

**CEDAR HEIGHTS BAPTIST CHURCH
CONFLICT OF INTEREST POLICY AND GUIDELINES**

PURPOSE:

To protect Cedar Heights Baptist Church and its decision makers from potential conflict of interest and to provide guidelines on how to identify and address potential conflicts of interest that may exist.

CHURCH POLICY ON CONFLICTS OF INTEREST FOR OFFICERS, STAFF, DEACONS, AND COMMITTEE MEMBERS.

The policy is applicable to all Church Officers, Staff, Deacons and Committee Members of Cedar Heights Baptist Church.

A conflict of interest can arise whenever a person (a) has existing or potential financial or other interests which impair or might reasonably appear to impair a person's independent, unbiased judgment in the discharge of his or her responsibilities to the Church; (b) such person is aware that a member of his or her family or any organization in which such person (or a member of his or her family) is an officer, director, employee, member, partner, Trustee, or controlling stockholder, has such existing or potential financial or other interests; or (c) such a person or a member of his or her family may receive a material benefit from knowledge of information which is confidential to the Church.

Below are potential areas that may be considered as conflict of interest and should be considered:

- Official relationship with banks with which the Church does business;
- Official relationship with investment brokers with which the Church does business;
- Official relationship with suppliers of goods or services to the Church;
- Official relationship with insurance agents or carriers doing business with the Church;
- Covered person or a family member is either receiving financial support from the Church (e.g., campus ministers) or is serving on the board or in the employ of an organization the Church supports;
- Family relationships with employees of the Church.

Responsibility and duty to disclose to Church:

If a person's believes that he or she may have a conflict of interest with respect to any transaction or decision, he or she shall promptly and fully disclose, to the appropriate entity, the potential conflict to (i) the Chairman and/or other members of Committee, or the Chairman of the Deacons, or the Church body.

For purposes of the section, members of the family of the person include the spouse, child and parent. Persons are encouraged to disclose a situation or transaction between the Church and a

family member other than spouse, child or parent that may constitute an apparent or real conflict of interest for that person.

No person shall vote on any matter, under consideration at a church business meeting or committee meeting, in which such person has a conflict of interest. Persons shall abstain from participating in the discussion of that matter at the earliest possible time. The minutes of such meeting shall reflect that a disclosure was made and that the person having a conflict of interest abstained from participating. Any person, who is uncertain whether they have a conflict of interest in any matter should request that the appropriate committee or the church determine whether a conflict of interest exists, and the committee or church shall resolve the question by a majority vote.

Persons covered by this policy that may have a conflict of interests should refrain from participating at the earliest possible or appropriate point in discussions on any matter under consideration.

STATEMENT OF ACTUAL OR POTENTIAL CONFLICT OF INTEREST

Name (please print): _____

Leadership Role (circle): Officer, Staff, Deacon, Committee Member

UPDATE calendar year: _____ Beginning Date: _____ Ending Date: _____

The policy on conflicts of interest adopted by the Cedar Heights Baptist Church on _____ requires that all Officers, Staff, Deacons and Committee Members disclose annually any current or potential conflicts of interest that might be expected to occur. The statement shall disclose as fully as possible the nature of potential conflicts and the nature of the person's interest in the potential transactions.

All statements, which anticipate conflicts of interest, shall be circulated to members of the Committee, Deacon Body, and/or the Church. Each person covered by this policy shall agree to answer any questions about potential conflicts that the Church members may have.

_____ I do not have and do not anticipate having within the next year any actual or potential conflict of interest.

_____ I have or anticipate having within the next year an actual or potential conflict of interest. (Please include a statement of explanation below)

Signature: _____ Date: _____