

St. Vincent de Paul Catholic Church
STATEMENT OF GUIDELINES WITH RESPECT TO
POTENTIAL CONFLICTS OF INTEREST

St. Vincent de Paul Catholic Church has established a Parish Council and various standing committees and working groups consisting of volunteers who advise the Pastor and staff on matters of parish policy and administration within their specific areas of expertise. In order to avoid actual or perceived conflicts of interest for all involved (pastor, staff, and volunteers), the following Guidelines shall apply with respect to participation in matters coming before them in which they may have an actual or potential conflict of interest:

1. No one (pastor, staff, volunteer) shall knowingly take any action or make any statement intended to influence parish decision-making in such a way as to confer any financial benefit on those involved in decision-making or on any firm or corporation in which he or she has a significant interest as partner, shareholder, investor, director, officer, or employee.
2. In the event that a matter for consideration or recommendation by the Parish Council or its committees raises a potential conflict of interest for anyone involved in decision-making, that individual shall disclose the potential conflict of interest as soon as he/she becomes aware of it and the disclosure shall be recorded in the minutes of the meeting. The term: "conflict of interest" refers only to conflicts of the sort suggested in the previous paragraph and does not include possible "conflicts" of a philosophical or ideological nature.
3. Anyone involved in decision-making who is aware of a potential conflict of interest involving him/her or his/her organization with respect to any matter coming before the Parish Council or its committees shall not vote in connection with the matter and should not be present during the discussion of the matter.
4. These Guidelines shall not be construed as preventing or discouraging any one from disclosing relevant information with respect to any matter as to which he/she has knowledge or from answering questions or stating his/her position with respect to any such matter.
5. These Guidelines shall not be construed to prevent those involved in decision-making from voting on matters that affect the parish generally; however, the individual should refrain from participating in deciding matters involving his/her organization specifically.

These Guidelines shall be made known to the staff, members of the Parish Council and its committees annually at the first meetings of the fiscal year.

By my signature I attest that I have read, agree to, and will abide by this policy.

Signature of Staff, Council, or Committee Member

Date

Pastor

Date