

The vocation to ordained ministry demands moral, professional and accountable conduct by all engaged in it. In addition to the above responsibilities Clergy must:

- ◆ Maintain high standards of knowledge in all areas of ministry appropriate to their position, continue to update their knowledge and ministry skills and encourage colleagues to do the same.
- ◆ Participate responsibly in all of the works of the church. Work within the regional structure of the diocese, respecting the decisions of parish, diocesan and national church councils. Respect and support the ministerial authority and responsibility of colleagues licensed by the Archbishop/ Bishop.
- ◆ Approach a colleague if they believe they are acting unprofessionally, unethically, or that their standard of practice fails to meet standards required. If the issue is not resolved, convey relevant information to the regional Bishop or the Archbishop.
- ◆ Use the liturgies authorised by the church and abide by the oaths and declarations taken at the time of their appointment.
- ◆ Preserve absolute silence on matters shared in the context of a formal confessional situation.
- ◆ Observe professional boundaries of behaviour and work morally with integrity, love, justice, compassion and co-operation, avoiding competitiveness.
- ◆ Be fully aware of diocesan protocols concerning sexual harassment, and bring these to the attention of the Christian communities in which they bear responsibility.
- ◆ Set aside regular time for leisure, recreation and annual leave with arrangements to ensure response to urgent pastoral situations and take long service leave during and not at the conclusion of active ministry.
- ◆ Ensure that parish records and registers are maintained and kept in a safe place, and available for appropriate inspection.
- ◆ Maintain clear boundaries between personal and church finances, repay personal debts promptly, use the corporate card only as allowed and be responsible in the care and use of church-provided housing.
- ◆ Observe the laws of the church and encourage others to do likewise.
- ◆ Inform the Registrar immediately of any legal action which may be taken against them, the church or its officers.

Clergy must not:

- ◆ Act with self-interest, manipulation or betrayal.
- ◆ Misrepresent their competence, qualifications, training or experience.
- ◆ Enter into or continue any relationship with the purpose of receiving any personal advantage or gain, whether monetary, emotional, sexual or material, or which may endanger the life and well-being of the church community.
- ◆ Share confidential information with spouse, family or friends.
- ◆ Be influenced by offers of personal or monetary reward or deal with church finances in such a way that the distinction between personal and church monies becomes blurred.



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ANGLICAN CHURCH – PROVINCE OF VICTORIA

Faithfulness in Service and The Code of Good Practice – A Summary



Faithfulness in Service and The Code of Good Practice – A Summary

The Faithfulness in Service Code and The Code of Good Practice establish appropriate standards of behaviour and practices of pastoral ministry for all church workers. The complete codes can be found at your parish office.

Each Christian represents Jesus Christ in the way she or he lives, acts and relates. The scriptures command us to be holy, even as God is holy, and to love both God and neighbour. Ordained ministers and church workers represent Christ and his Church in the public arena and are held to the highest standards of holy living. You have a duty to God and the church to understand and responsibly exercise the authority which has been given to you, and the trust inherent in your pastoral and personal relationships. You are accountable to the Lord for your conduct.

Your Duty

The Faithfulness in Service Code and the Code of Good Practice apply to all church workers. A church worker is any person who is licensed or otherwise authorised by the Archbishop or a Bishop and any person who performs any function in, or for, the church in a paid or volunteer role.

As a church worker, you have authority conferred by your appointment and/or licensing. You have a duty to understand and responsibly exercise the power and trust inherent in pastoral and personal relationships, and extending into broader Christian communities. You are expected to act in a manner that will uphold and enhance the good standing of the church and your colleagues and faithfully serve the community with integrity, honour and accountability. Your privileged position requires corresponding responsibility and accountability. To overstep appropriate levels of intimacy is a serious misuse of influence, trust and power.

Every Church Worker must:

- ◆ Recognise the power, trust and limitations of their leadership role and not behave in a manner which is abusive or unprofessional.
- ◆ Recognise the limits of their personal responsibilities, vulnerabilities, skills, experience and competencies. Respect the competencies of others and refer where necessary.
- ◆ Take responsibility for their actions.
- ◆ Maintain honesty and tell the truth.
- ◆ Acknowledge relationships for what they are or may become. Consider if they are able to provide appropriate pastoral ministry. Avoid the impression of favouritism and end a pastoral relationship if friendship may develop into a personal or intimate relationship. It is a serious abuse of privilege to use a pastoral role to further a personal relationship. Such abuse is a breach of duty, bringing discredit to the church.
- ◆ Understand that all conversations in a ministry context are pastoral encounters. Consider the propriety of all aspects of the interview. Review their ability to assist and the appropriateness and effect of their words and actions.
- ◆ Be sensitive to, protect and respect all people from all backgrounds; taking particular care in ministry with children, young people and other vulnerable groups.
- ◆ Establish the nature and limits of confidentiality in pastoral relationships. Do not share confidential information without permission. If seeking advice do not identify any person.
- ◆ Understand that confidentiality and trust are fundamental to a sound pastoral relationship. Uphold the principle of confidentiality within the constraints of the law and statutory requirements. (Mandatory reporting provisions do not apply to clergy but voluntary reporting is encouraged where a person believes a child is in need of protection.)
- ◆ Maintain a healthy lifestyle with leisure time and leave. Do not over commit.
- ◆ Care for themselves and their personal and family relationships.
- ◆ Maintain a commitment to faithfulness in marriage and chastity in singleness.
- ◆ Care for their colleagues, without discrimination, and provide co-operation, encouragement and support.
- ◆ Be aware that physical contact, such as gestures of comfort, may be unwanted or misinterpreted. Take particular care with children.
- ◆ Take up opportunities for professional supervision and peer support.
- ◆ Act and dress appropriately to the context, being a model to the community.
- ◆ Be responsible in their use of alcohol.
- ◆ Pay all debts and taxes. Clearly delineate between personal and church finances.
- ◆ Exercise discretion as to whether any gift should be accepted and where appropriate disclose this to a supervisor or colleague.
- ◆ Keep records of daily pastoral activity and actions arising from each activity; accurately record personal remarks.
- ◆ Be aware of the principles of privacy legislation in relation to the collection, use, disclosure and management of personal information. Hold all records securely.
- ◆ Understand and follow standard procedures for leaving a parish and respect the integrity of the newly appointed person; professionally terminate all associated pastoral relationships at the end of an appointment.
- ◆ Take action in circumstances where they become aware of breaches of the codes.
- ◆ Be aware of their obligations under the applicable Canon and under law.
- ◆ Observe the law; other than any law which is contrary to the Holy Scriptures, unjustly prohibits the practice of religion, or prohibits civil disobedience.

Children and Child Protection

Jesus Christ set children as the prime examples of what it means to belong to the Kingdom of God. This means that children have the right to be safe, protected, respected, listened to and their particular needs addressed in all church activities, whether mixed aged or child specific.

There is an inherent imbalance of power; children are incapable of giving valid consent to abuse. Any form of child abuse is always wrong. If you know or reasonably suspect that a child is at risk of harm from child abuse, you should report this to the appropriate authorities. Where the abuse is perpetrated by a church worker, also report it to the Director of Professional Standards.

The responsibility to ensure the safety and welfare of children participating in your pastoral ministry cannot be delegated.

Church Workers must:

- ◆ Be aware of the symptoms of child abuse and grooming.
- ◆ Ensure that everyone who works with children, including external providers, complies with all screening and selection requirements and receives regular training in child protection.
- ◆ Ensure that all activities are appropriate, held at an appropriate venue and are led by a person appropriately qualified.
- ◆ Ensure adequate supervision and that all potential hazards are identified and minimized.
- ◆ Take all reasonable steps to ensure that the proper systems, church and civil, for the safety, health and welfare of children participating in the church's pastoral ministry are implemented and maintained. There is more information in the complete Faithfulness in Service Code.

Financial Integrity

Financial integrity is essential in all financial processes and transactions. You cannot delegate your personal responsibility for financial management to anyone else. You are publicly accountable for all church monies you handle. You should avoid borrowing money from or lending to a person with whom you have a pastoral relationship. If you do, then disclose the circumstances to a supervisor or colleague.

Church Workers with a financial responsibility must ensure that:

- ◆ Proper systems for financial integrity and accountability are implemented and maintained.
- ◆ All stipends, wages and allowances payable are adequate, and paid promptly and in full.
- ◆ Anyone with authority for financial management in a church body is suitably trained and aware of their responsibilities.

Conduct

Church Workers must not:

- ◆ Engage in bullying; emotional abuse; harassment; physical abuse or discipline; sexual abuse; or spiritual abuse of any person.
- ◆ Sexually abuse an adult or child or engage in disgraceful conduct of a sexual nature.
- ◆ Take advantage of their position to engage in sexual activity with a person in their pastoral care.
- ◆ View, possess, produce or distribute any form of child pornography.
- ◆ Knowingly use offensive language or view, possess, produce or distribute restricted material.
- ◆ Engage in prostitution.
- ◆ Visit brothels without a pastoral ministry legitimate purpose.
- ◆ View, possess, produce or distribute restricted material containing sex or nudity without a legitimate purpose.
- ◆ Take property belonging to others, including intellectual property or knowingly make statements that are false, misleading or deceptive.
- ◆ Use any prohibited substance.
- ◆ Use the internet in an inappropriate manner.
- ◆ Seek personal advantage or financial gain for themselves or their family from their position or from a pastoral relationship.