

# Penn Central Conference Code Of Ethical Practices

(2016)

## **Preamble**

The Board Members, staff and volunteers of the Conference can only achieve its mission through adherence to the highest ethical standards. Donors and sponsors can support the Conference only if they have confidence that the trustees, staff and volunteers are good stewards of resources and uphold rigorous standards of conduct. This Code of Ethical Practices is part of a continuing institutional conversation about the best culture, practices, and conduct that will enable the Conference to achieve its mission.

### **A. Personal and Professional Integrity**

All Board Members, staff and volunteers of the conference act with honesty and integrity in all their dealings as representatives of the organization. The Conference promotes a working environment that values respect, fairness, anti-racism/anti-oppression, and integrity.

### **B. Mission**

The Conference serves the Local Churches and other settings of the United Church of Christ. The Board of Directors is responsible for setting and reinterpreting the mission and strategic direction of the Conference.

### **C. Governance**

In addition to setting and reinterpreting mission and strategic direction, the Board of Directors is responsible for the oversight of the Conference's program, finances, operations, and policies in support of that mission. Specifically, the Board of Directors:

1. Ensures that the Board Members have the requisite skills and experience to carry out their duties and that all Board Members understand and fulfill their governance duties acting for the benefit of the Conference and its public purpose;
2. Has a Conflict of Interest policy that ensures that any conflicts of interest or the appearance thereof are avoided or appropriately managed through disclosure, recusal or other means;
3. Is responsible for the hiring, firing and regular review of the performance of the Conference Minister, and ensures that the compensation of the Conference Minister is reasonable and appropriate;
4. Ensures that the Conference Minister and appropriate staff provide the Board with timely and comprehensive information so that the Board can effectively carry out its duties;
5. Ensures that the Conference conducts all transactions and dealings with integrity and honesty;
6. Ensures that the Conference promotes working relationships with Board Members, staff, volunteers, and donors that are based on standards of personal and professional integrity described above;
7. Ensures that the Conference is fair and inclusive in its hiring and promotion policies and practices for all Board and staff positions;

8. Ensures that the most significant policies of the Conference are in writing, clearly articulated and officially adopted;
9. Ensures that the resources of the Conference are responsibly and prudently managed; and
10. Ensures that the Conference has the capacity to carry out its programs effectively.

**D. Legal Compliance**

The Conference maintains effective processes to comply with all laws and regulations.

**E. Responsible Stewardship**

The Conference manages its funds responsibly and prudently. This stewardship should include the following considerations:

1. It spends a reasonable percentage of its annual budget on the programs through which the Conference achieves its mission;
2. It spends an adequate amount on administrative expenses to ensure effective accounting systems, internal controls, competent staff, and other expenditures critical to professional management;
3. It does not accumulate operating funds excessively;
4. It prudently draws from endowment funds consistent with donor intent and to support the mission of the Conference in perpetuity;
5. It ensures that all spending practices and policies are fair, reasonable and appropriate to fulfill the mission of the Conference; and
6. All financial reports are factually accurate and complete in all material respects.

**F. Openness and Disclosure:**

The Conference provides timely information about its governance and operations to its stakeholders and is responsive in a timely manner to reasonable requests for information. All information about the Conference will fully and honestly reflect the policies and practices of the organization. Basic informational data about the Conference will be posted on the Conference's website or otherwise available to the public. Such information will include the names and contact information for Board of Directors and officers, audited financial statements, and policies such as the Code of Ethical Practices and Conflict of Interest. All financial, organizational, and program reports will be complete and accurate in all material respects.

**G. Program and Organizational Evaluation**

The Conference regularly reviews program and organizational effectiveness and has mechanisms to incorporate lessons learned into future programs. The Conference is committed to improving program and organizational effectiveness and develops mechanisms to promote learning from its activities and the field. The Conference is responsive to the needs of the United Church of Christ.

#### **H. Inclusiveness and Diversity**

The Conference promotes inclusiveness, anti-racism and anti-oppression in its policies and programs. The Conference's staff and volunteers reflect diversity in order to enrich its programmatic effectiveness. The organization takes meaningful steps to promote inclusiveness in its recruitment, hiring, retention, and promotion of Board Members, staff and volunteers.

#### **I. Fundraising**

Fundraising will be conducted to enhance the resources available to support the Conference's mission. Long term relationships with donors are critical to the Conference's long term success. The Conference is truthful in its solicitation materials. The Conference respects the privacy concerns of individual donors and expends funds consistent with donor intent. The Conference discloses important and relevant information to potential donors. Solicitation materials accurately represent the Conference's policies and practices and will reflect United Church of Christ values.

In raising funds in support of its mission, the Conference will respect the rights of donors, as follows:

1. To be informed of the mission of the Conference, the way the resources will be used and the Conference's capacity to use donations effectively for their intended purposes;
2. To expect the Board to exercise prudent judgment in its stewardship responsibilities;
3. To be assured gifts will be used for the purposes for which they were given;
4. To receive appropriate acknowledgment and recognition;
5. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers;
6. To be assured that information about their donation is handled with respect and, if requested, with confidentiality;
7. To have the opportunity for their names to be deleted from mailing lists that the Conference may intend to share;
8. To be informed of the identity of the Board of Directors;
9. To have access to the Conference's most recent audited financial statements on request;
10. To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.

#### **J. Supportive Policies**

The Board Members will create additional policies, as needed, to supplement this Code.