

ST. PAUL'S REFORMED CHURCH

5543 BUSINESS 220. BEDFORD, PA 15522

SPRC Conflict of Interest Policy & Statement

Conflict of Interest Policy

- A. As a church initiated and sustained by God, St. Paul's Reformed Church has a mandate to conduct all its affairs decently and above reproach both in the sight of God and man. That accountability includes a commitment to operate with the highest level of integrity and to avoid conflicts of interest.
- B. "Conflicts of interest" occur when a person is responsible for promoting the interest of the Church at the same time he or she is involved in a competing personal interest (financial, business, personal, or relational). In situations where you are uncertain, err on the side of caution and disclose the potential conflict.
- C. Therefore, annually, all members of the Consistory and employees shall disclose all real or perceived conflicts of interest that they discover or that have been brought to their attention in connection with the Church's activities, using the St. Paul's Reformed Church annual Examination of Conflict Statement.

"Disclosure" shall mean providing properly, to the appropriate person, a written description of the facts comprising real or apparent conflicts of interest. An annual Examination of Conflict Statement shall be distributed to Church Leaders to assist them in considering such disclosures, but disclosure is appropriate and required at any time conflicts of interest may occur. The written notices of disclosures shall be filed with the Consistory or such other person designated to receive such notifications. All disclosures of real or perceived conflicts of interest shall be noted for the record in the minutes.

The Church Leaders who believe that he or a member of his immediate family might have a real or perceived conflict of interest, in addition to filing a notice of disclosure, must abstain from:

- participating in discussions or deliberations with respect to the subject of the conflict (other than to present factual information or to answer questions);
- using his or her personal influence to affect deliberations;
- making motions;
- voting;
- executing agreements; or
- taking similar actions on behalf of the organizations where conflicts of interest might pertain by law, agreement, or otherwise.

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At the discretion of the Consistory, a person with real or perceived conflicts of interest may be excused from all or any portion of discussion or deliberations with respect to the subject of the conflict. A member of the Consistory who, having disclosed conflicts of interest, nevertheless shall be counted in determining the existence of a quorum at any meeting in which the subject of the conflict is discussed. The minutes of the meeting shall reflect the individual's disclosure, the vote, and the individual's abstention from participation and voting.

Annual Examination of Conflict Statement:

Annually, all Church Leaders shall examine and report potential conflicts of interest which include situations in which you or a relative:

- have an ownership or investment interest in any third party that the Church deal with or is considering dealing with;
- serve on the board of, participate in the management of, or are otherwise employed by, or volunteer with, any third party that the Church deals with or are considering dealing with;
- receive or may receive compensation or other benefits in connection with a transaction into which the Church enters;
- receive or may receive personal gifts or loans from third parties dealing with the Church;
- serve on the board of directors of another nonprofit organization that is competing with the Church for a grant or contract;
- have a close personal or business relationship with a participant in a transaction being considered by the Church.
- would like to pursue a transaction being considered by the Church for your personal benefit.

I have read and understand the Conflict of Interest Policy. I hereby declare and certify the following real or perceived conflict(s) of interest (if none write "None"):

I affirm that I have no undisclosed conflicts of interest.

Name: _____

Signature: _____

Date: _____