**LOCAL MINISTRY CONFLICT OF INTEREST POLICY EXAMPLE**

**DEFINITIONS FOR PURPOSE OF THIS POLICY:**

Employee: all clergy, laity and staff who are employed by \_\_\_*Local Ministry Name*\_\_\_\_\_.

Volunteer: all laity who voluntarily participate and serve as a voting member on any of the \_\_\_*Local Ministry Name*\_\_\_\_\_ boards, agencies, commissions or committees.

 Agency: any and all of the agencies, boards, commissions or committees that are part of \_\_\_*Local Ministry Name*\_\_\_\_\_.

**POLICY**

 It is the policy of the \_\_\_*Local Ministry Name*\_\_\_\_\_ that it conducts all staff, volunteer and agency-related business and duties free from conflict of interest or a substantial appearance of a conflict of interest.

No employee, volunteer or agency member of the \_\_\_*Local Ministry Name*\_\_\_\_\_ may participate in any decision or cause \_\_\_*Local Ministry Name*\_\_\_\_\_ to act upon any dealing in which they may have either a conflict, a potential conflict or a substantial appearance of a conflict of interest and, in such circumstances, must use their judgment to excuse themselves from the decision-making process whenever appropriate.

The only exception is at board meetings in which votes are necessary to approve budgets, benefits and other matters that affect participants and their congregations. In these cases, board members are to participate in speaking and voting based on the interests of the mission, vision and financial health of \_\_\_*Local Ministry Name*\_\_\_\_\_ rather than their own interest or benefit.

A conflict of interest or substantial appearance of a conflict of interest shall be deemed to exist when an individual or a member of their family, business associate, spouse, significant other, domestic partner, any additional employer or employee of an employee has a direct or indirect financial, personal, legal or equitable interest in the outcome of a particular decision that they influence.

If any such conflict or appearance of a conflict of interest exists, the employee or volunteer, or another \_\_\_*Local Ministry Name*\_\_\_\_\_ employee or volunteer who believes there is a conflict, must fully disclose such conflict or appearance of a conflict of interest and use their judgment to excuse themselves from the decisionmaking process whenever appropriate. Failure to do so in a timely manner could result in loss of employment (employees), position (volunteers) or contract (paid agencies).

Observed conflicts of interest must be reported to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ who is then obliged to report the conflict of interest to \_\_\_\_\_\_\_, who will coordinate any required investigation and resolution. If the report is against the leadership with oversight of the conflict-of-interest reporting process, reports should be directed to \_\_\_\_\_\_\_\_\_\_\_\_, who will coordinate any required investigation.

All investigations for employees, staff and volunteers will be coordinated and conducted in such a way as to ensure that said investigations are free of racial and gender bias.

All employees, volunteers and agencies of \_\_\_*Local Ministry Name*\_\_\_\_\_ are required to review and sign the Conflict-of-Interest Policy annually