

Code of Conduct 2024: Emmanuel Community and its Ministries

This Code applies to all the ministries of Emmanuel Community (EC) including but not limited to: Ignite Youth, Emmanuel Worship, ECM, Children's Ministry. This agreement applies for the duration during which a person is representing or ministering in the name of Emmanuel Community. The leaders of Emmanuel Community may revise and update this Code of Conduct at any time.



As an Agent for Emmanuel Community and its Ministries, I agree to abide by the following Code of Conduct:

Appropriate Behaviour:

I will:

1. Be committed to the practice of the Catholic Faith, including participation in Sunday Eucharist.
2. Be committed to the up-building of Emmanuel Community.
3. Be committed to the charism, vision, mission and core values of Emmanuel Community and the ministry to which I am representing.
4. Be committed to unity at all times in relationships, teams and ministries.
5. Be accountable to the Leadership team of the event or ministry area, and ultimately the Senior Leadership Team.
6. Hold a current and valid working with Children Check or "Blue Card" (Positive Notice for working with young people) if working with under age youth and a police check where required.
7. Familiarise myself and act in accordance with the Risk Management Strategic Framework for Safeguarding Children and Vulnerable Adults and risk assessment procedures and attend training.
8. Give permission for other agents, EC leaders or any other person, to raise with the Ministry Area Leaders any concerns they may have regarding my conduct in relation to Safeguarding or professional standards.
9. At all times be in full view of another Agent when with a child/young person.
10. Be committed to **online safety** and follow this code of conduct at all times when acting on behalf of EC on internet/facebook/instagram or any other social networking site.
11. Treat safeguarding of children and vulnerable adults as my responsibility and exercise the utmost diligence and care in this area, acknowledging that I am often in a privileged position to help safeguard the protection of children and vulnerable adults and uphold the dignity and wellbeing of each child or vulnerable adult I encounter.
12. Conduct myself in a 'manner worthy of the Gospel of Christ'; in exemplary behavior with regard to my life, my speech, my actions and behaviours.

Inappropriate Behaviour Pertaining to Ministry

I will not:

1. Be intoxicated with alcohol at youth events.
2. Use, possess or sell illegal drugs.
3. Be alone in a room with a child to whom I am ministering to at any time.
4. Travel alone in a car with a child, and will in the case of an emergency, seek direct, verbal permission from parents/guardians.
5. Allow a child to participate in events, or attend someone's residence, or be present at any time with an Agent of the Community *without* the knowledge of the parent/guardian.
6. Engage in premarital/extramarital sexual activity.

7. Initiate a romantic relationship with any underage youth, understanding the unequal nature of the relationship (ie. the relationship has a leader/teenager origin - eg Ignite High Leader with teenager of Ignite High)
8. Sexually harass any person by humour, humiliation, unwelcome physical contact, etc, whether face to face, texting or the internet.
9. Use inappropriate speech, particularly around those I am ministering to.
10. Abuse the internet by using pornography or abuse social media by posting inappropriate messages, language, photos or videos on social networking sites or the internet, including sexting.
11. Use 'snapchat' or (instant messaging platforms that disappear) with any underage young people I meet whilst ministering as a leader of EC. I will not add anyone under the age of 18 whom I meet whilst ministering as a leader of EC (unless a pre-existing relationship)
12. Act in a way that is blatantly and consistently hostile or uncooperative.

Investigative and disciplinary Procedures for Non-Compliance of the COC

1. It is the policy of Emmanuel Community to investigate all accusations of wrongdoing. If a EC staff or volunteer fails to comply with any aspect of the Code of Conduct, or is found guilty of inappropriate behaviour, the action taken is dependent upon the gravity of the non-compliance. The following procedure is followed:
 - a. The situation is reported to the Ministry Area Leader. Subsequent to this, the Moderator of Emmanuel Community will be notified and provide support.
 - b. The Ministry Director, with the Moderator, assesses the seriousness of the situation which in turn determines who proceeds with the investigation, the Ministry Director, safeguarding committee or PRR team.
 - c. Either of the above mentioned receive a statement from the person in question. A warning is given to this person that the action contravenes the minimum standards of behaviour agreed to as an agent of EC. They are then reminded of the expected behaviour outlined in the Code of Conduct which they agreed to.
 - d. If the person in question continues to not comply with the Code of Conduct, they will be removed from ministry indefinitely which may result in them being unable to volunteer for EC. After a thorough investigation, this decision is made by the Ministry Director with the support of the PRR and the moderator.
 - e. A written report will be filed with the confidential record (see sperate form)

If a complaint is made against an agent, or the level of non-compliance is high, then the person in question is suspended from duty immediately until an investigation is complete and a decision is made. For further detailed information with regards to procedures for filing a complaint, please refer to the EC's risk assessment framework as well as EC's professional standards, safeguarding and EC's Sexual Harassment Framework – Procedures for filing sexual harassment complaints.

The Leadership Teams of the ministries of EC and the Moderator of Emmanuel Community reserve the right to investigate and remove if necessary, any member from ministry for any inappropriate behaviour at any time.

Agreement:

I, _____, hereby state that I have read and understand the "Code of Conduct" and agree to embrace and abide by these standards of conduct. I understand that this agreement applies for the duration for which I am representing or ministering in the name of Emmanuel Community.

Signed:

Date:

Moderator/Delegate:

Date: