

**Mission Presbytery Commission on Ministry
Conflict of Interest Policy
Adopted October 10, 2020**

This Conflict of Interest Policy applies to all members of the Mission Presbytery Commission on Ministry in matters relating to the performance of their duties and responsibilities for Mission Presbytery. The highest degree of ethical conduct is expected of all commission members. The duty of loyalty and care, as well as the obligation of good stewardship, requires all commission members to act in the best interests of the Church and Mission Presbytery, rather than their own interests. Responsibilities related to this policy are set forth below.

Conflicts of Interest: All commission members shall avoid conflicts of interest, potential conflicts of interest, and situations that give even the appearance of a conflict of interest. "Conflict of interest" means any situation in which a commission member may influence or appear to influence church-related decision-making or business dealings by any motive or desire for personal advantage other than the success and interest of the Church and Mission Presbytery. Personal advantage means a financial or personal interest, whether present or potential, whether direct or indirect. This standard applies to both actual and contemplated interests or transactions. When in doubt, the commission member is to assume there might be a conflict and should raise the question to the Commission Chair out of an abundance of caution.

Disclosure: As they become known to the commission member, the existence of potential conflicts of interest issues must be disclosed to the Commission Chair. If a conflict is known in advance of any meeting at which issues may be discussed or on which the issues may have a bearing on the commission member's approach, whether directly or indirectly, the existence of such conflict shall be disclosed ahead of time and the commission member shall recuse from any participation in the discussion or decision. All disclosures are to be made promptly to the Commission Chair and Clerk. If the conflict is not known in advance, it shall be disclosed when the conflict becomes apparent.

If a Commission member has a concern related to the existence of a potential conflict affecting a fellow Commission member, or a potential breach in the Recusal Policy adopted by the Commission, that member is obligated to bring the matter to the attention of the fellow commissioner or presiding chair immediately. If, in the judgement of a commissioner, the fellow commissioner intends to persist in a course that will compromise the recusal policy, the Commission member must inform the presiding Chair and the Clerk. If the presiding chair persists in a potential breach of the recusal policy, the commissioner should immediately move to recess the meeting and inform the Clerk. In situations where a conflict of interest involves the Commission Chair, any commission member may bring the matter to the attention of the entire Commission for determination.

Minutes of Meetings: Minutes should reflect when a commission member discloses that they have a conflict of interest and how the conflict was managed. For example, minutes may say: "Commission member Jane Doe informed the chair that she had a potential conflict with the matter under consideration and recused herself. There was a discussion on a matter without the conflicted commission member in the room and/or a vote, was taken with the conflicted commission member recorded as abstaining." If the conflict is not known in advance, it shall be disclosed when the conflict becomes apparent.

Recusal: Any commission member may be required to consider recusing from a matter in order to avoid a conflict of interest or the appearance of a conflict of interest. Recusal means refraining from participation in any discussion and abstaining from any vote(s) on the matter on which the member has a conflict of interest. Commission members are responsible for knowing when recusals are required, but they do not

need to make this determination alone. Commission members may seek the advice of the Commission Chair when considering whether recusal is appropriate. A recusal is appropriate when a conflict of interest exists between a commission member's duties and financial, business, personal relationships, outside activities, and/or other interests (including interests in future employment). As a general practice, Commission members should recuse themselves from any matter involving their congregation of membership or service (current or foreseen).