

experiencing or at risk of experiencing abuse, harm or neglect, or when there is a safety issue affecting the whole congregation.

- To safeguard people and protect the more vulnerable by attending and refreshing mandatory URC Safeguarding training (basic, intermediate and advanced) and having a working knowledge of the URC's Safeguarding Policy and Guidance (Good Practice 5) and its code of conduct in working with children and adults at risk (Appendices A3 and A4).
- To be aware of and maintain appropriate boundaries by undertaking mandatory URC Safer Sacred Space Boundaries training and promoting safe and healthy relationships with those they come in contact with.
- To exercise care and sensitivity in seeking counsel from colleagues and to protect the identity of third parties unless permission has been granted.
- To attend meetings, respond to correspondence and keep appropriate records efficiently and effectively, having regard to the Data Protection Act 2018 and General Data Protection Regulations requirements (GDPR).
- Church Related Community Workers and to account carefully for expenses and any funds held on behalf of others.
- Not to undertake duties whilst under the influence of alcohol or drugs or when medically advised not to do so.
- To refrain from using privilege or power for personal advantage or gain, whether financial, emotional, sexual or material (Good Practice 5 Section 3.3.10).
- Not to do anything to undermine the spiritual health of another.

3b Relationships with ministerialeaeor ate7B1p3f)Bb

- To regard all persons with equal love and concern.
- To uphold values of faithfulness, trust and respect.
- To share leadership and pastoral care with others called to these purposes.
- Not to seek to influence inappropriately a pastorate in the call of a new minister.
- To work collaboratively and value the contribution of the whole church in decision-making processes.
- To seek advice from colleagues or other professionals who may offer specialist
- To consult and liaise with the church Safeguarding Coordinator (or the Synod Safeguarding Officer if a coordinator has not been appointed or been available) when a safeguarding concern, allegation or incident arises.
- To consult with colleagues, Elders and others as appropriate when considering taking on extra work.
- To observe proper boundaries in relationships and not to enter into a sexual relationship with anyone in their care.
- Not to meet alone with a child, a young person, children or young people under the age of 18. If a child or young person wants to discuss a personal matter, follow Good Practice G5 Guidance on Lone Working 8.3.7.

3d Relationship with Councils of the Church

- To be active in the councils of the Church.
- To accept the oversight of synod and the pastoral care of Synod Moderators.
- To submit to disciplinary procedures when initiated by the councils of the church and to inform as soon as possible the Synod Clerk and Synod Moderator, or where appropriate the Secretary for Ministries, when involved in legal proceedings (civil or criminal).
- To undertake mandatory training including Safer Sacred Space Boundaries training, Safeguarding Training at an appropriate level, Pastoral Supervision and any other mandatory training deemed appropriate.
- To work to the agreed Terms of Settlement.
- To be aware of the guidelines for on-going ministerial training issued by the Education and Learning Committee.

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