

[Church Name]

CODE OF ETHICS AND CONDUCT STATEMENT

[Church Name] believes it's very important to be clear with their staff about its expectation that they uphold the highest of Biblical standards of conduct, personally and professionally.

[Church Name] is a Christian organization, committed to the advancement of Christian principles, and establishes a Code of Conduct reflective of its belief.

I agree that, as part of the qualifications for this position, I'm a "born-again" Christian who knows the Lord Jesus Christ as their Savior (John 3:3, 1 Peter 1:23). I accept without verbal or mental reservations [Church Name]'s Code of Ethics and Conduct, and I'm committed to upholding it.

I agree to manifest by my daily example the highest Christian virtue serving as a Christian role model (1 Timothy 4:12) both in and out of my employment with the [Church Name] to all persons I come into contact with (Luke 6:40), and fellow employees. I agree to be a role model in judgment, dignity, respect and Christian living. I acknowledge that this includes, but is not limited to the refraining from such activities as the use of:

- Alcoholic beverages,
- Tobacco,
- Illicit Drugs,
- The use of Vulgar and Profane Language (Colossians 3:17, Titus 2:7-8, 1 Thessalonians 2:10 and Thess. 5:18, 22-23, and James 3:17-18).

[Church Name] believes that the relationship of marriage is between one man and one woman, and that it's God's intention that those who enter into marriage shall seek, in mutual; love and respect to live as one man and one woman in Christian fidelity as long as they both shall live.

[Church Name] believes that God has specifically and expressly condemned sexual intercourse outside of the marriage covenant. This prohibition applies to married persons committing adultery, to sexual relationships between unmarried men and woman, and because God intends that the sexual relationship to be between male and female, to homosexual practice.

I agree to accept [Church Name]'s interpretation of Biblical standards for my sexual behavior. That any sexual behavior including but not limited to premarital, extramarital, homosexual activity; sexual harassment; use or viewing of pornographic material or websites; and sexual abuse of children is forbidden and violates the employment requirement of being a Christian role model. I agree that such behaviors are grounds for immediate dismissal from my position.

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I also agree that the unique roles of the male and female are clearly defined in the scriptures and that Romans 1:24-32 condemns the homosexual lifestyle (Romans 12:1-2, 1 Corinthians 6:9-20; Ephesians 4:1-11, 5:3*5, 1 Thess. 4:3-8; 1 Timothy 4:12, 2 Timothy 2:19-22, 1 Peter 1:15-16, 2:15-17 and 1 John 3:1-3).

Although employment with [Church Name] is based on mutual consent and both the employee and [Church Name] have the right to terminate employment at will, with or without cause or advance notice. We have the right to decide on the appropriate action. We may consider:

1. The seriousness of your conduct,
2. Your employment record,
3. Your ability to correct the conduct,
4. Actions we have taken for similar conduct by others,
5. And how your action affects the ministry and other circumstances.

[Church Name] reserves the right to terminate any employee for reasons not stated in this statement or for no reason at all.

IMMEDIATE REMOVAL OR ACTION

An employee may be discharged immediately for violating church policies. Examples of reasons considered justification for immediate action would include, but are not limited to:

1. Revealing confidential information concerning the church members, employees or guests.
2. Stealing church property, coworkers property or any other person's property.
3. Refusing or deliberately failing to carry out a reasonable instruction of your supervisor.
4. Intentional falsification of an employment application, timesheet, expense claim or other church documents.
5. Using church equipment, personnel or facilities to falsify documents or information.
6. Failure to get along with coworkers to the point that morale and productivity suffer.
7. Failure to follow work rules
8. Violation or disregard of an established security policy or practice of the minister's security guidelines.
9. Professional or personal misconduct detrimental to the rights or safety of coworkers or members.
10. Failure to report for work without calling or without an excused absence.
11. Behavior indicating abuse of alcohol or controlled substances, either illegal or prescribed.
12. Violation of [Church Name]'s Code of Ethics and Conduct Policy.
13. Personal conduct of a verbally or physically abusive nature.

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14. Expiration/revocation or inability to demonstrate required licensure/registration/certification.
15. Indictment or conviction of a felony.
16. Excessive tardiness or unauthorized absences.
17. Arguing and/or fighting with coworkers, members or guests.
18. Using or possessing alcohol or illegal drugs at work or coming to work under the influence of alcohol or illegal drugs.
19. Using abusive language at work.
20. Failing to carry out reasonable job assignments.
21. Violating church rules and/or Biblical Principles adopted by the church.
22. Unlawful discrimination or harassment.
23. Possessing any unlawful weapon (Gun, knife or any device prohibited by the ministry to be brought on the premises.) on the work sites.
24. Using church property or equipment for the employee's personal use without the prior consent of the church.
25. Sexual misconduct in violation of Biblical principles described in this Code or those that are in violation of federal, state and local law.

It should be stressed that the above items are examples of serious misconduct and the list is not intended to be all inclusive. In these cases, [Church Name]'s Church Administrator must be contacted before any action is taken.

I agree to attempt to resolve differences with others (coworkers, administration) by following the Biblical pattern of Matthew 18:15-17. Should the employee have unresolved issues with the employer after utilizing the Matthew 18 principle, I and the employer agree to be bound by [Church Name] Dispute Resolution Agreement in an attempt to resolve issues and bring reconciliation.

Persons hired with [Church Name] must acknowledge their agreement with this statement and commitment to abide by it.

I affirm that I have read and will abide by the Code of Conduct Statement.

[Church Name]
CODE OF ETHICS AND CONDUCT ACKNOWLEDGMENT

I acknowledge that I have received, read and understand the Code of Ethics and Conduct of [Church Name]. I understand that failure to comply with this statement could result in disciplinary action up to and including termination of employment.

Please sign, date this acknowledgment and return it to the Human Resources Department.

Date: _____

Signature: _____

Print Name: _____