

## **Gifts & Hospitality Policy**

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### **1 Introduction**

1.1 We recognise that giving and accepting gifts can be part of building normal relationships within the context of Church. But some gifts and hospitality can create improper influence and conflicts of interest. In some instances they can be viewed as bribes that could damage our reputation or even break the law.

1.2 This policy should be read in conjunction with and is supplemental to Lincoln South Methodist Church's (LSMC's) Anti-Bribery Policy. It is very important that you read both these policies carefully. This policy forms part of LSMC's zero tolerance stance on bribery and corruption. Breach of this policy is likely to be serious and lead to disciplinary action.

### **2 Source of Gifts**

Funds given and held for Methodist purposes shall not be used as gifts or to purchase gifts, for staff members. (See Standing Order 650 and a footnote to para. (5) which says "Methodist money cannot be used for any purpose which is not charitable in the legal sense").

### **3 Our policy on accepting gifts**

3.1 We are committed to a zero tolerance approach to bribery and corruption. This is reflected in our Anti-Bribery Policy. We will not rigidly prevent our staff, whether ordained or lay, from accepting gifts from staff members, suppliers or others, but the following rules apply:

- 3.1.1 For any gift received in carrying out your role in the LSMC that is more valuable than £25 or is of an uncertain or indeterminable value, you should advise your Superintendent Minister that you have received or been offered it and seek permission to accept it. If permission is refused, you must refuse the gift. Such gifts received must be notified to the District Chair's PA for recording.
- 3.1.2 If you are offered or you receive hospitality or other benefit or advantage (not necessarily financial) that has a value of more than £50 or is of uncertain or indeterminable value, you should advise your Superintendent Minister that you have received or been offered it and seek permission to accept it. If permission is refused, you must refuse it. If the hospitality or other advantage has already been given and cannot be returned, you must record it with the District Chair's PA (see appendix)
- 3.1.3 You may accept gifts or hospitality of unknown value from churches or the Circuit or District (such as wedding or leaving gifts) provided you have confirmed that your Superintendent Minister has been independently advised of the value of the gift so it can be appropriately recorded by the District Chair's PA.

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**4 Policy on offering gifts**

You should not offer anyone a gift from circuit funds or an advantage or benefit associated with the Methodist Church without the express permission of your Superintendent Minister and not unless properly recorded by the District Chair's PA.

**Appendix: Format for Gift Register Submissions to the District Chair's PA**

<b>Name of Minister</b>	<b>Circuit</b>	<b>Date of Entry</b>	<b>Date of Gift</b>	<b>Name of Gift Giver</b>	<b>Amount or Type</b>	<b>Notes</b>

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