



# C3 Church

## TEAM CODE OF CONDUCT

A team member is who serves as part of a team under the direction of a C3 Church appointed leader

C3 Church has a culture of serving and all C3 people are encouraged to serve. Those who serve, however, must do so with an attitude that values the dignity of people and behaviour that is pleasing to God. Jesus modelled the ideal attitude towards serving in John 13:3-14. The following code of conduct has been developed to help team members at C3 Church to serve more safely and effectively. It is a list of behaviours that every person who serves in C3 Church is expected to live by. All C3 people are encouraged to serve the shared vision, values, and mission of C3 Church and to grow in their relationship with God and with people. This code is not exhaustive but it lays out the minimum expectations for team members at C3 Church.

### Expected Behaviour

Consistent with C3 Safe Church Framework (WHS Policy and Children & Young People Protection Policy), those who serve in C3:

- will act in the best interests of those they serve, especially those who are vulnerable.
- will be accountable within their teams and follow reasonable instructions from those in leadership.
- will not be spiritually, emotionally, physically or sexually abusive in any way toward others. Domestic and family violence is never acceptable.
- will avoid the use of offensive language (e.g. vulgar language, sexual connotations, and racial or religious slurs).
- will exercise caution with all potentially addictive behaviours and/or harmful substances.
- will refrain from using any illicit substances.
- will use caution when initiating or receiving physical contact with those they serve, including gestures of comfort. Such gestures can be unwanted or misinterpreted.
- will treat all with whom they work, fairly and with respect.
- will acknowledge when they do not possess the required skill set in a situation and seek help from a supervisor or church leader. This particularly applies to helping those who are victims of abuse or require professional counselling.
- will not take property belonging to others, including intellectual property (copyright).

### The C3 Safe Church Framework specifically requires that all workers, including team members must:

- Co-operate with any reasonable policy or procedure of the C3 Church Executive Management, or undertaking relating to health or safety at the workplace, that has been notified to Workers.
- Effectively identify and immediately report any known or perceived instances, disclosures or allegations of harm to their overseer and/or C3 Church staff member, who will consult with the Child Protection Compliance officer.
- Maintain the privacy of all C3 people, in particular those associated with disclosures of harm, subject to compliance with all relevant legislation.
- Have a "Cleared" Working With Children Check number at all times, according to standards set by the NSW Commission for Children and Young People. This applies to those who work in C3 Kids, Families Hospitality, C3 Youth, C3 Cares, C3 Worship, Photography & Social Media, or any other team member that engages with under 18's.
- Agree to complete Child Safe & Vulnerable People training, both video and online quiz.

### Financial matters and conflict of interest

- Those who serve in C3 Church are encouraged to have integrity in their financial dealings. They must not seek financial gain from their church role.
- Information gained through C3 Church must not be used for purposes other than for legitimate C3 Church purposes and any conflict of interest that impacts upon the fulfilment of this code must be disclosed.

### Implementation of the Code

- All team members of C3 Church are considered 'Workers' under Workplace Health & Safety and Child Protection legislation. Workers have a greater responsibility at law, and their conduct may become the subject of an investigation. This may be reportable to relevant authorities.
- Any breach of this code involving a criminal offence may lead to a report being made to the relevant authorities.
- Any breach relating to harm, or risk of harm, will be dealt with according to the C3 Safe Church Framework.
- Any other breach will be considered in the light of the best interests of the person and those they serve and may result in the person being stood down from their area of service.
- Team members need to be open to correction and humble enough to modify behaviours so as to not discredit the gospel.

The C3 Safe Church Framework documentation incorporates the C3 Church WHS Policy and C3 Church Children and Young People Protection Policy, which can be found on the HUB at: <https://www.hub.myc3church.net/volunteer>



## C3 Church Team Member Declaration

Thank you for your decision to become team member at C3 Church. This declaration is part of our church's duty of care commitment to provide a safe environment for all people.

### PERSONAL DETAILS

Surname:

First and Middle Names:

Any Former Names:

Date of Birth: (DD / MM / YYYY)

Mobile Phone:

Working With Children Check number (if completed):

Note: If you are under the age of 18, you will need to complete this declaration in hard copy.

### CONSENT TO HOLD INFORMATION

I consent to the information contained in this application including the subsequent pages to be kept by C3 church. I understand that this information will be kept in a confidential file and used only for screening and pastoral purposes.

By becoming a team member at C3 Church you are considered a 'Worker' under Workplace Health & Safety, Child Protection legislation and the C3 Safe Church Framework. Workers have a greater responsibility, and their conduct may become the subject of an investigation and may be reportable to relevant authorities.

Any breach of this code involving a criminal offence may lead to a report being made to the police.

### DECLARATION

I understand that C3 Church operates in an environment of numerous legal and ethical restrictions, and I will fully cooperate with the church in abiding by these. I assure the church, in considering me for a team role that:

- I have no health impediment that will put me or any other person at risk in the fulfilment of my designated role.
- Other than those matters disclosed by me to the church at the time of making this declaration, I know of no past behaviour that renders me unfit to serve on team or which detracts from the obligation of the church to operate as a place of safety to a minor or any other person. Such past behaviour may include being the subject of an allegation of sexual abuse (whether convicted or not), including any type of molestation, indecent exposure, sexual harassment or intimidation.
- I understand that if I am unclear as to any of the statements in this document, I will seek clarification from a C3 staff member or leader before signing.
- I have provided this information, and any documents accompanying it in good faith and declare they are true and correct to the best of my knowledge and belief.
- I understand that any misstatement or omission from this declaration may render me unfit to hold particular roles at C3 Church.
- I have received a copy of the C3 Church Team Code of Conduct and I agree to uphold it.
- I understand that when considering whether there is an avenue for my voluntary services, C3 Church may refer to its C3 Safe Church Framework.
- I will respect the decision of C3 church as to where I serve as a team member within the church, and whether my services are required.
- I understand that a team leader will be available to me to discuss my service.
- If I will be working in a team with under 18's, I understand that I will need to complete further training and obtain a Working With Children Check.

- I have read, understood and agree with these guidelines, and by ticking this box I agree to uphold them.
- I understand the C3 Culture as outlined in the Next Step pathway or the C3 Culture Video: <https://vimeo.com/262922158>
- I have watched and understood the C3 Child Safe video in the Next Step pathway or the Child Safe & Vulnerable People training video <https://vimeo.com/223410696/8c4d9dd359> and online quiz <http://www.surveymgizmo.com/s3/3614237/Child-Safe-and-Vulnerable-People-Training-for-Volunteers>

Team Member's Signature:

Date:

(If under the age of 18, please have the form co-signed by your parent/guardian)

Parent/Guardian name:

Signature: