: _____

NB:

Any team member who doesn't comply with the Code of Conduct may be subject to disciplinary action up to and including dismissal from the Church.

The Code applies to these persons when they are on and off site, whilst representing Westcity during or outside working hours and attending Westcity sponsored functions.

Please refer to the Code of Conduct for further information.