

St. Mark's Episcopal Parish, Upland CA
A Community of Grace
Conflict of Interest Policy for Vestry Members

All officers and directors of St. Mark's Episcopal Vestry are expected to represent the Parish in a positive and ethical manner and have an obligation to avoid conflicts of interest and refrain from engaging in any activity, practice, or act which would result in, or has the appearance of, providing financial or other beneficial advantage to the officer, director, or immediate family member of any such person. All decisions by such parties are to be made solely on the basis of a desire to promote the best interests of the Parish and its mission.

Disclosure of Conflicts with Respect to Potential Financial Transactions: In the event any financial transaction involving the Parish also involves (1) an officer, director, or a member of any such person's family, or (2) an organization with which any officer or director is affiliated or has any material financial interest in such transaction, the officer or director having the affiliation or interest, at the first knowledge of the transaction, should disclose fully the precise nature of the interest or involvement. Furthermore, such officer or director should not partake in any decision-making with regard to such transaction.

An officer or director is deemed to be affiliated with any organization that may be potentially related to the financial operation of St. Mark's Episcopal Parish (1) of which he or she, or a member of his or her family, is a director, officer, trustee, partner, employee, or agent; or (2) in which he or she or members of his or her family receive direct financial benefit from sales or services. The term "family" shall be deemed to include an individual's immediate family and members of that person's household.

Disclosure Statement: Each Vestry member of St. Mark's Episcopal Parish should complete and submit the attached Disclosure Statement on an annual basis. In the event there is any material change in the information contained in any Disclosure Statement, the individual who submitted it should promptly submit written notification of the change.

In no way does this policy imply that officers or directors reveal any political, religious, ethnic, fraternal or civic affiliations. Any individual who is uncertain about possible conflict of interest in any matter may request the Chairman to determine whether a possible conflict exists.

Restraint on Participation: A Vestry member who has declared or has been found to have a conflict of interest in any proposed transaction or other matter shall be absent from the room during final review and vote on the matter in question.

DISCLOSURE STATEMENT FOR CONFLICT OF INTEREST

To the best of my knowledge, I am, or a member of my family is, affiliated with the following organization that may be potentially related to the financial operation of St. Mark's Episcopal Parish, Upland, California.

Name of Organization

Nature of Affiliation

_____ To the best of my knowledge, there exist no circumstance involving me or a member of my family that may be construed as a conflict of interest as described on the previous page.

OR

_____ To the best of my knowledge, there do exist circumstances involving me or a member of my family that may be construed as a conflict of interest as described on the previous page, as follows:

OR

_____ There may be the possibility of a potential conflict of interest as follows:

Print Name

Sign Name

Date

Confidentiality and Non-Disclosure Policy For Members of the Vestry

All members of the St. Mark's Episcopal Vestry understand that the effectiveness and thoroughness of their work as Vestry members, both individually and as a group, depend upon free and open discussion on all Vestry and Vestry-related matters, whether such discussion takes place in Vestry meetings, committee meetings or otherwise. All members also understand that each, in addition to his or her individual responsibilities and duties as a Vestry member, is a representative of the Vestry as a whole. Diversity of viewpoints is valued and encouraged, as are collaboration and consensus. But all decisions by the Vestry as a whole, once made, will be supported by each member, regardless of his or her personal viewpoint.

With these principles in mind, each Vestry member hereby acknowledges and agrees that strict confidentiality of any and all discussion of Vestry and Vestry-related matters is essential for the continued best interest of St. Mark's Episcopal Parish. Therefore, the following areas of discussion by the Vestry will not be disclosed to anyone outside of the current Vestry membership (including ex-officio members):

- All personnel matters
- The personal opinions expressed by any other member on Vestry or Vestry-related matters
- Votes cast by any member of the Vestry
- Discussions on action items or policy matters
- Documents or discussions covered by attorney-client or other privilege
- Drafts of any documents presented at Vestry or committee meetings
- Vestry evaluation discussion and documents
- Proprietary information
- Anything specified in a meeting as being confidential

Notwithstanding the foregoing, the Vestry of St. Mark's Episcopal Parish may disclose, at its discretion, summaries of any Vestry or committee meetings, including actions taken at any Vestry or committee meeting, policy decisions, rationales in support of Vestry or committee decisions, and Vestry goals and priorities without violating this policy statement.

This policy of confidentiality and non-disclosure shall, for each Vestry member, extend beyond the term of his or her membership on the St. Mark's Episcopal Parish Vestry, for an indefinite period of time into the future and shall not terminate when the term of the Vestry member comes to an end.

I have read and understood the foregoing policy statement and agree to be bound by it in its entirety.

Vestry Member Signature

Date