Organization: The Redeemed Christian Church of God (Potter's House) Kitchener
CRA registration: 841874266RR0001
Publication version: 1.0

Conflict of Interest Policy

Purpose

Protect the integrity of charitable decisions by ensuring actual, potential and perceived conflicts are disclosed, assessed and managed before approvals or transactions.

Persons covered

Board members, trustees, pastors, ministers, department leaders, volunteers involved in spending/contracting, and any person with delegated financial or selection authority.

What must be declared

A conflict may arise from personal financial interests, family relationships, employment, a business owned by a connected person, access to confidential church or donor information, a grant or contract that benefits a connected organization, or a decision that may be perceived as favouring someone close to the decision maker.

Disclosure procedure

1. Declare the issue in writing before the agenda item or decision. If the conflict emerges later, disclose it immediately.
2. Submit it to a person who is not affected and who has authority to determine the appropriate response.
3. Record the nature of the interest and decision on recusal and safeguards in appropriate minutes or a confidential register.
4. The conflicted individual leaves the decision process where directed and does not vote, approve payment, pressure colleagues or influence vendor evaluation.
5. Ensure a non-conflicted decision maker can obtain competing quotes, independent advice or board approval as appropriate.

Church-specific examples

A relative of a ministry leader bids for a property renovation; a donor offers a gift conditional on hiring a related company; a volunteer proposes buying equipment from their business; an employee or board member seeks payment for a TBGN facilitation activity.

Monitoring

Maintain a register with review dates and any mitigating controls. Sensitive personal disclosures should be accessible only to the authorized governance reviewer. Repeated breaches should be assessed under the Leadership Code of Conduct.