



STAFF CODE OF CONDUCT

'Let your manner of life be worthy of the gospel of Christ'

Philippians 1:27

All people serving in ministry at City on a Hill are called to faithfully obey God and honour Jesus with their lives with conduct that is: above reproach; full of the fruit of the Spirit; and displaying evidence of the work of God in their lives. Godly Christian character is at the heart of what it means to be a humble, courageous & sacrificial leader. Such character is expected to happen through a personal and living faith in Jesus Christ.

Staff at City on a Hill (regardless of their role) have additional responsibility as overseers and ministers in Christ's church, to conduct themselves in a manner worthy of the gospel, being above reproach, and worthy of respect.

This code of conduct summarises these requirements and as such is not intended to be exhaustive. However, it does outline some of the areas of essential conduct. These principles are expected to be implemented in all of life (including our online lives) and not just during formal ministry activities.

Serving in ministry in the church comes with varying degrees of actual or perceived authority within the church community. With this comes a responsibility to exercise that authority in a way that honours Jesus and His call to love and serve others. People in positions of authority are to be particularly aware of this when dealing with **children** and **vulnerable people**, even if their leadership does not involve direct contact with these groups. Abuse arises from the misuse of authority or power. Any form of abuse is always wrong.

This code of conduct applies to all staff in any position at City on a Hill. Failure to uphold this code of conduct may result in disciplinary action up to and including removal from ministry and employment at City on a Hill.

Sections pertaining to appropriate conduct with children applies to all staff serving in ministry at City on a Hill, and not just those in ministry roles that directly involve children and vulnerable people.

Key terms appear in bold italics the first time they appear and are defined in the [Safe Ministry Terminology](#) document.



THE STAFF CODE OF CONDUCT

At all times, as a staff member of a City on a Hill church or ministry you must:

1. Recognise the power, trust and limitations of your role, and behave in a manner which is pursuing holiness and worthy of imitation.
2. Recognise the limits of your personal responsibilities, vulnerabilities, skills, experience and competencies.
3. Be sensitive to, protect and respect all people from all backgrounds; taking particular care in ministry with children, young people and other vulnerable persons.
4. Not ***abuse***, harass, or harm another person (including ***bullying, emotional abuse, harassment, physical abuse, sexual abuse, domestic abuse, spiritual abuse, or grooming***), and actively promote a safe environment where harassment or abuse of any kind of any person is neither tolerated nor accepted.
5. Ensure that the spaces and activities you are responsible for are safe and do not put people at risk of harm.
6. Maintain your own required safe ministry clearances (e.g., current working with children check), complete all required training (e.g., safe ministry training), and uphold City on a Hill policies.
7. Ensure all leaders and volunteers under your oversight hold required safe ministry clearances for respective roles (e.g., working with children checks), complete required training, and are aware of and agree to uphold relevant codes of conduct and other required policies.
8. Uphold a ***biblical expression of sex and sexuality***, maintaining a ***commitment to faithfulness*** in heterosexual marriage, and ***chastity in singleness*** (with integrity in dating relationships).
9. Not view, possess, produce or distribute pornography or other restricted material. Not make any prohibited material available to children or other people.
10. Be responsible in your use of alcohol and any other legal substances or activities. Not use, possess, produce, or distribute any prohibited substance.



11. Not take property belonging to others (including intellectual property), seeking to give appropriate and lawful honour to the work of others.
12. Be committed to truth in all areas of life, and not knowingly make statements that are false, misleading, deceptive, or defamatory (including in use of online communication).
13. Not engage in gossip. If a staff member has concerns about another staff member's behaviour, you should either: speak directly with the relevant parties; communicate with a member of HR or senior staff; and / or submit a formal report through the reporting process.
14. Respect other people's privacy, and not disclose or access private or sensitive information without a valid reason.
15. Ensure all personal and sensitive information is stored securely and confidentiality, including written notes, printed and digital material, in accordance with the City on a Hill [ICT policy](#).
16. Conduct staff, pastoral and social meetings in an appropriate environment, with wise boundaries for the context, and in manner that is above reproach. Take steps to avoid circumstances that could lead to false accusation or engagement in misconduct. Give consideration to:
 - place of the meeting, arrangement of furniture and lighting, and your attire,
 - balance of privacy of conversation if appropriate, with opportunity for accountability (e.g., meeting rooms with windows; doors unlocked; in a location visible to others),
 - appropriate physical distance to maintain both hospitality and respect,
 - clearly defined meeting purpose and boundaries with respect to subject matter, confidentiality, and duration,
 - appropriateness of frequency and volume of meetings,
 - appropriateness of initiating or receiving physical contact that may be unwarranted or misinterpreted.

Record all staff and pastoral meetings in your City on a Hill calendar, and share view access to your calendar with at least one accountability partner. E.g., your spouse if you have one, your supervisor, a colleague, or other accountability partner.

To support the code in this area of conduct, staff are expected to disclose to an accountability partner any meeting (staff, pastoral, or social) which could be perceived by an accountability partner as in breach of the intent of this code to maintain healthy, Godly relationships.



17. Give wise consideration to appropriate arrangements if travelling with other staff or church members (e.g., shared car, public transport, flights, etc.), to ensure the manner of travel is above reproach with wise boundaries for the context.
18. Ensure personal communication with others through digital tools (e.g., phone, text, email, social media) is appropriate for the context and used in a manner that is above reproach and would be considered appropriate if observed by an accountability partner.
19. Identify, disclose and appropriately manage any *conflicts of interest* within the course of your ministry.
20. Not seek personal advantage or financial gain for yourself or your family from your position or from a pastoral relationship, beyond your remuneration and approved allowances.
21. Not accept any *inappropriate gift* and disclose any gifts received in a ministry context in accordance with the City on a Hill personal gifts policy.
22. Obey laws of the governing authorities, living as respectful citizens of society, except if laws conflict with the biblical teachings of Christ. Rare action of civil disobedience should only be made in consultation with and with the support of the local lead pastor or equivalent.
23. Not be alone with a child away from the presence of other adults (unless you are the parent, legal guardian, or appointed by the parent or legal guardian to be the carer of that child).
24. Not touch a child in a manner which is inappropriate given their age, gender or cultural background. Never touch a child in a sexual nature.
25. Not develop inappropriate or special relationships with particular children that could be seen as involving favouritism or any form of special treatment.
26. Not engage in any contact with a child that is secretive (whether physical or through electronic media or in any other way).
27. Not pursue or become romantically involved with someone under your pastoral or ministry authority. Not pursue or become romantically involved with any person under the age of 18.



28. If you do develop romantic feelings for someone under your pastoral or ministry authority, or for anyone not your spouse if you are married, disclose this to an accountability partner(s). E.g., your spouse if you have one, your supervisor, a colleague, or other accountability partner.
29. Include vulnerable people (and/or their carers/significant other) in discussions about decisions that will significantly affect them.
30. Disclose immediately to the church leadership if you have previously been or currently are under investigation for any criminal offences.
31. Report any concerns or suspicions about harmful or abusive behaviours and significant risks without bias or partiality.
32. Report any known or reasonable suspicion that a child is at risk of harm from child abuse (including disclosures by children) to the Police. Report any known or suspected abuse of a child or vulnerable person by a church leader or volunteer to the Police and City on a Hill (or directly to *Kooyoora*). If making such reports to the Police or other authority, do so with the support of another person and document the actions taken.
33. Proactively seek advice and support if ever unsure how to best implement this code (e.g., your supervisor, lead pastor, HR, etc).
34. Disclose any personal breaches of this code of conduct (including any unintentional or seemingly harmless breaches) to the HR Coordinator or your local lead pastor.



REPORTING CONCERNS OR COMPLAINTS

City on a Hill encourages active reporting of any concerns or complaints of misconduct, breaches of codes of conduct or other policies, reports of harm, abuse or any other matter of concern.

To make a complaint or a report please contact us. Full details on how you can make a report and how we respond to reports can be found at cityonahill.com.au/safe-ministry.

You can also contact our independent professional standards body, Kooyoora, directly by calling 1800 135 246.

ADDITIONAL POLICIES OF THE ANGLICAN DIOCESE OF MELBOURNE

Staff serving in City on a Hill churches within the Anglican Diocese of Melbourne must also uphold:

- [Faithfulness in Service](#) - code for personal behaviour and the practice of pastoral ministry by clergy and church workers,
- [Melbourne Anglican Code of Conduct for Child Safety](#),
- [Melbourne Anglican Guidelines for Child Safety](#).

This City on a Hill code of conduct intends to be consistent with and summarise the more extensive Anglican diocese codes and policies.

REFERENCES & RESOURCES

- City on a Hill [Safe Ministry Policy](#)
- City on a Hill [Domestic Abuse Policy](#)
- City on a Hill [Reporting Policy](#)
- City on a Hill [Whistleblower Policy](#)
- City on a Hill [Personal Gifts Policy](#)
- City on a Hill [ICT Policy](#)