

First Congregational United Church of Christ (FCUCC)

Title: Conflict of Interest (CoI)

Policy:

1. Persons covered under this policy include: the FCUCC staff, Board, Finance or Personnel Committee who shall participate in a decision that will materially or personally benefit her/him or family members.
Examples include, but are not limited to:
 - (a) Use of the equipment, property or other resources of FCUCC for personal gain.
 - (b) Serving on Boards, staff, or in other capacities at agencies that work at counter purposes to the mission and vision of FCUCC.
 - (c) Use or disclosure of information not generally available to others gained through service or employment at FCUCC for personal gain or influence.
 - (d) Receive compensation or personal gain from FCUCC contracts or services.
2. The FCUCC staff and Board will disclose a list of potential conflicts of interests upon annually signing of the Conflict of Interest form. The senior pastor will maintain a file of all signed CoI forms.
3. When any staff member is aware of the potential for such a conflict of interest, he/she will notify the Senior Pastor who will determine if a conflict exists.
4. If the Senior Pastor, Board member or Board committee member is aware of a potential conflict of interest he/she will notify the Board Moderator and remove his/herself from the decision making process.
5. Any person identified, who is aware of a conflict of interest, need not identify the nature of the conflict but may simply acknowledge that one exists and withdraw.
6. Any member of the congregation who is aware of a potential conflict of interest may report it to the Moderator of the Board who will include the discussion at the next Board meeting. If it is determined that a conflict exists, the person involved will be asked to remove him/herself from the decision making process.
7. The Senior Pastor will conduct a review of a reported conflict of interest of staff members.

Approval Date: July 18, 2016

Staff Signatures:

Entered in Policy Manual By:

Date: