

North Cape Lutheran Church

Policy and Practice #1-1: Conflict of Interest

Date Accepted: January 15, 2015

Date Revised: _____

Policy Statement:

North Cape Lutheran Church (NCLC) Board, Ministry Leaders and Congregation will operate following all policies, practices, and our constitution reflecting on solid Christian morals and best practices to reduce potential for conflict of interest within all business and decision making situations on behalf of the church.

Conflict of Interest description:

Any situation where a decision or agreement between church members and/or a third party entity drives a potential financial, moral, political or theological action that benefits someone inappropriately either individually or as part of an organization.

Examples include the following:

A) Outside Interests.

- i) A Contract or Transaction between NCLC and a Responsible Person or Family Member.
- ii) A Contract or Transaction between NCLC and an entity in which a Responsible Person or Family Member has a Material Financial Interest or of which such person is a director, officer, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator or other legal representative.

B) Outside Activities.

- i) A Responsible Person competing with NCLC in the rendering of services or in any other Contract or Transaction with a third party.
- ii) A Responsible Person having a Material Financial Interest in; or serving as a director, officer, employee, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator or other legal representative of, or consultant to; an entity or individual that competes with NCLC in the provision of services or in any other Contract or Transaction with a third party.

C) Gifts, Gratuities and Entertainment.

- i) A Responsible Person accepting gifts, entertainment or other favors from any individual or entity that:

- does or is seeking to do business with, or is a competitor of NCLC; or
- has received, is receiving or is seeking to receive a loan or grant, or to secure other financial commitments from NCLC.

Practice:

If a church member believes that a conflict of interest might exist with a Responsible Person, Family Member, or Organization as defined in the conflict of interest policy, they should:

- A) If the member is on the church board or a ministry leader: (See form below)
 - i) Notify the board of directors in writing
 - ii) Name the party and specify the conflict of interest that is alleged to exist
 - iii) Sign the letter legibly (the board will not review anonymous notifications)

- B) If the member is part of the broader congregation only and they believe a conflict of interest exists they should report their concerns verbally in strict confidence to the Pastor or Board President.

- C) If a board or church member believes their influence of decision in a particular situation may have a conflict of interest as outlined they should excuse themselves immediately from the decision making process verbally.

The NCLC Board and Pastor will then review each circumstance and report results back to the individual who suggested that a conflict of interest might exist.

If any conflicts of interest are alleged and then found to exist, the board and/or Pastor will take appropriate action on a case by case basis. Any review of a suggested occurrence of a conflict of interest may involve legal advice, if needed. A report of any actions and situation will be documented and reviewed at the next board meeting.

The result of a conflict of interest could require a cancellation of contract, member expulsion from church or reprimanding of the individuals as well as potential legal litigation if required.

Conflict of Interest Information Form (2014)

This Form refers to and supports the attached Policy on Conflicts of Interest and Disclosure of Certain Interests for North Cape Lutheran Church

Name: _____

Date: _____

Please describe below any relationships, positions, or circumstances in which you are involved that you believe could contribute to a Conflict of Interest (as defined in the policy of North Cape Lutheran Church).

Situation/examples:

1. _____
2. _____
3. _____

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed, and agree to abide by, the Policy of Conflict of Interest of North Cape Lutheran Church that is currently in effect.

Signature: _____

Date: _____

** Form should be completed and submitted to Pastor or Board President.