



CODE OF CONDUCT FOR VOLUNTEERS

Service Level Volunteer Roles

NB: This document is for reference purposes only to understand what is in the Service Level Code of Conduct prior to online completion. This is NOT an actual form to be completed and will not be accepted.

If you are in a position of leadership or in a discipleship ministry, please see the Leader Code of Conduct.

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, volunteers are expected to sign and abide by this *Code of Conduct*.

The *Code of Conduct* sets out the following:

- the ministry commitments of volunteers
- minimum behavioural standards and appropriate boundaries expected of volunteers;
- the obligation of 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

This *Code of Conduct* applies to volunteers that require a Service Level Code of Conduct, and all volunteers who are under 18 years.

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

- *Procedure for Recruiting and Training Staff and Volunteers*
- *Procedure for Responding to Child Protection Concerns*
- *Procedure for Handling Complaints against Staff and Volunteers*
- *Procedure for Conflict Resolution*

1. Volunteers are encouraged to:

Nurture and explore their own relationship with God

- regularly participate in the life and ministry of the Church;
- commit time to exploring and nurturing faith in Jesus.

Nurture healthy relationships:

- treat others with respect;
- be a team player;
- be accountable;
- cooperate with other staff and volunteer;
- treat every program participant fairly and equitably, paying special care to include those who may find it difficult to participate;
- refer any pastoral or safe church concerns to a Pastor or the Safe Church Team.
- acknowledge when they are out of their depth, or do not possess the required skill set in difficult 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.

2. Volunteers commitment

As a volunteer of the Church, I understand the expectations on me are to:

- a) respect the mission, beliefs and values of the Church and any other doctrinal statements of the Church (as may be outlined in the Church Constitution or other Church documents);
- b) uphold, support and abide by the *Safe Church Policy*;
- c) respond to reasonable directions from the person with responsibility for the ministry I am involved in;
- d) communicate with integrity, including wise and accountable use of electronic communication;
- e) not knowingly make false, misleading, or deceptive statements;
- f) not engage in bullying, harassment, emotional abuse, verbal abuse, spiritual abuse, physical abuse, sexual abuse, of any person including my own family;
- g) not engage in sexual misconduct involving children;
- h) not act physically violent or intentionally provoke violence;
- i) upholding confidentiality; not disclosing any confidential information without the consent of the person providing the information (except where there is a legal or ethical obligation to disclose);
- j) report concerns about misconduct and/or abuse according to the Church's *Safe Church Policy* and relevant procedures;
- k) disclose all relevant information as part of completing the *Screening Check Questionnaire* if I have not already done so;
- l) 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 as soon as practicable.
- m) not take or use property belonging to others without express consent, including intellectual property (copyright);
- n) disclose to my ministry leader any substance abuse to ensure I am supported in my struggles.
- o) Not using prohibited drugs, alcohol and cigarettes onsite.

3. I understand that the following are standards that GRLC desires to be upheld:

- a) join regularly in the life and ministry of the Church;
- b) study and reflect on the Scriptures in private and in groups;
- c) pray regularly in private and in fellowship with and for the people and ministry of the Church; and
- d) 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 ie/ '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)
 - recognize that it is inappropriate to access any type of pornographic material and, if I struggle with this addiction, I will seek professional or pastoral help;
 - ensure that romantic interactions are meaningfully consensual
 - give consideration to any power imbalances in intimate relationships.
- e) act with financial integrity, including:
- having accountable and transparent systems in place for financial matters.
 - not seeking personal advantage or financial gain from our position (other than in wages, recognised allowances and deductions).
- f) not use any prohibited substance and be responsible in my use of substances that may be addictive (eg. prescriptions, alcohol).

4. I understand that if I do not follow this code, an appropriate leader will hold me accountable and support me with the issue.

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

- a) and it is a plausible complaint relating to serious misconduct and/or abuse (including child sexual abuse), the Church may ask me to step aside from my duties, and I will, 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 Resolving Conflict, 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 engagement as a volunteer with the Church.

I, _____ have read, understand, and agree to make every effort to uphold the Service Level Volunteer Code of Conduct.

Applicant Signature: Applicant will be asked to type their name as a digital signature.

NOTE: the volunteer should receive a copy of this *Code of Conduct* and the Church should retain the signed and dated copy of the *Code of Conduct* for at least 45 years (preferably 100 years).