[INSERT NAME OF CHURCH] CONFLICT OF INTEREST POLICY

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# PURPOSE

* 1. This Conflict of Interest Policy provides a framework for identifying and managing conflicts of interest in church ministry and governance at [insert name of church].
  2. This policy should be read in conjunction with the [insert name of church] Code/s of Conduct.

# SCOPE

* 1. This Conflict of Interest Policy applies to all paid staff, and leadership, ministry and volunteer roles at [insert name of church].
  2. The Elders [or insert alternative governance group throughout] are responsible for implementing this policy.

# POLICY STATEMENTS

* 1. [Insert name of church] will proactively identify, declare and manage actual, potential or perceived conflicts of interest in a consistent and proactive manner, to ensure they don’t affect the ministry and decisions of the church.
     1. A conflict of interest occurs when a person’s personal interests conflict with their responsibility to act in the best interest of the church. This may relate to employment, goods and services or funding accessed by the church.
     2. The conflict may arise due to a person having a substantive interest in or being a decision maker in either the matter or the other party(ies) involved or because they are in a close personal relationship (e.g. spouse, child, parent, sibling) with the party(ies) involved.
  2. Conflicts of interest must be avoided or managed appropriately to reduce the conflict of interest to an acceptable level.
  3. All paid staff, and individuals in leadership, ministry and volunteer roles will declare any interests immediately they become aware of them. These will be recorded in meeting minutes and, if deemed valid, will be declared on a Register of Interests.
  4. Any person with a declared conflict of interest will work cooperatively with the Elders/Board to resolve the conflict in the best interests of the church.
     1. Any person with a conflict of interest will abstain from voting on, or otherwise participating in decisions relating to the situations where that conflict exists.
  5. The Elders will take disciplinary action where it is found that a conflict of interest exists and has not been declared or managed appropriately.

# PRINCIPLES

## Accountability and responsibility

* 1. All paid staff, and individuals in leadership, ministry and volunteer roles are responsible for declaring any interests immediately they become aware of them.
  2. The Elders/Board are responsible for working with individuals to ensure identified conflicts of interest are appropriately managed.

## Compliance, monitoring and review

* 1. The Elders are responsible for ensuring this policy is followed for managing conflicts of interest.
  2. This policy will be reviewed annually by the Elders/Board.

## Reporting and records management

* 1. A Register of Interests, which includes how a conflict of interest is to be managed, will be maintained and updated quarterly at Elders/Board meetings.

# DEFINITIONS AND TERMINOLOGY

## Terms and definitions

|  |  |
| --- | --- |
| Term | Description |
| **Board** | [insert and update as relevant for your church] |
| **Elders** | [insert and update as relevant for your church] |
|  |  |
|  |  |

# RELATED LEGISLATION AND DOCUMENTS

|  |  |
| --- | --- |
| Category | Related Reference Document(s) |
| **Related Policies** | [insert if any] |
| **Related Legislation and Standards** | [insert if any] |
| **Related Procedures, Supporting Documents and references** | Register of Interests |

APPROVAL AND REVIEW DETAILS

|  |  |
| --- | --- |
| Approval and Review | Details |
| **Ownership and Accountability** | Elders/Board |
| **Approval Responsibilities** | Elders |
| **Next Review Date** | DD/MM/YYYY |

|  |  |
| --- | --- |
| Approval and Review | Details |
| **Approval Date** | DD/MM/YYYY |
| **Amendment History** | [note date and reason for amendment] |