

## **Ethos and Vision Statement Staff Code of Conduct**

### **1. ETHOS STATEMENT**

The ethos of St Peter's Church is our motivation for all our work. We work together to extend Jesus' model of the Kingdom of God on earth by living out a lifestyle of love, truth, justice, mercy and forgiveness according to his teaching. We are inspired by His message, life and example through which God's love for all people is expressed.

Our ethos is given life through our relationships; the way we work together and behave with one another and those we seek to serve demonstrates and authenticates our ethos. It is through these relationships with each other and those we seek to serve that we practice our ethos.

Our ethos is rooted in our spirituality which is based on our faith in Jesus Christ and in His love, which compels us to serve others. This faith directs and influences both our internal relationships as well as our work with those who St Peter's Baptist Church is seeking to serve. Our activities are an outworking of our faith. The link between who we are and what we do cannot be broken.

### **2. VISION STATEMENT 2013 – 2016**

The Vision: We will become a movement of disciple-making disciples.

We will grow to be a vibrant church of many more followers of Jesus.

*To achieve this we will need:*

#### A change in culture

from moderate to pioneering, daring and expectant

from attractional to mission-focused

from comfortable to diverse and radical

from two-dimensional spirituality ('up and in') to three-dimensional spirituality ('up, in and out')

#### A change in structure

from a Sunday congregation supplemented by small groups

to a church in which a varied collection of mission-shaped communities come together to be resourced by Sunday celebrations

#### A change in power and initiative

Within the overall vision of the church and the basic framework of *up, in and out*, mission-shaped communities have maximum freedom to take initiatives as God leads them

#### Our key steps to making this dream a reality are:

- Practising the habits of discipleship
- Becoming God-dependent praying people
- Developing mission-shaped communities, committed to serving and witnessing in neighbourhoods or networks of relationships
- Creating an ethos of invitation
- Telling stories of God's blessing through success and failure
- Supporting and training leaders

### **3. Staff code of conduct**

#### **3.1. Purpose of the staff code of conduct**

This code of conduct highlights our shared expectation of employee's duty toward others. The Church trusts staff in the discharge of their job responsibilities. The code cannot be a definitive statement or an exhaustive list of rules governing conduct but provides a framework of guidance. We recognise staff exercise initiative and judgement and this may conflict with others interests and needs. It is designed to help minimise that conflict. If you are unsure you should seek the advice of your line manager or the Senior Minister.

#### **3.2. Working with the public**

In your dealings with the public the Church expects you will ensure: -

- Your relationships are never of a kind that could compromise you, the Church Ethos or the Church.
- That everyone is treated with compassion, respect and understanding, particularly those who are vulnerable and have specific and individual needs.
- You work in accordance with our ethos, vision and values.

#### **3.3. Working with Colleagues**

You are expected to treat colleagues with dignity, respect and courtesy. This includes attending meetings on time and meeting other deadlines on which your colleagues and others depend.

### **3.4. Compliance with St Peter's Baptist Church policies and procedures**

In order to help colleagues, you must comply with the Church's policies and procedure including: -

- The Church's management structure and accountability framework
- Your terms and conditions of employment and job description
- Sickness and Absence Policy and Procedure
- Discipline and Grievance Policy and Procedure
- Ethos and Vision Statement and Staff Code of Conduct
- Equality and Diversity Policy
- Confidentiality and Data Protection Policy
- Adult Protection Policy
- Safe to Grow (Child Protection Policy)
- Health and Safety Policy and Procedures
- Lone Working Policy
- Email and Internet Policy and Procedure
- Financial Policy and Procedures

Polices are reviewed and updated on a regular basis.

### **3.5. Representing St Peter's Baptist Church**

In order to preserve the reputation of the Church you must: -

- Obtain approval from the Senior Minister (or his/her appointed deputy) before contacting the press or committing Church resources other than those for which you have responsibility.
- Maintain professional standards of conduct toward members of the public.
- Dress appropriately with due regard for the conclusions others may draw from your personal presentation.
- Take care over the use of St Peter's Baptist Church notepaper and logo

### **3.6. Conflict of Interest and Professional Responsibilities**

The Church recognises that personal interests and professional responsibilities and boundaries may conflict from time to time. If you have a concern then you should discuss this with the Senior Minister

The Church requires that staff: -

- Give your name when asked and to wear any ID required by St Peter's Baptist Church so that it is visible to others, offering a welcome to newcomers but challenging anyone who you think might be a stranger and present a risk to staff or building users.
- Declare any actual or potential conflict of interest they may have regarding the appointment/management of staff;

- Preserve the confidentiality of information relating to St Peter's Baptist Church's business after leaving St Peter's Baptist Church's employment;
- Take care to ensure that in developing personal relationships with people in the wider community, particularly on St Peter's estate, that the appropriate boundaries of propriety and conduct are maintained and that personal actions do not call into question the Church Ethos.

If staff wish to undertake additional paid employment/volunteer outside of the Church they must obtain the Senior Ministers consent. Consent will not be unreasonably withheld.

### **3.7. St Peter's Baptist Church Property and Equipment**

In order to preserve the quality of the Church's environment and physical resources you must: -

- Look after St Peter's Baptist Church premises and property, observing procedures for borrowing and using equipment including ensuring that security of property and information is maintained and not put at risk. This particularly applies to lap top computers;
- Conserve energy and minimise financial and environmental costs wherever possible;
- Pay for any costs incurred by the personal use of Church equipment (e.g. phone, fax, and photocopier).

## **4. Management Vision Statement**

The Church seeks to manage its affairs effectively; ensuring that Ministers, the Leadership Team and line managers: -

- Work in line with our **Ethos and Vision Statements** and **Staff Code of Conduct**
- Demonstrate that they have a clear, shared understanding of their responsibilities and accountabilities;
- Are highly regarded for their leadership, who communicate and engage with their work colleagues, Church Members and the public effectively;
- Are confident and effective line-managers who are self-motivated and able to motivate staff and volunteers;
- Contribute to shaping the Church's vision and mission;

### **Code of Management Conduct**

We recognise that as Ministers, members of the Leadership Team and line managers we should: -

### ***BE POSITIVE***

- Praise colleagues and celebrate success whenever possible
- Promote the sharing of good practice
- Acknowledge our own mistakes, understand how they happened and avoid repeating them
- Be as clear as possible when defining who will do what by when (think SMART)
- Welcome and learn from constructive criticism
- Always aim to work with people, never on people

### ***BE SUPPORTIVE***

- Speak well of colleagues to others and ensure that criticism is constructive
- Never criticise colleagues in public and always avoid 'blaming and shaming'
- Respond to poor behaviour and performance as quickly as possible, in fairness both to the member of staff (who has a right to know and a right to support) and to their colleagues
- When dealing with poor behaviour and performance, keep the emphasis on the positive and be supportive, even when a colleague has to accept that there is a problem which must be addressed
- As far as possible speak directly to an under-performing colleague ourselves: if comment comes via a third-party, it brings with it also a sense of hurt and/or guilt
- Err on the side of caution in judging what might or should be treated as confidential and never discuss matters of this kind with a third party – even when the third party asks on behalf of, or regards themselves as a perfectly acceptable proxy for, the colleague in question

### ***CONSULT EFFECTIVELY***

- Always take time to give staff the 'big picture', explaining the whys and wherefores for doing something, what is involved and the timescales.
- Always communicate to all who are touched, even tangentially, by a particular Church activity or initiative.

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