



## CONFIDENTIALITY AGREEMENT

Each staff member, ministry leader, or volunteer is responsible for seeing that confidential information is properly protected from unauthorized disclosure or use. Each staff member, ministry leader, or volunteer is required to sign a confidentiality statement (see below) when they begin their term and at the beginning of each fiscal year. All staff members, ministry leaders, or volunteers are expected to use discretion in handling all church records and information at all times.

Flagrant or repeated dissemination of confidential information may be cause for reprimand or immediate dismissal or removal from participation in ministry leadership or volunteer activities.

## CONFIDENTIALITY PLEDGE

Because of my position in the Church, I may have access to confidential information. This includes not only things that are read but may also include those things seen and heard in the course of my work in the Church. I understand that I am expected to keep this knowledge to myself and not to discuss it with anyone except the Senior Pastor(s) or Connection Community Church Staff Parish Relations Team Lead, if necessary. I am in a position of trust and for the good of the congregation I must maintain that trust.

Should I break confidentiality, I understand that I will be subject to discipline up to and including dismissal or removal from my position. This confidentiality agreement is for the welfare of both the congregation and the staff and volunteers, and my acknowledged compliance is a condition of employment/volunteerism.

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Staff Member/Ministry Leader/Volunteer's Position (Please Print)

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Staff Member/Ministry Leader/Volunteer's Name (Please Print)

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Staff Member/Ministry Leader/Volunteer's Signature

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Date