



## CODE OF CONDUCT STATEMENT

First Baptist Church of Glenarden (FBCG) believes it is important that it be clear with its staff about its expectation that they uphold the highest standards of Biblical conduct, personally and professionally.

FBCG is a Christian organization, committed to the advancement of Christian principles, and establishes a Code of Conduct reflective of its belief.

I agree that, as part of the qualifications for this position, I am a “born-again” Christian who knows the Lord Jesus Christ as Savior (John 3:3, 1 Peter 1:23). I accept without verbal or mental reservations First Baptist Church of Glenarden’s Code of Conduct, and am committed to upholding it.

I agree to manifest by daily example the highest Christian virtue serving as a Christian role model (1 Timothy 4:12) both in and out of my employment with the First Baptist Church of Glenarden to all persons I come into contact with (Luke 6:40), and fellow employees. I agree to be a role model in judgment, dignity, respect, and Christian living. I acknowledge that this includes, but is not limited to, the refraining from such activities as the use of alcoholic beverages, tobacco, illicit drugs, and the use of vulgar and profane language (Col. 3:17, Titus 2:7-8, 1 Thess. 2:10, 1 Thess. 5:18, 22-23, and James 3:17-18).

FBCG believes that God’s design for the gift of sexuality is that it is to be exercised and enjoyed only within the covenant relationship of marriage between one man and one woman. We believe that it is God’s intention that those who enter marriage shall seek, in mutual; love and respect. To live as one man and one woman, in Christian fidelity as long as both shall live.

FBCG believes that God has specifically and expressly condemned sexual intercourse outside of the marriage covenant. This prohibition applies to married persons committing adultery, to sexual relationships between unmarried men and women, and because God intends that the sexual relationship to be between male and female, to homosexual practice. We believe that it is God’s expectation that the unmarried shall live pure and celibate lives refraining from sexual intimacy.

I agree to accept First Baptist Church of Glenarden’s interpretation of Biblical standards for my sexual behavior. That any sexual misconduct -- including, but not limited to -- premarital, extramarital, or homosexual activity; sexual harassment; use or viewing of pornographic material or websites; and sexual abuse of children is forbidden and violates the employment requirement of being a Christian role model. I agree that such behaviors are grounds for immediate dismissal from my position.

I also agree that the unique roles of the male and female are clearly defined in Scripture, and that Romans 1:24-32 condemns the homosexual lifestyle (Romans 12:1-2, 1 Cor. 6:9-20; Ephesians 4:1-11, 5:3-5; 1 Thessalonians 4:3-8; 1 Timothy 4:12; 2 Timothy 2:19-22; 1 Peter 1: 15-16, 2:15-17; 1 John 3:1-3).

Although employment with THE FIRST BAPTIST CHURCH OF GLENARDEN is based on mutual consent and both the employee and THE FIRST BAPTIST CHURCH OF GLENARDEN have the right to terminate employment at will, with or without cause or advance notice. We have the right to decide on the appropriate action. We may consider: 1) the seriousness of your conduct, 2) your employment record, 3) your ability to correct the conduct, 4) actions we have taken for similar conduct by others, and 5) how your action affects the ministry and other circumstances. THE FIRST BAPTIST CHURCH OF GLENARDEN reserves the right to terminate any employee for reasons not stated in this handbook or for no reason at all.

### **IMMEDIATE REMOVAL OR ACTION**

An employee may be discharged immediately for violating Church policies. Examples of reasons considered justification for immediate action include, but are not limited to:

1. Revealing confidential information concerning the Church members, employees, or guests.
2. Stealing Church property, co-workers property, or any other person's property.
3. Refusing or deliberately failing to carry out a reasonable instruction of your supervisor.
4. Intentional falsification of an employment application, timesheet, expense claim, or other Church documents.
5. Using Church equipment, personnel, or facilities to falsify documents or information.
6. Failure to get along with co-workers to the point that morale and productivity suffer.
7. Failure to follow the work rules.
8. Violation or disregard of an established security policy or practice of the ministry's security guidelines.
9. Professional or personal misconduct detrimental to the rights or safety of co-workers or members.
10. Failure to report for work without calling or without an excused absence.
11. Behavior indicating abuse of alcohol or controlled substances, either illegal or prescribed.
12. Violation of THE FIRST BAPTIST CHURCH OF GLENARDEN's Ethics and Conduct Policy.
13. Personal conduct of a verbally or physically abusive nature.
14. Expiration/revocation or inability to demonstrate required licensure/registration/certification.
15. Indictment or conviction of a felony.

16. Excessive tardiness or unauthorized absences.
17. Arguing and/or fighting with co-workers, members, or guests.
19. Using or possessing alcohol or illegal drugs at work.
20. Using abusive language at work.
21. Coming to work under the influence of alcohol or illegal drugs.
22. Failing to carry out reasonable job assignments.
23. Violating Church rules and/or Biblical Principles adopted by the Church.
24. Unlawful discrimination or harassment.
25. Possessing any unlawful weapon on the work sites. An unlawful weapon includes gun, knife or any device prohibited by the ministry to be brought on the premises.
26. Using Church property or equipment for the employee's personal use without the prior consent of the Church.
27. Sexual misconduct in violation of Biblical principles described in the Handbook, this Code or those that are in violation of federal, state and local law.

It should be stressed that the above items are examples of serious misconduct and the list is not intended to be all inclusive. In these cases THE FIRST BAPTIST CHURCH OF GLENARDEN's Church Administrator must be contacted before any action is taken.

I agree to attempt to resolve differences with others (fellow-workers, administration) by following the Biblical pattern of Matthew 18:15-17. Should the employee have unresolved issues with the employer after utilizing the Matthew 18 principle, I and the employer agree to be bound by the First Baptist Church of Glenarden Dispute Resolution Agreement in an attempt to resolve issues and bring reconciliation.

Persons hired with the First Baptist Church of Glenarden must acknowledge their agreement with this statement and commitment to abide by it.

I affirm that I have read and will abide by the Code of Conduct Statement.



## Code of Conduct Acknowledgment

I acknowledge that I have received, read, and understand the Code of Conduct of First Baptist Church of Glenarden. I understand that failure to comply with this statement could result in disciplinary action up to and including termination of employment.

Please sign, date this acknowledgment, and return it to the Human Resources Department at the Ministry Center – Room 223.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_