

**CONFLICT OF INTEREST POLICY**  
**(Approved by Congregation on January 30, 2011)**

There are a number of activities in the life of First Parish Church that deal with financial and personnel matters that require clear cut policies/guidelines for the good order of the Church. A Conflict of Interest Policy/Guideline has been created to provide guidance to Church members and friends, those dealing with the Church, and the Boards and Committees of the Church. This Conflict of Interest Policy/Guideline should be prominently posted and distributed for maximum exposure.

1. No staff\* person or relative\* of a staff person may serve on Council or any Board, Task Force or Committee which has direct responsibilities or financial dealings that are in a direct or indirect relationship to the staff person's job description, job performance or evaluation.
2. All staff persons are welcome to attend any open meeting of First Parish. He/she may do so in an advisory/ex-officio manner and is not a voting member. He/she may be asked to excuse him/herself if a closed session is called by the chairperson.
3. No member or friend of First Parish shall use his/her influence while serving on Council, Boards, Task Forces or Committees to enhance his/her own or a relative's gain.
4. A fair hiring process must be in place for all open staff positions. Any applicant or relative of an applicant who is a member of any Board or Committee involved in the hiring process must recuse him/herself from the hiring process.
5. Any unresolved potential violation of the Conflict of Interest Policy shall be reported to the Moderator or Assistant Moderator.

\* For the purposes of this policy:

**Staff** is defined as any person serving in a paid position at First Parish Congregational Church

A **Relative** is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.