

Westminster Presbyterian Church, Albany, NY Conflict of Interest Policy

Approved by Session October 14, 2025

1. Our Core Principle

As a church, we are called to be good stewards of the resources God has entrusted to us. This policy helps ensure that all decisions made by the board are for the sole benefit of the Church and its mission, without any personal gain for board members, officers, or staff.

2. What is a Conflict of Interest?

A conflict of interest happens when a board member, officer, or key staff person (or a relative) could personally benefit from a decision the board is making.

Examples of Conflicts:

- Hiring a family member or a business you own to do work for the church.
- Voting on a decision that would give you a direct financial benefit.
- Receiving a significant gift from a company that wants to do business with the church.

3. Our Rules for Board Members

- **Tell Us About It:** If you think you might have a conflict of interest on an issue, you must tell the board immediately. Be open and honest about any connection you have.
- **Step Away and Don't Vote:** If you have a conflict, you must not participate in the discussion or vote on the issue. You can be present to answer questions if the board asks, but you must leave the room before the board begins its discussion and makes a decision.
- **The Board Decides:** The rest of the board will discuss the issue and decide what is best for the Church. Your absence ensures the decision is fair and unbiased.
- **We'll Write it Down:** The board secretary will write down in the meeting minutes that a conflict was declared and that you did not vote on the matter. This creates a clear record for everyone.

4. Our Annual Commitment

Once a year, all board members and key leaders will sign a simple form. This form confirms that you understand this policy and have disclosed any potential conflicts you are aware of.

5. Consequences

If we discover that a conflict was not disclosed, the board will address it seriously. Depending on the situation, this could lead to a formal warning or, in extreme cases, removal from the board.

This policy is a commitment to transparency and trust, ensuring we honor our mission and serve our community with integrity.

Annual Conflict of Interest Disclosure Form

For the Board of Directors and Key Leaders of Westminster Presbyterian Church

Name: _____

Position: _____

Date: _____

Part 1: Acknowledgment of Policy

I have received, read, and understand the Conflict of Interest Policy for Westminster Presbyterian Church. I agree to abide by this policy and to disclose any potential conflicts of interest that may arise in the future.

Signature: _____

Part 2: Disclosure of Potential Conflicts

Please answer the following questions to the best of your knowledge.

1. Do you or any of your **relatives** (spouse, partner, children, siblings, or parents) currently have a financial interest in, or serve as a director, officer, or employee of, any company or organization that does business with Westminster Presbyterian Church?
 - Yes**
 - No**

2. If yes, please describe the relationship:

3. Are you aware of any other situation or relationship that could be perceived as a **conflict of interest** with your role at Westminster Presbyterian Church?
 - Yes**
 - No**
4. If yes, please describe the situation:

Signature: _____

Part 3: Office Use Only

- Form received and reviewed by: _____
- Date of review: _____
- Action taken (if any): _____