

## Church Staff Purity Policy Example

### General Behavioral Standards

The work rules and standards of conduct for EXAMPLE Church are important, and we regard them seriously. All staff members are urged to become familiar with these rules and standards. In addition, staff members are expected to follow the rules and standards faithfully in doing their own jobs and conducting EXAMPLE's ministries. Please note that any staff member who deviates from these rules and standards will be subject to corrective action, up to and including termination of employment.

While not intended to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of rule infractions or misconduct that may result in disciplinary action, including termination of employment.

- Theft or inappropriate removal or possession of property;
- Falsification of timekeeping records;
- The consumption of alcoholic beverages or illegal drugs at any time;
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs at any time;
- Fighting or threatening violence in the workplace;
- Disruptive activity in the workplace;
- Failing to tell the truth in the workplace;
- Negligence or improper conduct leading to damage of church-owned property;
- Insubordination or other disrespectful conduct;
- Violation of safety or health rules;
- Smoking in the workplace;
- Gambling or wagering of any kind;
- Sexual or other unlawful or unwelcome harassment;
- Excessive absenteeism or any absence without notice;
- Unauthorized use of telephones, or other company-owned equipment;
- Using company equipment for purposes other than business (e.g. playing games on computers or personal Internet usage);
- Unauthorized disclosure of confidential information;
- Violation of personnel policies; and
- Unsatisfactory performance or conduct.

### Harassment, Including Sexual Harassment

EXAMPLE is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's gender, race, ethnicity, age, or any other legally protected characteristic will not be tolerated.



If a staff member believes he/she has been the victim of harassment, or know of another staff member who has, they are to report it immediately to the Chief Operating Officer, or if unavailable, to their leader or another member of church leadership. Staff members can raise concerns and make reports without fear of reprisal.

Any leader who becomes aware of possible harassment will handle the matter in a timely and confidential manner.

## **Staff Purity**

### **Purpose**

To minimize the opportunity for temptation and to remove any hints of sexual immorality among the staff.

### **Supporting Scripture**

“Don’t be naïve and self-confident. You’re not exempt. You could fall flat on your face as easily as anyone else.” 1 Cor. 10:12 (Message)

“Do not be misled. Bad company corrupts good character.” 1 Cor. 15:33 (NIV)

“But among you there must not even be a hint of sexual immorality.” Eph. 5:3 (NIV)

“Opposite sex” within this policy is referring to a person other than the staff member’s mate or family member.

### **Staff members...**

1. ...will not visit a member of the opposite sex alone at home.
2. ...will not meet with the opposite sex alone in a room with the door closed and no window.
3. Married staff members will not go to lunch alone with the opposite sex; single staff members are allowed to meet with a member of the opposite sex alone in a public place.
4. ...will not ride in a vehicle alone with the opposite sex, except a single staff member in a dating situation.
5. ...will not travel overnight alone with the opposite sex.
6. Married staff members will not kiss an attendee or other staff member of the opposite sex. Married and single staff members will not show affection that might be questioned.
7. ...will remove themselves from any situation that would cause question.
8. ...will not counsel the opposite sex more than once without that person’s mate.
9. ...will not discuss detailed sexual problems with the opposite sex in counseling.

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10. ...will not discuss their marriage problems with an attendee of the opposite sex. Staff member will direct members of the opposite sex to other qualified persons of the same sex.
11. ...will use care in answering emails or letters from the opposite sex.
12. ...will make certain that any individual who answers phones or schedules appointments for them is their protective ally in this policy.
13. ...will have their church and personal computers monitored by an accountability partner(s).
14. ...will regularly pray for the integrity of all staff members.

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