

UCC: HOW OUR CHURCH WORKS

XIII. Minister and Staff Professional Code of Ethics

Unitarian Universalist Ministers Association *Guidelines for the Conduct of Ministry, Updated 7/2020*

Ethical Standards

- I will be honest and diligent in my work to fulfill the offices of ministry according to the stipulations of my call or employment and my best professional judgment.
- I will not misappropriate the money or property of the congregations, agencies or enterprises I serve, or of their members, staff or clients.
- Within the limitations of the law and the policies of the setting in which I serve, I will respect confidential communications.
- I will honor the intellectual property of others, assuring that appropriate attribution is given to avoid intentionally creating the impression that the work of others is my own.
- I will not engage in racist or oppressive actions or speech. I will demonstrate respect, compassion and equitable treatment to everyone both within and outside of my ministerial context, including clergy colleagues, staff, those I serve and anyone who may disagree with me.
- I will work to understand, identify, and eliminate unjust discrimination—including tokenism—based on racialized identity, ethnicity, size, gender expression, gender identity, sex, disability, affectional or sexual orientation, family and relationship structures, age, language, citizenship status, economic status, national origin, or religion. This includes challenging injustice in myself, in ministerial and other professional colleagues, those I serve in ministry, institutions, and in the wider world. Refer to the Addendum for a description of tokenism.
- I will publicly and privately act with respect toward staff colleagues. Such behavior includes sharing of pertinent information and insights, providing programmatic support, honoring their professional abilities, respecting confidences, and giving public support although not necessarily agreement.
- I will refrain from relating to colleagues, staff, and members of the congregation or constituents of the setting in which I serve in a manner that creates an intimidating, hostile or oppressive environment. I will not engage in bullying behavior or emotional abuse, further defined in the Addendum of these Guidelines. I will not intentionally deceive colleagues, staff, congregants or constituents in any setting.
- I will not take advantage of those I serve, or damage the integrity of any congregation, agency, or enterprise in which I serve. I will not use those I serve to meet my own romantic or sexual needs or personal emotional needs that should be met through family, friends, therapy, self-care or in other ways.
- I will not engage in sexual contact, sexual harassment, sexualized behavior or a sexual relationship with any person I serve as a minister.
- I will not engage in sexual contact, sexual harassment, sexualized behavior or sexual relationships with colleagues who are interns, associates, students, counselees, mentees, or others – whether ministers or other religious professionals – under my direct or indirect supervision, or with any other colleagues serving in or affiliated with the same congregation. Colleagues serving in the same setting who were already partnered at the start of the ministry may continue those relationships.
- I will make myself a candidate for a pulpit or other position of ministry only with serious intent, and I will observe the established candidating procedures of the Unitarian Universalist Association.

- I will not engage in words or actions that degrade the vocation of ministry, or diminish among us the esteem of our calling.
- I will stay informed of the latest rules and policies of the UUA's Ministerial Fellowship Committee.

Expectations of Conduct

- I will share and support the concerns of the Unitarian Universalist Ministers Association, especially as reflected in the UUMA Covenant, Code and Standards.
- Within the limitations of law, I will respect confidences given me by colleagues and expect them to respect mine.
- When speaking to or about a colleague in any venue or media, public or private, I will do so respectfully. There are times when it is necessary in the service of the greater good to name a colleague's problematic behavior, whether related to misconduct, malpractice or incompetence. In naming such behavior, I will speak honestly but not unkindly, and I will use descriptive rather than judgmental language. This means I will describe the behavior and its impact, and not engage in name-calling.

I accept a proactive obligation to address behavior in violation of this code of conduct, especially when not addressing it might allow additional harm to occur. If I was harmed directly by the colleague, I know that I can prioritize my own self-care. If I feel able to speak directly to the colleague with whom I have concerns, I will do so. If I do not feel able to address the colleague directly, I will contact a Good Offices Person (GOP) to create a process for addressing the concern.

The importance of identifying and addressing ministerial misconduct (as defined in this Code) and the resulting harm to individuals, colleagues, congregations, and agencies or enterprises, takes priority over expectations of collegial confidentiality.

- These Expectations of Conduct apply to all forms of public or private media including electronic and internet communications.
- I will seek consultation among my colleagues practicing the diverse forms of parish-based and community-based ministry within the same geographical area, so that we may develop a mutually agreed Letter of Understanding regarding our several roles and the ways in which these may and may not intersect.
- If I am not a settled, interim or consulting minister of a congregation served by a colleague, I will not offer, and will not accept requests for, ministerial services or public leadership from members of that congregation, or in that congregational context, unless I have a covenant with or until I have consulted with the minister serving there.
- If my colleague asks me to refrain from performing such service or appearing in a leadership capacity, I will comply.
- Should emergency circumstances make advance consultation impossible, I will render only limited service, and consult with my colleague at the earliest possible opportunity.
- If I have occasion to perform ministerial or leadership functions, apart from routine contact with members or clients of my current ministry, in contexts where colleagues are serving, I will make an effort to communicate with those colleagues, and to respect their professional prerogatives and be responsive to their concerns.
- Ministers of a congregation hosting District/Regional or UUA events will be assumed to have invited colleagues to appear in leadership capacities at such events.
- If I am to share the ministry of a congregation with other ministers, I will seek clear delineation of responsibility, authority, accountability and channels of communication before responsibilities are assumed. I will thereafter work in cooperation and consultation with my colleagues, taking care that changing roles and relations are re-negotiated with clarity, respect and honesty.

- I will acknowledge the reality of power differences based on defined responsibilities and authority within congregations, agencies or enterprises. I will acknowledge the reality of privilege arising from differences of social location and historical marginalization. I will exercise the power of my authority and the privileges of my social location in such a way that I do not disadvantage my colleagues on the basis of my or their racialized identity, ethnicity, size, gender expression, gender identity, sex, disability, affectional or sexual orientation, family and relationship structures, age, language, citizenship status, economic status, or national origin.
- As a supervisor, I will recognize the special responsibility I have to colleagues and staff who I supervise, and I will work justly and compassionately with the authority given to me.
- As a minister working with other clergy colleagues in the same setting, I will work to support my colleagues' leadership and the success of our shared ministry.
- When my ministry to a congregation has ended, I will refrain from offering or performing ministerial services for members of that congregation, except at the invitation of my incumbent successor colleague(s).
- If I belong to or attend a congregation served by a colleague, I will honor the prerogatives of that colleague's responsibility for leadership in that congregation, and in all ways seek to support that colleague's ministry. I will initiate an open and direct conversation with my colleague(s) in order to create a mutually agreed covenant, expressed in a Letter of Understanding, about the role I am to play in the church. If I have a partner, I will seek to have my partner participate in the conversation and be one of the mutually agreeing parties to the covenant and a signer of the Letter of Understanding about the roles each of us will play in the church. If I am a member of a congregation that I once served, this may include the possibility of absenting myself from any presence at all. I will articulate clearly my own hopes and expectations regarding my relationships in the congregation, and my intention to avoid wielding any undue influence among the members. I will only participate in leadership roles that support and benefit the ministry, and at the request and with the permission of the minister(s). I will neither listen to nor volunteer criticisms of my colleague(s). As necessary I will describe appropriate channels of communications to members seeking to express concerns.
- If I am a settled minister in a congregation having retired or other ministers as members, I will seek to foster cordial and candid relations with my colleagues in recognition of the value of their presence in the congregation. I will initiate an open and direct conversation with my colleague(s) to enter a mutually agreed covenant, expressed in a Letter of Understanding, about their participation in the life of the congregation. I will bring any concerns arising from the relationship my colleague(s) have with the congregation directly and promptly to the attention of my colleague(s).
- If I am elected Minister Emerita/us/x, I will recognize that this honor sustains a continuing but changed relationship with the congregation I once served as one of its ministers. I will initiate an open and direct conversation with my successor colleague(s) to enter a mutually agreed covenant, expressed in a Letter of Understanding, about the role I am to play in the church. My successor colleague may choose to include the congregation's board of trustees in this covenant process. I will honor the prerogatives of my colleague's responsibility for leadership, and in all ways seek to support that colleague's ministry.
- If I am a settled minister in a congregation that has elected a Minister Emerita/us/x, I will recognize the meaning of the honor that the congregation has bestowed, and the significance of the continuing relationship of ministry it implies. I will initiate an open and direct conversation with my Emeritus/a colleague(s) to enter a mutually agreed covenant, expressed in a Letter of Understanding, about their participation in the life of the congregation. I will bring any concerns arising from the relationship the Minister Emerita/us/x has with the congregation directly and promptly to that colleague's attention.

- In calling attention to any deviation by my colleague(s) from this Code, I will adhere to the processes described in Accountability Procedures, below. So doing will not be regarded as a failure of collegial loyalty.

Unitarian Universalist Community Church
Staff Code of Conduct

Preamble

We, the staff of the UUCC of Augusta do affirm this code of conduct as our standard of commitment to our work at the UUCC.

I. Self

- ☐ As a member of the staff at the Unitarian Universalist Community Church of Augusta Maine, I commit myself to honor the ideals of liberal religious practice, and to actively explore and articulate the underlying values and principles that those ideals express.
- ☐ I will be honest and diligent in the performance of my designated tasks, I will not misappropriate the money or property of the congregations, agencies or enterprises I serve, or of their members, staff or clients.
- ☐ I recognize that as a member of the UUCC staff in whom trust and power have been placed, I am called to be faithful both morally and legally to my professional relationships. I must never abuse the authority of my position by manipulating others to satisfy my personal needs. (Examples of such abuse would be sexualized behavior with any child, adolescent, or vulnerable adult seeking advice or comfort; sexualized behavior with any adult who is in another committed relationship; sexualized behavior with a subordinate or an individual under my leadership)
- ☐ I will not engage in any other exploitative relationship that abuses the power and damages the trust that a specific individual, a congregation, or an institution has placed in me.
- ☐ I accept the responsibility to confront a colleague's misuse of power or to report concerns about suspected misconduct to the minister and/or church leadership. Furthermore, I will be aware of and observe the legal requirements of my State regarding reporting of physical or sexual misconduct.
- ☐ As an individual who brings a complex variety of needs and boundaries to my professional life, I commit to seek any needed personal assistance and counseling from a professional outside of my congregation. Since the demands of others upon me will be many and constant, I will try to keep especially aware of my boundaries and personal limits, striving to maintain a healthy balance between professional and personal life.
- ☐ Before I take action that may compromise or fall short of these standards, I will consult the Minister.

II. Colleagues

- ☐ I value the health of the professional staff team.
- ☐ I will stand in a supportive relation to the minister and professional staff keep for them an open mind and heart.
- ☐ I will strictly respect confidences given me by colleagues and expect them to keep mine.
- ☐ I will not speak scornfully or in derogation of any colleague in public. In any private conversation critical of a colleague, I will speak responsibly and temperately.
- ☐ Should I know that a colleague is engaged in practices that are damaging and unprofessional, I will speak openly and frankly to him/her and endeavor to be of help. If necessary, I will bring such matters to the attention of the minister and/or church leadership.
- ☐ I will seek to be part of mutually cooperative and consultative relationships with colleagues as we carry out our shared and separate responsibilities. When difficulties arise, I will first seek to resolve the situation with the minister or staff team as needed. I will seek help judiciously

and express my concerns professionally directly with the other person or people involved, keeping in mind the worth and dignity of all parties involved.

- ☐ I will share leadership opportunities and responsibilities with my colleagues openly, honestly, and ethically. In particular, I will consult with them in advance of any professional or public engagements that I may be asked to undertake in their communities or congregations.

III. Congregation

- ☐ I will uphold and honor the practice of congregational polity within the congregation I serve, knowing through education and modeling the practice of such polity, I am strengthening the experience of free corporate religious life.
- ☐ I will seek to be part of mutually cooperative and consultative relationships within the congregation as we carry out our shared and separate responsibilities. When difficulties arise, I will first seek to resolve the situation with my minister or staff team as needed. I will seek help judiciously and express my concerns professionally directly with the other person or people involved, keeping in mind the worth and dignity of all parties involved.
- ☐ I will respect the traditions of the congregation or community I serve and will seek changes that reflect liberal religious principles of inclusivity in consultation with others in that body.
- ☐ I will honor the confidences shared with me unless doing so contributes to personal or professional misuse of power. Confidences shared that present risk or pastoral concern will be shared with the minister. In this situation, staff will alert the individual about this information needing to be shared.
- ☐ In the case of planned or forced resignation or significant change in role or responsibility, I will consult with the minister for assistance in executing a well-managed departure or change. I will refrain from actions or public statements that intentionally initiate or foster divisiveness in the congregation.
- ☐ I will work to maintain right relationship with the congregation with regards to my employee agreement including hours of work expected and job expectations as delineated in the job description. I recognize when I over function or under function in my work or work beyond my agreement, I am out of right relationship with the congregation. I recognize how shared ministry calls each of us to meet the obligations of our commitments and leave room for others to do the same. I will work with the minister and board to adjust job description and pay when necessary and appropriate.

IV. Community

- ☐ As a UUCC staff person, I understand that whenever I represent my particular faith group in the wider community, I should provide a living model of ethical and religious leadership for people of all ages and circumstances.

As a religious staff of Unitarian Universalist Community Church of Augusta, Maine, I have read and understand this Code of Conduct and I will work in accordance with its contents.

Staff: _____ Date: _____

Position: _____

Code of Professional Practices

Revised June 2016

Preamble

We, the members of the Liberal Religious Educators Association affirm this Code of Professional Practices. LREDA members who are professional religious educators pledge to hold themselves ethically accountable to the code.

I. Individual Member

I will be familiar with and advocate for LREDA's Code of Professional Practices. I will stay informed of any rule or policy changes. I have the responsibility to read and understand this Code and to live in accordance with its contents.

I will advocate for fair compensation and working conditions that support my work as a professional religious educator and the religious education professionals that follow me.

I will keep current in my knowledge of faith development by maintaining collegial contacts and participating in continuing education opportunities.

I will maintain healthy boundaries, especially keeping aware of my rights and limits, and those of my family.

I will seek personal assistance and counseling, when needed, from a professional outside of my congregation.

I will be aware of and observe the legal requirements of my State or Province regarding reporting of physical or sexual misconduct.

I will not engage in sexual contact, sexualized behavior, or a sexual relationship with any person I serve as a religious professional.

When I am concerned about a colleague's adherence to the Code of Professional Practices, I will follow Section V "Accountability Guidelines" or contact a LREDA Good Officer.

II. Colleagues

I will stand in support of my professional colleagues in religious education, ministry, music, administration, and membership.

I will respect confidences given me by colleagues.

I will speak respectfully of any colleague in public or private.

Should I become aware that a LREDA colleague is or might be engaged in practices that violate the Code of Professional Practice, I will speak directly to them and endeavor to be of help. If necessary, I will bring such matters to the attention of a Good Officer or the LREDA Board Trustee for Professional Support or President. See Section V.

It is important to the well-being of any congregation, agency or enterprise, that the staff are in healthy relationship. I will seek to be part of mutually cooperative and consultative relationships as we carry out our shared and separate responsibilities. When difficulties arise, I will seek help

judiciously and express my concerns professionally, keeping in mind the worth and dignity of all parties involved.

I will share leadership opportunities and responsibilities with my colleagues openly, honestly, and ethically. In particular, I will consult with colleagues in advance of any professional or public engagements that I may be asked to undertake in their communities or congregations.

When leaving a position of religious education leadership for any reason, I will refrain from being involved in the process of selecting my successor. I will support my successor by leaving room for them to establish their own identity and leadership in the congregation. I will refrain from accepting positions on policy-making bodies in the congregation or community (such as the Board, Religious Education Committee, Finance Committee, or Personnel Committee) for two years after my professional leadership has been concluded in that congregation. For two years, I will not accept or volunteer for roles in the religious education program, and will encourage members of the congregation to speak to the current religious educator or other appropriate persons for answers to all current religious education issues or concerns. I will refrain from discussing any church/congregational matters on social media with congregants from a former church for a period of two years.

III. Congregation/Organization

I will uphold and honor the practice of congregational polity. I will respect the traditions of the congregation or community I serve.

I will demonstrate respect and compassion to each individual without regard to age, race/ethnicity, class, gender, gender identity, physical/mental ability, and sexual orientation. I will work to confront attitudes and practices of unjust discrimination and to challenge them within myself and individuals, congregations, and groups I serve.

Within the limitations of law and collegial covenant, I will honor the confidences shared with me by members of the congregation or place of employment, keeping in mind that such confidentiality should not contribute to personal or professional misuse of power. In the case of planned or forced resignation or significant change in role or responsibility, I understand that best practices are to consult with a LREDA Good Officer for counsel and assistance in executing a well-managed departure or change. I will refrain from actions or public statements that intentionally initiate or foster divisiveness.

I will be a good steward of the resources allocated to my position and program. I will act with integrity in all instances of professional spending and will not misappropriate the money or property of the congregation(s) or organization(s) I serve.

IV. Movement and Association

As a LREDA member, I understand my responsibility to educate lay and professional colleagues about the qualifications for and dimensions of religious education and faith development leadership.

I will support and participate in activities and programs of the Unitarian Universalist Association and/or the Canadian Unitarian Council and encourage the participation of others in such events.

As a professional religious educator, I understand that whenever I participate in the wider Unitarian Universalist community, I represent LREDA and should provide a living model of

ethical and religious leadership.

V. Accountability Guidelines

The LREDA Code of Professional Practices identifies standards of behavior for members of LREDA. Violation of these standards by any member is a matter of concern to other members and may result in disciplinary actions.

The following procedure is to be followed when a member of LREDA becomes concerned about a colleague's adherence to the Code of Professional Practices.

In most instances, a member who believes a colleague's behavior to be inconsistent with the Code should express their concern directly. Should the direct approach not achieve the desired result, a LREDA Good Officer (GO) should be consulted. A GO is initially neutral, advising the member, and exploring the possibility of an informal resolution of the concern. In the event that a GO cannot settle a concern between members, the religious educator or the GO will seek advice or intercession with the LREDA Board Member holding the Good Offices portfolio. If the concern is still unresolved, the concerned religious educator should write a letter of complaint to the LREDA Board of Trustees, fully specifying the nature of the concern making it a formal complaint. See LREDA by-laws, Article 2, Section D.

UU Musicians Network (UUMN) - Code of Professional Practices

Unitarian Universalist Musicians Networks Code of Professional Practices

As adopted at the Annual Meeting of the UU Musicians Network on August 3, 2005 in Denver, Colorado. Revised July 15, 2010 at Annual Meeting in Madison, WI.

Preamble

We, the members of the Unitarian Universalist Musicians Network, do affirm this Code of Professional Practices as our standard of commitment to music ministry. This Code will be followed by all the members of this Network who are or have been engaged as Professional Musicians* working in UU congregations, and will be supported by all who are joining our membership.

I. Self

A. As a professional musician serving within the Unitarian Universalist Association and Canadian Unitarian congregations, I commit myself to honor the ideals of music as ministry, and to actively explore and articulate the underlying values and principles that those ideals express.

B. I recognize that as a religious leader in whom trust and power have been placed, I am both morally and legally in a professional relationship to which I am called to be faithful. I will never abuse the authority of my position by manipulating others to satisfy my personal needs. Objectionable behaviors may include, but are not limited to, sexual behavior with any child, adolescent, or vulnerable adult seeking advice or comfort; or with any adult in another committed relationship; or with colleagues serving my congregation. I will observe the legal requirements of my state or province regarding the reporting of physical or sexual misconduct.

C. The recognition of the importance of music ministry by my congregation requires acknowledgement of my worth as a professional musician. Understanding that other music ministry professionals will follow after me, I will work actively with an appropriately designated group within my congregation to help establish up-to-date standards of fair compensation and working conditions that support our professional skills.

D. I will sustain a respect for music ministry. Because my private life is woven into my practice of this ministry, I will refrain from private as well as public words or actions which are degrading to this ministry or destructive of congregational life.

II. Colleagues

A. Since I share the welfare of the congregation with other religious professionals, I will seek to be part of mutually cooperative, supportive, open, consultative and ethical relationships with them as we carry out our shared and separate responsibilities. Should difficulties arise, I will seek help judiciously and express my concerns professionally, keeping in mind the dignity and value of my position.

B. I recognize that in my relationship with religious professionals, I have a responsibility to be supportive in both personal and public situations. I will offer honest and caring responses to them and endeavor to designate appropriate help when called for. Understanding the trust that colleagues place in relationships with each other, I will honor the need for confidentiality, keeping in mind that such confidentiality is not to be used to allow harm to another or to prevent appropriate help from being sought. I accept the responsibility to confront a colleague's misuse of power, or to report concerns about suspected misconduct to a UUMN Good Officer.

C. In the event that I remain a member in the congregation where I have previously served as a musician, I will refrain from being involved in the process of selecting my successor unless formally requested to do so. Further, I will support my successor by leaving room for him/her to establish her/his own identity and leadership in the congregation and by refraining from accepting positions on policy-making bodies in the congregation (such as board, music committee, finance committee, personnel committee) for two years after my professional leadership has been concluded in that congregation unless being specifically asked to serve by the new leadership. I will consult with her/him before accepting or volunteering for roles in the music program, and will encourage members of the congregation to speak to their current music professional or other appropriate persons for answers to all current music issues or concerns.

D. I will defer accepting requests for any musical services from members of any congregation I am not now serving until I have consulted with the incumbent musician(s) in that congregation. If my colleague asks me to refrain from performing the service, I will comply. Should emergency circumstances make such a consultation impossible, I shall render only limited services and consult with my colleague at the earliest possible opportunity.

III. Congregation

A. I will uphold and honor the liberal religious principles of congregational polity and inclusiveness, within the congregation I serve, knowing that by modeling such principles, I am upholding the experience of free religious life for the entire congregation.

B. I will honor the confidences shared with me by members of the congregation, keeping in mind that such confidentiality should not contribute to personal or professional misuse of power.

C. In the case of planned or forced resignation or significant change in role or responsibility, I will consult with a UUMN Good Officer for counsel and assistance in executing a well-managed departure or change.

IV. Wider Association

A. As a UUMN member, I will understand my responsibility to educate lay people and religious professionals about the qualifications for and dimensions of professional music leadership, and to enlist their help in according appropriate status to professional church musicians.

B. To promote professional integrity and leadership, I will advocate for UUMN's Code of Professional Practices.

C. I will support and participate in activities and programs of the UUA and Canadian Unitarian churches as applicable, and encourage the participation of others in such events, knowing that wider participation will lead to deeper understanding of our goals as professional church musicians.

D. Recognizing the relationship between liberal religious goals and values and adequate financial resources needed to support their attainment, I will work to support fair and appropriate funding efforts advocated by the UUA, UUMN and associated interests and other organizations of professional church musicians.

V. The Larger Community

A. As a professional church musician, I understand that whenever I participate in the wider community, I represent my particular faith group and will strive to be a model of ethical leadership.

B. As a musician in the larger community, I will respect the work of composers and arrangers and will follow the appropriate copyright laws.

Professional Musician is defined as those serving in professional music leadership roles, both compensated and uncompensated, in Unitarian Universalist communities.

Association of UU Administrators (AUUA) - Code of Professional Practices

Association of Unitarian Universalist Administrators

Code of Professional Practices

Preamble

We, the members of the Association of Unitarian Universalist Administrators, do affirm this Code of Professional Practices as our standard of commitment to congregational administration. This Code will be followed by all the members of this Association who are or have been engaged as Professional Administrators working in UU congregations, and will be supported by all who are joining our membership.

I. Self

A. As a professional administrator serving within the Unitarian Universalist Association and Canadian Unitarian Council, I commit myself to honor the ideals of professional administration in a religious institution, and to actively explore and articulate the underlying values and principles that those ideals express.

B. I recognize that as a professional in whom trust and power have been placed, I am both morally and legally in a professional relationship to which I am called to be faithful. I will never abuse the authority of my position by manipulating others to satisfy my personal needs. Objectionable behaviors may include, but are not limited to, sexual behavior with any child, adolescent, or vulnerable adult seeking advice or comfort; or with any adult in another committed relationship; or with colleagues serving my congregation or organization. I will observe the legal requirements of my state or province regarding the reporting of physical or sexual misconduct.

C. The recognition of the importance of administration by my congregation requires acknowledgement of my worth as a professional administrator. Understanding that other administration professionals will follow after me, I will work actively with an appropriately designated group within my congregation to help establish up-to-date standards of fair compensation and working conditions that support our professional skills.

D. I recognize the need for continuing professional education and training, and will take advantage of opportunities to avail myself of these as time and resources allow.

E. I will sustain a respect for administration. Because my private life is woven into my practice of this profession, I will refrain from private as well as public words or actions which are degrading to my congregation's ministry or destructive of congregational life.

F. I will strive to serve each member of the church impartially.

II. Colleagues

A. Since I share the welfare of the congregation with other religious professionals, I will seek to be part of mutually cooperative, supportive, open, consultative and ethical relationships with them as we carry out our shared and separate responsibilities. Should difficulties arise, I will seek help judiciously and express my concerns professionally, keeping in mind the dignity and value of my position.

B. I recognize that in my relationship with religious professionals, I have a responsibility to be supportive in both personal and public situations. I will offer honest and caring responses to them and endeavor to designate appropriate help when called for. Understanding the trust that colleagues place in relationships with each other, I will honor the need for confidentiality, keeping in mind that such confidentiality is not to be used to allow harm to another or to prevent appropriate help from being sought. I accept the responsibility to confront a colleague's misuse of power, or to report concerns about suspected misconduct to an AUUA Good Officer or, in its absence, the AUUA Board of Trustees.

C. In the event that I remain a member in the congregation where I have previously served as an administrator, I will refrain from being involved in the process of selecting my successor unless formally requested to do so. Further, I will support my successor by leaving room for him/her to establish her/his own identity and leadership in the congregation and by refraining from accepting positions on policy-making bodies in the congregation (such as board, finance committee, personnel committee) for two years after my professional leadership has been concluded in that congregation unless being specifically asked to serve by the new leadership. I will encourage members of the congregation to speak to their current administrator or other appropriate persons for answers to all current administration issues or concerns.

III. Congregation

A. I will uphold and honor the liberal religious principles of congregational polity and inclusiveness, within the congregation I serve, knowing that by modeling such principles, I am upholding the experience of free religious life for the entire congregation.

B. I will honor the confidences shared with me by members of the congregation, keeping in mind that such confidentiality should not contribute to personal or professional misuse of power.

C. I will exercise good stewardship in the use of the church's resources and encourage others to do likewise.

D. In the case of planned or forced resignation or significant change in role or responsibility, I will consult with an AUUA Good Officer or in its absence, the AUUA Board of Trustees for counsel and assistance in executing a well-managed departure.

IV. Wider Association

A. As an AUUA member, I will understand my responsibility to educate lay people and religious professionals about the qualifications for and dimensions of professional administration, and to enlist their help in according appropriate status to professional administrators.

B. To promote professional integrity and leadership, I will advocate for AUUA's Code of Professional Practices.

C. I will support and participate in activities and programs of the UUA and Canadian Unitarian Council as applicable, and encourage the participation of others in such events, knowing that wider participation will lead to deeper understanding of our goals as professional church administrators.

D. Recognizing the relationship between liberal religious goals and values and adequate financial resources needed to support their attainment, I will work to support fair and appropriate funding efforts advocated by the UUA, CUC, AUUA and associated interests and other organizations of professional church administrators.

V. The Larger Community

A. As a professional church administrator, I understand that whenever I participate in the wider community, I represent the faith group by which I am employed and will strive to be a model of ethical leadership.

B. I will honor our liberal religious imperative to work for social justice. In turn, I will encourage all people within my congregation to participate in community and world issues as the embodiment of living religiously in the liberal tradition.