

GMS CODE OF CONDUCT

The Gateway Ministry School Code of Conduct is consistent with the mission, values and objectives of Gateway Baptist Church. This policy works in conjunction with Gateway's Code of Conduct for Staff, Contracted Professionals & Volunteers (HRMOII). It is an expectation that Gateway Ministry School students uphold this code and to display both the behaviour and attitudes of a Christian, bringing glory to God both in and outside of class settings.

In addition to this Code of Conduct please make sure you familiarise yourself with Alphacrucis College's student information and policies.

PERSONAL CONDUCT

Students are expected to:

- Exercise respect to everyone they come in contact with, including Gateway staff, other students, volunteers, team members, contractors, visitors and church members.
- Avoid harassment, discrimination or avoid using their position to exert inappropriate influence over others.
- Not engage in any bullying behaviour or actions designed to ostracise or isolate other students.
- Act in a way that is appropriate in a Christian, church and ministry setting.
- Comply with ministry placement role descriptions, paying appropriate attention to quality and detail.
- Carry an attitude of servant leadership and one that is positive and encouraging in all interactions within and outside of class settings.
- Dress in a modest, neat, tidy, clean and professional manner.
- Work well in teams, towards agreed work objectives and communicate regularly with one another about progress. Give support and guidance to each other and recognise each other's achievements. Welcome constructive feedback and criticism.
- Use language that builds up and encourages and does not harass or offend others (includes swear words, sexual innuendo, racial or religious slurs).
- Avoid drunkenness, gambling and drug use.
- Not smoke at any Gateway campus within designated no smoking areas in accordance with Queensland legislation.
- Speak well of the ministry/church they are involved in, taking care when expressing personal opinion on sensitive topics to avoid inappropriately representing their church or ministry.
- Use social media in a way that promotes Christian character and witness, does not bring others/groups/organisation into disrepute and supports a Christian worldview.
- Share the values and objectives of Gateway Baptist Church and other partnering churches.

SEXUAL BEHAVIOUR

Students are expected to:

- Abstain from all sexual sin, which includes premarital sex, adultery, pornography, visiting strip clubs/brothels and any other sexual behaviour that is considered damaging to Christian character and example. There is zero tolerance of inappropriate sexual behaviour.

BLUE CARDS/WORKING WITH CHILDREN

If your ministry placement is with a ministry requiring a Blue Card, students are expected to:

- Hold a current blue card/working with children check and make that information available to Gateway staff.
- Link a current Blue Card issued through another organisation with Gateway.

- Keep information updated and current with Blue Card office and Gateway staff.
- Carry their Blue Card on themselves at all times, during class, when working in ministry space or volunteering in another ministry space.

PRIVACY OF INFORMATION

Students are expected to:

- Maintain appropriate levels of confidentiality of information shared by Gateway Baptist Church and in ministry situations, including privacy of personal information of individuals.

CONFLICT OF INTEREST

Students are expected to:

- Not use information, including intellectual property, that belongs to Gateway in another church or workplace to benefit another organisation, without the express permission of the GMS Co-ordinator or relevant pastor.
- Declare up-front to the GMS Co-ordinator any existing or potential conflict of interest and submit to oversight by the GMS Co-ordinator in this area.

ATTENDANCE

Students are expected to:

- Attend all timetabled classes, tests, examinations, practical ministry placement, staff meetings, supervisor meetings, mentoring sessions and group work times.
- Attend at least one Sunday service (at their church) every week.
- Attend all large church events/conferences as required.
- Attend all excursions, team trips and retreat events.
- Give the course facilitator at least one month's notice in writing if you will not be able to attend a scheduled event, class, assessment date.
- Contact the course facilitator as soon as possible if you are sick or are going to be late to any of the above. Failure to do so can result in disciplinary action.
- Provide a doctor's certificate for absences of more than two consecutive GMS days.

FINANCIAL BEHAVIOUR

Students are expected to:

- Follow financial commitment guidelines as detailed by Alphacrucis College.
- Pay course fees throughout the year, on time. Students may not be permitted to continue/complete the course with outstanding fees.

ACADEMIC CONDUCT

Students are expected to:

- Follow the guidelines in Alphacrucis College's student information and policies which you will receive once your enrolment with Alphacrucis College is accepted.
- Refrain from dishonest academic practices and follow correct procedures for referencing and citing supporting information/research.
- Submit all required assessment by the due date, or seek support from Alphacrucis when a due date cannot be met.
- Be open and honest with GMS staff about your academic progress and capacity to meet deadlines.

CHURCH RESOURCES

Students are expected to:

- Strictly abide by the Wi-Fi use policy that is to use the Wi-Fi only for any work/research/support required for your ministry placement, course work and assessment within the year you are enrolled in this course. Inappropriate or untruthful use of Wi-Fi could result in disciplinary action and cancellation of your access to the network. It is against course policy to share the Wi-Fi password and username with anyone at any time.

- Pay a \$20 security and set up fee for printing access onsite and pay for monthly use of printer access, at a rate of 10c per print. Students will be billed at the end of each month and debts will roll onto the following month. Students will not be allowed to graduate with any outstanding printing fees. Printing is for the exclusive use of students enrolled in the course, only to be used for printing work to do with course work, assessment and ministry placement within the year you are enrolled in this course.
- Pay a \$20 security and account set up fee if they wish to purchase food and drinks from the Gateway Coffee Shop.

WITHDRAWAL

Students are expected to:

- Provide a written note of intention to withdraw from the course at least 14 days prior, and organise a meeting with the course facilitator to process their withdrawal.
- Follow Alphacrucis College's guidelines regarding withdrawal and census dates.

Failure to comply with any of the expectations outlined in this code and supporting documents could result in disciplinary action.

QUESTIONS?

Email Sav Cameron, GMS Coordinator gms@gatewaybaptist.com.au.