

Sacred Heart Church, Quex Road.
Code of Ethics and Conduct for Volunteers & Parish Personnel

CODE OF ETHICS AND CONDUCT FOR VOLUNTEERS AND PARISH STAFF

General Code of conduct for all personnel and volunteers

"Profoundly respecting the dignity and sacredness of each person, we seek to grow close to Christ and make him known through our way of life and ministry. We commit ourselves principally to those on the margins of Church and society".

---Oblate Vision Statement

Introduction

Priests, pastoral ministers, administrators, staff, and volunteers in our parishes, must uphold Christian values and conduct. This *Code of Pastoral Conduct* provides a set of standards for conduct in most area of pastoral situations.

Conduct for Parish Leaders and Volunteers:

1. *Parish Leaders and Volunteers must respect the rights and advance the welfare of each person.*
2. Parish Leaders and Volunteers must assume the full burden of responsibility for establishing and maintaining clear, appropriate boundaries in all aspect of their work within the Parish.
3. Workers and volunteers must treat all people of all races, religions, and cultures with respect and consideration.

Harassment:

4. *Priests, staff, and volunteers must not engage in physical, psychological, written, or verbal harassment of staff, volunteers, or parishioners and must not tolerate such harassment from other Church staff or volunteers.*
5. Priests, staff, and volunteers shall provide a professional work environment that is free from all form of verbal intimidation or harassment.
6. Harassment encompasses a broad range of physical, written, or verbal behaviour, including without limitation the following:
 - Physical or mental abuse.
 - Racial insults.
 - Derogatory ethnic slurs.
 - Unwelcome sexual advances or touching.
 - Sexual comments or sexual jokes.
 - Requests for sexual favours used as:
 1. a condition of employment, or
 2. to affect other personnel decisions, such as promotion or compensation.
 - Display of offensive materials.

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7. Harassment can be a single severe incident or a persistent pattern of behaviour where the purpose or the effect is to create a hostile, offensive, or intimidating work environment.
8. All allegations of harassment will be taken seriously and reported immediately to the Parish *Office for the Protection of all and most importantly, Children and Young People in our Parish.*

Safeguarding:

9. Volunteers shall abide by guidelines set forth in the Parish Safeguarding Policy
10. Using, possessing, or being under the influence of alcohol, illegal, or illicit whilst in Church or with young people will not be tolerated.

Confidentiality:

11. All volunteers must refrain from discussing personal issues (gossip) about members of this Parish with others who have no need to know.
12. Church employees and Volunteers will comply with all policies as set forth by the ministry.
13. Information disclosed to group of leaders during the course of Parish council meetings or extra ordinary meetings with the Parish priest, shall be held in the strictest confidence possible, except there is clear and imminent danger to any individual or to other member of the Parish

Conflicts of Interest

14. Staff and volunteers should avoid situations that might present a conflict of interest. Even the appearance of a conflict of interest can call integrity and professional conduct into question.
15. Parish personnel and volunteers should disclose all relevant factors that potentially could create a conflict of interest.
16. Parish personnel and volunteers should inform all parties when a real or potential conflict of interest arises. Resolution of the issues must protect the person receiving ministry services.
17. No Parish personnel or volunteer should take advantage of anyone to whom they are providing services in order to further their personal, religious, political, or business interests.
18. Conflicts of interest may also arise when a volunteers or a parish leader's independent judgment is impaired by:
 - Becoming an advocate for one (person) against another within the Parish.

Reporting Ethical or Professional Misconduct

19. *Parish personnel and volunteers have a duty to report their own ethical or professional misconduct and the misconduct of others.*
20. *Parish personnel and volunteers must hold each other accountable for maintaining the highest ethical and professional standards. When there is an indication of illegal actions by any of the Parish personnel or volunteers, you should notify the proper authorities*

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immediately, or your supervisor, and the Parish Office for the Protection of Children and Young People.

21. When it appears that a member of *Parish personnel*, or a volunteer has violated this *Code of Pastoral Conduct* or other religious, moral, or ethical principles:
- Report the issue to the Parish priest or any of the Priests
 - Refer the matter directly to the Parish Office or safeguarding representatives for the Protection of Children and *Young People*.

Staff or Volunteer Well-being

22. *Parish personnel and volunteers have the duty to be responsible for their own spiritual, physical, mental, and emotional health.*
23. *Parish personnel and volunteers should be aware of warning signs that indicate potential problems with their own spiritual, physical, mental, and/or emotional health.*
24. *Parish personnel and volunteers should seek help immediately whenever they notice behavioural or emotional warning signs in their own professional and/or personal lives.*
25. *Parish personnel and volunteers must address their own spiritual needs. Support from a priest is highly recommended.*
26. Inappropriate or illegal use of alcohol and drugs is prohibited.
27. Look out for any one in distress and offer appropriate care and reassurance

These Sacred Heart Church procedures will be followed to protect the rights of all involved.