



Staff Code of Conduct

*We want to see the news of Jesus producing more and more life-long disciples,
who together see the gospel reach further and deeper into Canberra and
beyond.*

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The Grace of God Trains Us For Godly Ministry

The New Testament teaches that the grace of God that has appeared in our Lord Jesus Christ brings salvation, and is received by faith, and not on the basis of any works that we do (Rom. 3:22-25; 5:6-8; Eph. 2:8-9, Titus 2:11.) This same full, free, gracious and unmerited salvation is also the beginning of a transformed life because the grace of God liberates us into a life in union with Christ in which we do good works prepared beforehand for us to walk in (Eph. 2:10.)

Those who are involved in leadership amongst God's people, especially in the preaching and teaching of the Word of God, are responsible to be exemplary in their living in this strong, free, transforming grace of God. They are to give serious and consistent attention to the shaping of their lives by the salvation that has appeared in Jesus Christ. While the complete scriptures of the Old and New Testament contain much instruction on the way in which this grace is to work out in the lives of those involved in preaching and teaching the Gospel of Jesus Christ, the pastoral letters of Paul to Timothy and Titus are particular instructive. It should be noted that much of what Paul says in these letters relates to the character and personal life of these leaders, and not simply to their behaviour in the "public setting" of their ministry. These letters should be read as the proper context for this Code of Conduct.

For these reasons, the Crossroads Staff Code of Conduct may differ from the codes of conduct of other organisations in that the Code proceeds with the understanding that the private and public conduct of staff must not be separated. Also, the Code does not attempt to describe the totality of the behaviour of those trained by grace, but rather particular issues relating to the conduct of Crossroads staff.

This Code applies to all employed, or working for, Crossroads including trainee ministry staff, office staff and is intended to identify the personal behaviour and practices of pastoral ministry that will enable staff to serve faithfully those among whom they minister, and, so, to give glory to God. If the behaviour and practices it outlines are followed, it is hoped that our ministries will be known to be settings where people are safe from harm or abuse, where integrity is honoured, accountability is practised, and misconduct is openly dealt with. As well as serving this educative and exhortatory role, this Code of Conduct provides a framework for the supervision of the conduct of staff, and is set in a policy context in which disciplinary action may be taken.

It is in a network of relationships that the gracious godliness we are called to is given expression.

1. Personal godliness and family relationships
2. Relationships with members of the Church
3. Relationships with other staff
4. Relationships with the wider community

The needed character and virtue for good and godly ministry are the fruit of the Spirit as He brings home to the human heart the work of Christ's saving death and resurrection. Such ministry of the gospel flows from the work of the gospel in the one who ministers the gospel. Let us entrust ourselves to the God of grace for the ministry to which He calls us in His grace. All staff should be familiar with this code of Conduct. When staff are unclear as to what the Code of Conduct means or how it might apply to them, they should consult their supervisor, or if necessary the Executive Pastor or Senior Pastor, for clarification.

Personal Godliness

We, as Crossroads staff, will:

1. Endeavour to keep spiritually healthy through a regular discipline of reflective reading of the Scriptures, private and public prayer, and regularly attending a congregation of God's people.
2. Carefully attend to the responsibilities of love that we have to our spouse (if married), children (if any) and wider family. We recognise the priority of these relationships over all others, save that with God Himself.
3. Be exclusively faithful within heterosexual marriage, or celibate in singleness. Except within heterosexual marriage all sexual or sexualized behaviour is forbidden. Sexualised behaviour includes sexual relations, harassment, molestation, and any other conduct of a sexual nature which is inconsistent with the integrity of a person in a position of authority. It includes behaviour that may reasonably be perceived to be of a sexual nature according to the standards of the person to whom it is directed. This includes viewing or possessing pornographic or other restricted material. Where pornography or sexual fantasizing is a problem, we affirm as of first importance honesty and openness and resolve to take practical initiatives. We commit ourselves to seeking appropriate accountability with our spouse, staff peers or supervisors, seek counselling where needed, and to make responsible use, for example, of any internet filtering mechanisms that may help.
4. Be responsible and moderate in our use of alcohol and other intoxicating or addictive legal substances.
5. Obey the law, in so far as that law is not contrary to the Holy Scriptures and does not unjustly prohibit the expression of faith in Christ.
6. Take proper care to be faithful stewards of our finances and to fulfil our obligations with regard to taxation and Centrelink matters.
7. Acknowledge that there are limits to the ministry we can properly provide. We should maintain our own health scheduling regular time for exercise, recreation and rest, including appropriately using our allocated allowance of annual leave.
8. Look for, and take advantage of, opportunities to maintain and enhance our ministry skills, through various means which may include: professional supervision / consultation; peer support; having a mentor; and regular feedback.
9. Participate in a ministry review on an annual basis.
10. Acknowledge that we have a responsibility to encourage one another to abide by the Code of Conduct.

11. NOT Physically, sexually, emotionally or verbally abuse any person including those in your family. Nor undertake any pastoral ministry when we are impaired by alcohol or any other mind-altering or addictive substances. Nor use illegal mind altering substances. Nor use any substance in a manner that results in intoxication.
12. NOT steal property belonging to others, including intellectual property.
13. NOT knowingly make statements that are false, misleading or deceptive.
14. NOT knowingly use sexual, violent, racist, or foul language which is likely to cause offence to those listening or to dishonour other persons.
15. NOT bully, unlawfully discriminate or harass another person. Bullying is as defined according to the Fair Work Act.

Relationships with Members of the Church

We, as Crossroads staff, will:

1. Recognise the God-given value of each person the Lord brings us to in ministry, and seek to honour the unique ways they each have been gifted by the Lord. Our relationship with members of the church will flow from, and demonstrate the love and grace of God that has been made known in our Lord Jesus. The power in ministry relationships must always be exercised in the service of others
2. Recognise that members of the congregation generally possess less theological training than we do ourselves, and that, for these reasons at least, as well as the trust implied by appointment as a Pastor, there normally exists a disparity of power in the ministry relationship. At all times care must be given to be gentle, not quarrelsome, nor violent, nor quick-tempered, and that all persuasion will be gracious and self-controlled.
3. Pay careful attention to what a church member is communicating to you, noticing and responding to both verbal and non-verbal cues.
4. Be courteous in all electronic communications.
5. Have due regard for the confidentiality of matters raised by a member of staff in pastoral conversation.
6. When seeking or providing professional supervision / consultation staff will not identify any person and only disclose what is necessary to obtain the supervision or advice.
7. Tell someone who is confiding in us, of the limits to confidentiality and the arrangements for supervision or obtaining advice. Wherever possible, this should be done before the disclosure of the confidential information, such as at the beginning of an interview.
8. If a member of the Church discloses that they have been abused in childhood or more recently, or are at risk of suffering or harm, offer appropriate care and advice, referring them to other professionals as needed, and staff must seek advice from the Senior Pastor before disclosing this information in order to be aware of and comply with relevant laws.
9. Take care to ensure that all contacts with members of the Church are godly and above reproach, and have as their primary consideration the serving of the members. As staff we want to encourage and model healthy, honouring, and godly relationships, and particularly so between men and women. Trust is important when developing and maintaining ministry relationships and boundaries are essential for maintaining trust to minimise either the threefold risk of:

- a. Our relating being misinterpreted by a member of the church;
 - b. Our being accused of misconduct; or,
 - c. At its worst, our engaging in misconduct.
10. Therefore we should give due consideration to the following matters, whether the situation is of contact between people of opposite gender or the same gender, and particularly in one to one relationships:
- a. Whether we are dressed appropriately, giving particular attention to dressing modestly;
 - b. Whether the physical location is appropriate, in particular whether it allows for privacy of conversation while maintaining the opportunity for appropriate supervision and visibility;
 - c. The physical distance between us and the other person to maintain both hospitality and respect;
 - d. Whether the circumstances would suggest a social interaction;
 - e. The propriety and circumstances of the contact when visiting or being visited alone, especially at night;
 - f. The personal safety and comfort of all participants;
 - g. Establishing at the outset, the meeting's purpose and the boundaries with respect to the subject matter, confidentiality and its duration; and,
 - h. The appropriateness of initiating or receiving any physical contact, such as gestures of comfort, that may be unwanted or misinterpreted.
11. Fully understand, and comply with, responsibilities that are outlined in the Churches Safe Ministry Policies.
12. Exercise great caution in the development of romantic relationships with members of Crossroads Church. The imbalance of power in the relationship is a significant factor that must be considered carefully in such a situation. However, where a romantic relationship with a member of the Church has developed, or is aware that it is likely to develop, the Crossroads staff must disclose the nature of the relationship to the Senior Pastor to ensure accountability and prevent misunderstanding.

We, as Crossroads staff, will not:

- 1. Verbally abuse Church members.
- 2. Emotionally abuse church members by any means including: unjust or manipulative systems of inclusion in or exclusion from acceptance;

ridicule or humiliation in front of others; name- calling; isolation, control of another's time or affection, or keeping a person in crisis.

3. Make sexually suggestive or explicit comments to church members.
4. Abuse our position in gaining advantage over a church member for some personal benefit, financial or otherwise.
5. Respond to conflict with a church member with physical violence.

Relationships with Other Staff

We, as Crossroads staff, will:

1. Appropriately support and encourage those who work in fellowship with us in the ministry of the gospel as staff of Crossroads making every effort to ensure that arrogance, belligerence, quick-temper, malice, envy, or slander do not mark our relationships with, or conversations about, other staff.
2. Accept those lines of authority that are in place within Crossroads, and give due regard to those who have supervision of us within the organization, being accountable and willing to be subject to supervision or authority and submitting to discipline when it is right and proper.
3. Seek to resolve disagreements with other staff members through personal contact firstly – with all gentleness - and then, should resolution not be reached this way, through speaking to appropriate and authorised people within Crossroads. If needed, we will carefully follow the complaints procedure adopted by Crossroads.
4. When challenged by other staff, give careful consideration to the complaint and respond in a gentle, measured, and honest manner.
5. Exercise great caution in the development of romantic relationships with other staff. An imbalance of power in the relationship is a significant factor that must be considered carefully in such a situation. Given this, pastoral relationships between staff may at times legitimately develop into romantic relationships. If this begins to happen the staff person must: disclose the nature of the relationship to a supervisor to ensure accountability and prevent misunderstanding.
6. Properly and honestly report Crossroads-related financial dealings, and handle gifts given during the course of employment according to the financial guidelines developed by Crossroads.

Relationships with the Community

We, as Crossroads staff, will:

1. Seek to honour the Lord through an ethical and open approach in our attempts to persuade others to believe the good news about Jesus Christ
2. We disavow any approaches which de-personalise people; or that seeks their conversion through manipulative, coercive, or overly emotional means which bypass a person's critical faculties, or that mask the true nature and demands of Christian conversion.
3. We believe in the gospel of Jesus Christ, and affirm the necessity of the proclamation of Christ to every person. As evangelists, we will pursue this goal with openness, revealing our identity and purpose, theological positions, and sources of information. We will engage people of other religious persuasions in true dialogue, listening carefully and responding honestly and graciously.
4. Follow the same approach to Personal Godliness outlined in Section 1.

Breaches to the Code of Conduct

All Crossroads staff are responsible for meeting the standards set out in this Code and ensuring behaviour inconsistent with this Code is not tolerated or covered up. If you are aware of a breach of this Code, by yourself or another person, you should report this to the Executive Pastor or Senior Pastor. Failure to meet the standards of this Code may result in disciplinary action up to and including termination of employment/engagement. Note that a serious breach of this code by staff will be considered, and constant Breaches may be considered, to be a violation of Section 16.1a of the Constitution in terms of bringing the Christian faith and the association into disrepute.

Minor Breaches

Breaches which are not serious and which do not result in significant harm. will be responded to restoratively. These minor breaches are not serious misconduct and not a breach of civil or criminal law, but still unacceptable behaviour. These would include failing to engage in the practices expected of a worker in this code. As a worker, if you are having difficulty abiding by the code, speak with your team leader or supervisor about receiving help. In some cases it may be necessary to step a person aside from their duties or role whilst this takes place. It is crucial to deal with such matters confidentially and sensitively. Not all workers will understand 'unacceptable' behaviours. Even after the code is read and explained, some may be unaware they are exhibiting unacceptable behaviours. Workers need to be open to correction and humble enough to modify behaviours so as to not discredit the gospel. Even unintentional breaches may require the stepping aside of a person from their duties.

Repeated minor breaches

Where a leader has been made aware of their behaviour and yet refuses to change. The worker's supervisor shall meet with them for behaviour review meetings and communicate the required behaviour change. This should require no more than three meetings. If behaviour continues, a small group of senior staff or officer-holders are to arrange a meeting to address the behaviour. Stepping aside is appropriate at this point. If the behaviour/s continues beyond this meeting, then respectfully, and upholding confidentiality, the person will be stood down for a set period. They will be offered help in changing their behaviour via counselling if they are willing. Please note, under some circumstances repeated minor breaches would be classified as serious misconduct.

Serious Misconduct

Allegations of serious misconduct including abuse, sexual misconduct and criminal activity to be managed according to the Church Complaints process, and if found on the balance of probabilities to be true would constitute “gross misconduct which brings the Christian faith and the association into disrepute” as outlined in the Constitution, and may lead to the dismissal of a staff member.