



**CODE OF ETHICS FOR CHURCH WORKERS,**

**CONGREGANTS, CLERGY AND**

**VOLUNTEERS**

**March 2022**

## ACCRA RIDGE CHURCH CODE OF ETHICS FOR CHURCH WORKERS, CONGREGANTS, CLERGY AND VOLUNTEERS

**VISION:** We aspire to be a strong and united Church impacting families, communities, workplaces and nations for Jesus Christ.

**MISSION:** To disciple Christians of all nations, denominations, ages and social classes, using the Bible as the ultimate manual.

### PREAMBLE

**Culminating from the Vision and Mission**, as persons who have offered ourselves to the service of the church (Ephesians 4: 11-12 & 1 Corinthians 10:31), our responsibility as church workers (including voluntary workers), clergy, congregants is to equip God's people to do his work, build up the church, (the Body of Christ) and live lives worthy of Christ.

#### 1. REFERENCE:

The Holy Bible (**NIV**), The Constitution of Accra Ridge Church (ARC), and any other rules and regulations that the Christian Council shall impose on its members which ARC is obliged to comply with.

Romans 12: 35-5 *'Do not think of yourself more highly than you ought, but rather think of yourself with sober judgement in accordance with the faith God has distributed to each of you. For just as each of us has one body with many members, and these members so in Christ we though many, form one body and each member belongs to all the others.'*

#### 2. PURPOSE:

This document is:

A guide to all Church Workers, Volunteers and Congregants who offer themselves for free or reward to the service of Accra Ridge Church (ARC), and its branches.

To communicate Christian ethical conduct while within and outside the church premises and to reinforce expectations for Church Workers, Congregants, Clergy and Volunteers.

Intended to define desired behaviour and be regarded as complementary to the ARC Constitution.

### 7.1 Procedure for Discipline (Ref: Art. 75, 76, 77, 78, 79 of the ARC Constitution)

1. In the event of an infraction/abuse of this Code, each case must be thoroughly investigated and the offender given the opportunity to be heard and defend himself or herself.
2. If found culpable, the appropriate disciplinary measures as set out in Article 77 of the ARC Constitution must be applied. The discipline may take the form of caution/warning or suspension/removal of the person as a Church worker, Congregant, Clergy or Volunteer.
3. In all instances, the offending member must be cautioned to desist from such behaviour by a colleague or supervisor/leader of the group to which the member belongs. Bye-laws (if available) pertaining to the Group to which the member belongs shall apply.
4. Where the issue is not resolved, the person(s) may be referred to the Clergy for counselling.
5. Where the issue is not resolved at this stage, the disciplinary procedure as set out in the ARC Constitution shall apply.
6. The final step shall be a report to Council.
7. Where the offence is committed by a visitor to the Church, the person's attention shall be drawn to the infraction immediately.

He/she must be requested to desist from continuing the offence, failing which the person shall be barred from coming to ARC. The intention here is that while the Church shall not tolerate infractions and misconduct within its premises, it is guided by the principle that the Church is a hospital for sinners.

Where the attention of the person is drawn to the offence and he/she expresses remorse, then he/she shall be counselled. Failing this, the person shall be told that his/her conduct is inimical to the good image of the Church.

Host members, Church workers, congregants, Clergy, and volunteers shall be responsible for ensuring that their guests/families and friends who visit are educated on the dos and don'ts to be observed within ARC premises.

12. Not drink or serve alcohol (except communion wine) in the Sanctuary, library, aisles and adjoining rooms and draw the attention of other members and visitors to the Church on this policy. (*Visitors shall include vendors and service providers*).
13. Not encourage the beating of drums, firing of musketry and pouring of libation within the Church premises as it is strictly prohibited. (*Ref: Art. 4 (7) and (8) of the ARC Constitution on Policy on Burials and related matters*).
14. Draw the attention of the Church Administration to any concerns on safety and or security of persons, damage or potential damage to property.
15. Be proactive in correcting any infringement or infraction by other Church members or members of the public visiting the premises. In doing so, the member shall exercise tact and diplomacy.
16. Show Christian love, and demonstrate a high sense of empathy towards fellow members.
17. Respect the confidentiality of issues that come to his/her attention in the performance of his/her duties and must refrain from disclosing matters of a confidential nature.  
Disclosure of confidential information must be purely on a 'need to know basis'
18. Honour their financial obligations, dues, tithes, etc towards the Church.
19. Not take up any membership or fellowship with oath-bound secret orders or fraternities.
20. Use laid down procedures to resolve problems (Ref. Part VIII of ARC Constitution).

## 7. PROCEDURES TO ADJUDICATE ETHICS/COMPLAINTS

Ethical decision making is a process. When conflicting obligations arise, it is expected that Biblical values, principles and ethical standards must be brought to bear. Necessary consultation must be encouraged in arriving at a decision.

### Guiding Principle for Unethical Conduct:

The Church must take adequate measures to discourage, prevent, reveal and correct unethical conduct of its workers and volunteers. Decision making must be fair and just.

## 3. DEFINITIONS

For the purpose of this document:

- "Church" means Accra Ridge Church (ARC) and its Branches.
- "Clergy" means the body of Ministers in Accra Ridge Church
- "Church Workers" means persons who offer service to the Church for a fee.
- "Congregants" means registered members of Accra Ridge Church
- "Constitution" refers to The Constitution of the Accra Ridge Church
- "Hard liquor" means beverages with high alcoholic content e.g. whisky, brandy, vodka.
- "Sanctuary" means the Main Church building housing the Sacrament.
- "Volunteers" means persons who offer service to the church for no fee.

## 4. VALUES

### 4.1 ACCRA RIDGE CHURCH'S VALUES

ARC believes in the core Christian values. Members are to be guided by these values, some of which are:

- Upholding the unity of the church, community and nation at large.
- Believing in one faith, the body of Christ and salvation.
- Through respect, trust, honesty and forgiveness, we can serve church, family community and nation in love as Christ loved us and bring honour and glory to God.
- Maintaining a high standard of ethical conduct
- Building confidentiality and trust.

### 4.2 ARC CORE BIBLICAL VALUES

- Truth (Ephesians 4:15,25) – transparency and honesty.
- Trustworthiness (Jeremiah 17:7-8, Col 3:9-10) – faithfulness, reliability, integrity.
- Purity (Matt 5:8, Ps.119:9) – morality, uprightness, integrity.

- Justice (Micah 6:8) –fairness and equity
- Grace (Colossians 3:13) –forgiveness, letting go, building in love
- Integrity (Proverbs 11:3) – truth, honesty, uprightness
- Peacemaking (Matthew 5:9, Ephesians 4:2-3) – humility, gentleness, patience

## 5. KEY GUIDING PRINCIPLES

- Obedience to Our Lord Jesus Christ
- Loyalty to the Church
- Respect for all persons in the Body of Christ
- Compliance with the ARC Constitution and related guiding principles
- Embracing accountability
- Facilitating fairness
- Maintaining the highest standards of confidentiality.
- Proactive conduct
- Effective communication

## 6. EXPECTATIONS

### 6.1 General

Every Church worker, Congregant, Clergy or Volunteer of ARC shall:

1. Perform his/her duty wherever God has placed him/her faithfully to the glory of God. In this regard, all workers are encouraged to be disciples of the Word wherever they find themselves.
2. Live holy, upright, and pure lives wherever they find themselves, to the glory of God and exhibit a high level of integrity, accountability, probity and transparency in the performance of their duties and in their dealings with others.
3. Exhibit Christian ethical behaviour in and outside the Church premises so as to uphold the reputation of ARC.
4. Recognize that he/she is the face of the Church and must behave and portray the Church in a good light.

5. Mentor youth and children in the knowledge and fear of God.
6. Not introduce doctrines that deviate from the Church's beliefs.

### 6.2 Performance of Duties

The Constitution of ARC spells out the duties of workers in the Church. That is paid workers, volunteers and persons offering themselves temporarily to the service of the Church. *(Please refer to Schedules to ARC Constitution for the various categories).*

Every Church worker, Congregant, Clergy and Volunteer irrespective of their status in Church, community, or State, shall:

1. Be expected to recognize the presence of Christ in the Church. Thus, the house of God must be seen as holy ground, deserving of reverence.
2. Be deserving of respect and honour in equal measure. Members must be respectful and polite towards their fellow members, Church leaders, congregants and Church workers.
3. Conduct duties his/her with professionalism, tact and decorum.
4. Hold himself or herself accountable for Church property and finances placed in his/her care. *This is inclusive of their actions and inactions.*
5. Exercise a duty of care when placed in positions of teaching children, see to the safety and security of children placed in their care and report any concerns to their parents/ guardian immediately.
6. Not make derogatory remarks about the church that seek to bring the name of the Church into disrepute.
7. Not use inappropriate language (e.g. vulgar or abusive language) or make derogatory remarks about other members especially within the Church premises.
8. Not fight or quarrel to the embarrassment of the Church.
9. Not wear clerical apparel when not ordained.
10. Dress decently at all times especially within the Church premises.
11. Refrain from exhibiting immoral or sexual conduct within the Church premises, or when representing the church, and not sexually harass another.