

Highland Mennonite Brethren Church Conduct Manual Standard of Conduct

It is Highland Mennonite Brethren Church (“HMBC”)’s commitment that its Leadership Team Executive and Core Ministry Coordinators, Staff, Team Leaders, and Team Members who are placed in a position of trust with vulnerable persons (“Screened Volunteers and Staff”) represent Jesus Christ in their roles with or on behalf of HMBC. (Ephesians 4:21-24 *You were taught, with regard to your former way of life, to put off your old self, which is being corrupted by its deceitful desires; to be made new in the attitude of your minds; and to put on the new self, created to be like God in true righteousness and holiness.*)

This *Standard of Conduct* (the “Standard”)¹ sets out basic principles that Screened Volunteers and Staff shall agree to follow, in order to assist in creating a harmonious and ethical ministry environment which honours God, is above reproach, serves the community, and does not endanger HMBC’s welfare, interests or reputation. *APPENDIX 1 - STANDARD OF CONDUCT AGREEMENT* shall be signed by all Screened Volunteers and Staff upon commencement of ministry at HMBC.

1. APPROPRIATE AND INAPPROPRIATE CONDUCT

1.1. Screened Volunteers and Staff shall:

- 1.1.1. Perform their defined duties to the best of their ability, with consistency and reliability; (Eph 4:1,7 *As a prisoner for the Lord, then, I urge you to live a life worthy of the calling you have received. ...But to each one of us grace has been given as Christ apportioned it.*)
- 1.1.2. Aim for productive, collaborative, and trusting relationships with others; (Eph 4:2-6,26,27 *Be completely humble and gentle; be patient, bearing with one another in love. Make every effort to keep the unity of the Spirit through the bond of peace. There is one body and one Spirit, just as you were called to one hope when you were called; one Lord, one faith, one baptism; one God and Father of all, who is over all and through all and in all. ...“In your anger do not sin”: Do not let the sun go down while you are still angry, and do not give the devil a foothold.*)
- 1.1.3. Strive to tackle challenges, set-backs and lack of resources with faith and creativity; (Eph 4:14-16 *Then we will no longer be infants, tossed back and forth by the waves, and blown here and there by every wind of teaching and by the cunning and craftiness of people in their deceitful scheming. Instead, speaking the truth in love, we will grow to become in every respect the mature body of him who is the head, that is, Christ. From him the whole body, joined and held together by every supporting ligament, grows and builds itself up in love, as each part does its work.*)
- 1.1.4. Conduct themselves with honesty, integrity and transparency, in accordance with all applicable laws, policies, and guidelines; (Eph 4:25,28 *Therefore each of you must put off falsehood and speak truthfully to your neighbor, for we are all members of one body. ...Anyone who has been stealing must steal no longer, but must work, doing something useful with their own hands, that they may have something to share with those in need.*)

¹ This Standard of Conduct was developed with resources from The Salvation Army Canada and Bermuda Territory, <https://smartchurchmanagement.com/sample-code-of-ethics/>, The Samaritan’s Purse Canada, and Wycliffe Bible Translators of Canada.

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- 1.1.5. Honour God's desire for marriage as the Bible teaches; (Eph 5:31-33 *"For this reason a man will leave his father and mother and be united to his wife, and the two will become one flesh."* This is a profound mystery—but I am talking about Christ and the church. However, each one of you also must love his wife as he loves himself, and the wife must respect her husband.)
- 1.1.6. Pursue purity in thought, word, and deed; (Eph 5:3-5 *But among you there must not be even a hint of sexual immorality, or of any kind of impurity, or of greed, because these are improper for God's holy people. Nor should there be obscenity, foolish talk or coarse joking, which are out of place, but rather thanksgiving. For of this you can be sure: No immoral, impure or greedy person—such a person is an idolater—has any inheritance in the kingdom of Christ and of God.*)
- 1.1.7. Treat others with respect, dignity, fairness and courtesy, regardless of age, gender, race, religion, disability, socio-economic status, or cultural background (see also HMBC's *Harassment Policy*); (Eph 5:1-2,21 *Follow God's example, therefore, as dearly loved children and walk in the way of love, just as Christ loved us and gave himself up for us as a fragrant offering and sacrifice to God. ...Submit to one another out of reverence for Christ.*)
- 1.1.8. Place high priority on the health and safety of themselves, others, and creation (see also HMBC's *Plan to Protect® Policy* and *Physical Safety and Emergency Response Policy*); (Eph 5:15-17 *Be very careful, then, how you live—not as unwise but as wise, making the most of every opportunity, because the days are evil. Therefore do not be foolish, but understand what the Lord's will is.*)
- and
- 1.1.9. Respect and support Team Leaders and the Leadership Team. (Eph 4:11-13 *So Christ himself gave the apostles, the prophets, the evangelists, the pastors and teachers, to equip his people for works of service, so that the body of Christ may be built up until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ.*)

1.2. Screened Volunteers and Staff shall not:

- 1.2.1. Use their position in order to gain an advantage over or exploit the vulnerability of others (see also HMBC's *Plan to Protect® Policy*); (Eph 5:8-13 *For you were once darkness, but now you are light in the Lord. Live as children of light [for the fruit of the light consists in all goodness, righteousness and truth] and find out what pleases the Lord. Have nothing to do with the fruitless deeds of darkness, but rather expose them. It is shameful even to mention what the disobedient do in secret. But everything exposed by the light becomes visible—and everything that is illuminated becomes a light.*)
- 1.2.2. Act or communicate in a discriminatory, harassing, threatening, or violent manner (see also HMBC's *Harassment Policy*); (Eph 5:29-31 *Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen. And do not grieve the Holy Spirit of God, with whom you were sealed for the day of redemption. Get rid of all bitterness, rage and anger, brawling and slander, along with every form of malice. Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you.*)

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- 1.2.3. Engage in repeated and intentional viewing, production or distribution of pornography; (Eph 4:17-20 *So I tell you this, and insist on it in the Lord, that you must no longer live as the Gentiles do, in the futility of their thinking. They are darkened in their understanding and separated from the life of God because of the ignorance that is in them due to the hardening of their hearts. Having lost all sensitivity, they have given themselves over to sensuality so as to indulge in every kind of impurity, and they are full of greed. That, however, is not the way of life you learned when you heard about Christ and were taught in him in accordance with the truth that is in Jesus.*)
- 1.2.4. Use, distribute, or be under the influence of alcohol or non-medical drugs (e.g., non-prescribed cannabis) while serving with or on behalf of HMBC at an HMBC-sanctioned or endorsed activity; (Eph 5:18-20 *Do not get drunk on wine, which leads to debauchery. Instead, be filled with the Spirit, speaking to one another with psalms, hymns, and songs from the Spirit. Sing and make music from your heart to the Lord, always giving thanks to God the Father for everything, in the name of our Lord Jesus Christ.*)
- or
- 1.2.5. Participate in or assist others to participate in any illegal and/or criminal activity; (Eph 5:6 *Let no one deceive you with empty words, for because of such things God's wrath comes on those who are disobedient. Therefore do not be partners with them.*)

2. VIOLATION OF THE STANDARD OF CONDUCT

Screened Volunteers and Staff who become aware of a suspected violation of the Standard shall report it immediately to their Team Leader, Core Ministry Coordinator, or a member of the Leadership Team Executive. They shall not be disciplined for reporting in good faith any suspected violation.

Screened Volunteers and Staff suspected of a violation shall be treated with respect and dignity, and the suspected violation shall be investigated without assumption of guilt.

Screened Volunteers and Staff who attempt to retaliate against a person for reporting in good faith any suspected violation shall be subject to disciplinary action, up to and including removal from their role with or on behalf of HMBC.

Any confirmed violation is viewed as a serious matter, regardless of whether or not the action in question was taken for the sake of convenience, or whether or not there is any actual loss or benefit to HMBC and/or others.

All Screened Volunteers and Staff are expected to cooperate fully in any investigation of a suspected violation. Depending on the findings of the investigation, Screened Volunteers and Staff may be removed from the ministry environment immediately. Disciplinary action may be taken up to and including removal from their role with or on behalf of HMBC. Civil or criminal proceedings may be initiated.

Anyone with a dependency is encouraged to seek treatment and HMBC is committed to providing support and assistance within reasonable limits.

The Leadership Team has final authority on how to respond to a violation.

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APPENDIX 1 - STANDARD OF CONDUCT AGREEMENT

As part of complying with the *Standard of Conduct* at Highland Mennonite Brethren Church (“HMBC”), this *STANDARD OF CONDUCT AGREEMENT* shall be signed upon commencement of ministry at HMBC by the Leadership Team Executive and Core Ministry Coordinators, Staff, Team Leaders, and Team Members who are placed in a position of trust with vulnerable persons (“Screened Volunteers and Staff”). The completed document shall be submitted to the Team Leader or the HMBC office at 4018 Centre B St NW, Calgary AB T2K 0W2, office@highlandchurch.ca, 403-276-9396.

Agreement		
I acknowledge that I have read the Standard of Conduct (“the Standard”)		
I understand the principles contained within the Standard.		
I agree to comply with the Standard.		
I recognize that I may address with my Team Leader or a member of the Leadership Team any questions or concerns I may have at any time regarding the Standard.		
Signature of Screened Volunteer or Staff Member		
Signature	Printed Name	Date
Purposes and Extent		
<p><i>HMBC collects and retains this information for the purposes of having a written record of the agreement of its Screened Volunteers and Staff to comply with the Standard of Conduct in their role with HMBC. Upon review and any required follow-up, the original document is filed indefinitely – upon recommendation by our insurance company and legal counsel - in HMBC’s CONFIDENTIAL archives. The information collected is also stored in a password-protected database. The information is accessible only to the Team Leader, Designated Screening Personnel, Leadership Team, and where required by law. If you wish to limit the information collected, or to view your information, please contact HMBC.</i></p>		