

# GMS CODE OF CONDUCT

The Gateway Ministry School (GMS) Code of Conduct is consistent with the mission, vision and values of Gateway Baptist Church and together with Gateway's Code of Conduct for Staff and Contracted Professionals, is what unites us as representatives of Gateway. It is an expectation that GMS students uphold this code, displaying both the behaviour and attitudes of a Christian, bringing glory to God in and outside of class settings. This code describes the culture we strive for and provides a shared understanding and expectation of the way we are to behave as individuals towards each other and other people. This code applies to all GMS participants.

Whilst this code is specific to Gateway Baptist Church, it is also expected that GMS students undertaking Accredited Courses are familiar with and abide by the information and policies attached to their Accredited Training Provider.

## PERSONAL CONDUCT

Students are expected to:

- Exercise respect to everyone they encounter, including Gateway staff, other students, volunteers, team members, contractors, visitors and church members.
- Act in a way that is appropriate in a Christian, church and ministry setting.
- 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.
- Use language that builds up and encourages others, avoiding that which would be considered offensive (e.g. swear words, sexual innuendo, racial or religious slurs).
- Avoid harassment, discrimination or using their position to exert inappropriate influence over others.
- Not engage in any bullying behaviour or actions designed to ostracise or isolate other students.
- Avoid drunkenness, gambling and drug use.
- Not smoke at any Gateway campus within designated no smoking areas in accordance with Queensland legislation.
- 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.

## 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.



## COMMITMENT TO THE WORK OF THE CHURCH

As participants in Gateway Baptist Church ministry, students will:

- Share a commitment to the mission, vision and values of Gateway Baptist Church and other partnering churches.
- Regularly attend services and participate in church life.
- 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.

## STUDENT STANDARDS

When enrolled in the GMS program, students will:

- Comply with ministry placement role descriptions, paying appropriate attention to quality and detail.
- 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.
- Report to the GMS director or supervisor and suspected corrupt or fraudulent practices, breaches of the law or breaches of this Code of Conduct.
- Observe the relevant work, health and safety policies and procedures, promoting the health and wellbeing of all GMS students and the wider GMS/Gateway community.
- Not misuse information obtained from Gateway Baptist Church through the GMS program either for financial reward or gain, or for taking advantage of another person.

## MINISTRY TO CHILDREN & YOUTH

If involved in ministry to children and youth under 18 years of age, GMS Students are required to:

- Hold a current Blue Card/working with children check that is linked to Gateway Baptist Church.
- Abide by Gateway's Safe Ministry Policy (SM001) and associated Procedures at all times.

## CONFLICT OF INTEREST

Students may occasionally encounter conflicts of interest when participating in the GMS Program.

In these instances, students are expected to:

- Declare up-front to the GMS Director any existing or potential conflict of interest and submit to oversight by the GMS Director in this area.
- 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 Director or relevant pastor.

## **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.

## **ATTENDANCE (Accredited courses only)**

Students are expected to:

- Attend all timetabled classes, tests, examinations, practical ministry placement, staff meetings, supervisor meetings, mentoring sessions and group work times as set out in the course outline.
- 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 will 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 (Accredited courses only)**

Students are expected to:

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

## **ACADEMIC CONDUCT (Accredited courses only)**

Students are expected to:

- Follow the guidelines outlined in the Accredited Training Provider's student information documents and policies.
- 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 the Accredited Training Provider 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 (Accredited courses only)

Students are expected to:

- Strictly abide by the Wi-Fi use policy as outlined below:
  - Wi-Fi is only to be used for 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.
- Respect the physical spaces provided for GMS students. Using them for educational purposes and maintaining high levels of cleanliness and comfort.
- Uphold the honour system by paying for drinks and/or snacks available in the GMS space.
- Cover printing fees as per GMS / Finance Team direction.

## WITHDRAWAL (Accredited courses only)

We understand that some students may wish to withdraw from the GMS program prior to completion. In these situations, 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 the Accredited Training Provider's guidelines regarding withdrawal, census dates and associated withdrawal fees.

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

QUESTIONS?

Email the GMS Director at [gms@gatewaybaptist.com.au](mailto:gms@gatewaybaptist.com.au).