

## **CONFLICT RESOLUTION POLICY**

### **POLICY**

The Beacon Covenant of Right Relations will guide our members, adherents and friends in church related relationships and communications with each other. However, even with the best of intentions, conflict may arise within the congregation and if it does, the following procedures will be followed.

### **PROCEDURES**

When confronted with conflict, members of the congregation and staff shall apply the following procedures in the order indicated:

A person who experiences conflict with a Minister...

- Talks to the Minister privately;
- If it is not practical or if it feels unsafe to talk to the minister, the member talks to a member of the Committee on Ministry

A person who experiences conflict with a Staff Member...

- Talks to the Staff Member privately
- If that does not resolve the conflict the member talks to a member of the Personnel Committee

A person who experiences conflict with a Committee Member...

- Talks to the committee member privately
- If that does not resolve the conflict the member talks to the Committee Chair
- If that does not resolve the conflict the member talks to a member of the Personnel Committee

A person who experiences conflict with a Board Member...

- Talks to the board member privately
- If that does not resolve the conflict the member talks to the Board President

A person who experiences conflict with another member of the congregation...

- Talks to the member privately
- If that does not resolve the conflict the member talks to the Board President

A person who believes that a church tradition is not being followed appropriately...

- Talks to the appropriate committee chair
- If that does not resolve the conflict the member talks to the Board President

A person who believes that a Committee is not doing its job...

- Talks to the Committee Chair. The member may need to try more than once, remembering that all committee members are volunteers and the chair may not have the time to address the concern promptly
- May offer to work with the committee to resolve the issue
- Refrains from preempting the committee's responsibility
- If these steps do not resolve the conflict the member talks to Board President

A person who disagrees with an action taken or not taken by the Board of Trustees...

- Talks to a member of the Board to ensure understanding of the Board's position
- If that does not resolve the conflict the member outlines the concerns in writing to the Board
- During any election to the board, considers running for office or support others to run for office in order to help shape church practices in the directions the member believes to be appropriate.

In all the above cases...

If the above steps do not resolve the conflict, the member:

- Writes a letter to the Board of Trustees explaining the concern
- If the matter is not resolved, the Board President will contact the CUC Congregational Staff Person for advice.

## **TIMELINESS**

Matters referred to the Committee on Ministry, Personnel Committee, Board President or the Board of Trustees are addressed in a timely and impartial manner

## **CONFIDENTIALITY**

Without the expressed approval of all the parties, confidentiality will be observed unless disclosure is reasonably believed to be necessary to avoid physical or substantial financial harm or is required by law. If disclosure is required it shall be documented, and the documentation is to be kept secure by the Minister or their Designate.

Adopted by the Board April 2, 2017