



*Heart of Longmont*

A UNITED METHODIST CONGREGATION  
WHERE FAITH AND REASON ARE COMPATIBLE



## Code of Conduct January, 2019

Employees of Heart of Longmont United Methodist Church (“HOL”) shall behave according to the vision set forth by the Church:

### **Serve as the Heart of Longmont by helping all persons find deeper meaning and God’s purpose for their life as committed Christ-followers.**

Our Code of Conduct reflects our Christian values for developing a kind, Christian, cohesive working environment.

*Communication-* Our words and actions will reflect HOL’s vision and core values anytime we are interacting with co-workers, staff, volunteers, church members or community members at-large.

We will...

- Maintain and support a safe and positive working environment
- Preserve the confidentiality of our co-workers, staff and members by not revealing personal information, engaging in gossip or casting judgement
- Support each other in positive ways
- Communicate clearly, professionally and kindly with respectful language
- With respect to email communication, it will be
  - Clear and accurate using professional and courteous verbage
  - Transmitted to the appropriate party as soon as possible to avoid miscommunication or inaccuracies
  - Sensitive information will only be shared with the appropriate party and all means will be taken to safeguard confidentiality
- Avoid using language that is harassing, demeaning, bullying or in any way negative
- Avoid conflicts by proactively seeking ways to cooperate and be positive

*Work Schedules-* Work schedules are maintained to support the needs of our staff, volunteers and the community we serve. We recognize there will be times when we need to change a schedule. In those cases, we will...

- Communicate as far in advance as possible to the Senior Pastor and other appropriate staff
- Commit to arriving on time (as scheduled) and adhering to specific schedules

I acknowledge I have read the Code of Conduct and accept it as HOL’s standard operating procedure.

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(Signature)

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(Date)