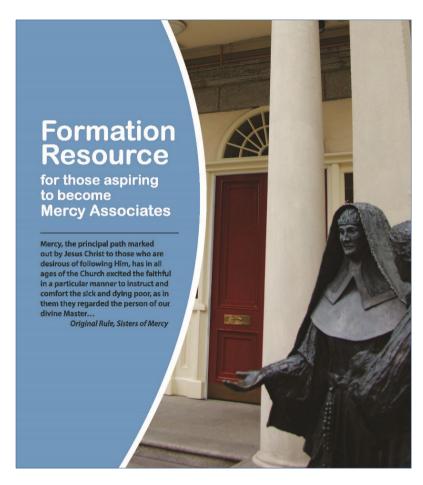


# Chapter 1 Welcome and Introduction:



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- 1.1 Use of this Formation Resource
- 1.2 Vision Statement and Vision in Practice
- 1.3 Criteria for being a Mercy Associate
- 1.4 Formation

**Basic Terms (Appendix A)** 

**Mercy Associates Code of Conduct (Appendix E)** 

#### **Notes for users:**

The Formation Resource is designed for use by candidates aspiring to become Mercy Associates. This entails proceeding steadily through the resource, guided by a mentor or other Mercy Associates, with time for reflection, discussion and prayer to discern if Mercy Associates is a suitable pathway for candidates.

The resource has a number of chapters, each available separately on the Mercy Associates screen of the ISMAPNG website: <a href="https://institute.mercy.org.au/become-involved/become-a-mercy-associate/">https://institute.mercy.org.au/become-involved/become-a-mercy-associate/</a>

Web edition v 1.2: current @ February 21

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https://institute.mercy.org.au/become-involved/become-a-mercy-associate/)

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#### Version 1.1

v. 1.0 Endorsed by the ISMAPNG Executive Leadership Team for use by all Mercy Associates groups, 13<sup>th</sup> September, 2017; v.1.1 28Feb19

Review due: by November 2020

#### 1.0 Welcome and Introduction

This resource is being given to you because you have expressed an interest in becoming a Mercy Associate. Its purpose is to provide material that will help you learn more about the Mercy Associates movement – its background, the Sisters of Mercy, their foundress Catherine McAuley, what Mercy Associates do, and so on.

Mercy Associates are lay women and men who experience a call to the charism of mercy, and seek to live this call in their daily lives. Mercy is a quality and gift of God, bestowed generously on us, often with a life-changing impact. Mercy Associates, having experienced mercy, feel compelled to extend mercy to others, knowing the need and benefit of it for all humankind.

Mercy Associates groups are found in a variety of places including parishes and workplaces. They:

- cherish the virtue and practice of mercy in their lives, and seek a faith community to nurture their commitment to mercy;
- meet for prayer, formation, reflection, and to engage in service initiatives based on mercy and justice within and beyond their local community;
- 'associate' with each other and with the Sisters of Mercy, complementing and extending the work of the Sisters in Australia and Papua New Guinea.

Many congregations of Sisters of Mercy around the world have established Mercy Associates groups. The Institute of Sisters of Mercy of Australia and Papua New Guinea (ISMAPNG) is one of these, and this Formation Resource is for their aspiring Mercy Associates.



#### 1.1 Use of this Formation Resource

The purpose of this resource is to provide formation (preparation) for lay women and men who are experiencing a call to mercy. Over a period of time (usually at least three months but less than twelve months), you will read, reflect on, discuss and respond to the topics covered in this resource. To assist with this, one or two mentors who are already Mercy Associates or a Network Facilitator, will meet with you as you consider whether becoming a Mercy Associate is the best response to your call to mercy. While you are undertaking this formation programme, you may find it helpful to keep a journal (written or digital), as a tool to aid reflection on the topics covered. Mentors might also invite you to attend gatherings of their Mercy Associates group while you are undertaking this programme.

At the end of the programme, discussion will take place with the mentors, to complete the discernment process and reach a decision about whether you will proceed to make a commitment to become a Mercy Associate. The mentor must form the view that each aspiring Mercy Associate is being

called to make a commitment and has the intention of actively participating in the life of their local Mercy Associates group. Only then can the candidate to be invited to make a commitment to become a Mercy Associate.

In addition to this resource, the *Mercy Associates Administrative Handbook* is available on the same webpage as this resource. It contains practical information about how Mercy Associates groups conduct themselves – their meetings, ministries, and other matters. The handbook will give you a better understanding of the Mercy Associates movement and whether it might meet your needs for a lay Mercy community of prayer and service of others.

#### 1.2 Vision Statement and Vision in Practice

The two core documents that explain the most important things about being a Mercy Associate are the Vision Statement and the Vision in Practice. Both are presented below, and you will find that some of the following sections will help you to understand these.

#### **VISION STATEMENT**

Mercy Associates are called to live and share the compassion of God revealed in the life of Jesus Christ, in Scripture and through the vision and charism of Catherine McAuley.

- Guided by mercy values of compassion, justice, hospitality and hope, they:
- celebrate and give thanks for God's merciful love
- nurture their relationship with God to enable them to witness to their faith in prayer and action
- give expression to God's mercy:

   in response to the needs of these times
   in the ordinariness of their daily lives
   and in all their relationships
- journey with each other and the Sisters of Mercy.

This *Vision Statement* is complemented by the *Vision in Practice*, which elaborates on what Mercy Associates do – how they live the Mercy charism in their lives, nurture their faith, and bring mercy and justice to the world.

Have you had contact with Sisters of Mercy? What do you admire about how they live and the place of their Christian faith in their lives?

The expression 'the ordinariness of their daily lives' is used – how is it possible to share God's compassion with others in our lives every day?

#### The VISION in PRACTICE

Mercy Associates are women and men seeking a faith community in which to nurture and live out the charism of Mercy. They deepen their engagement with Mercy by:

#### Participating in broad-based formation at Institute and local level:

- Engage in formation opportunities that form a Mercy culture for the sake of God's mission, through:
  - ◆ Engaging with the story of God's mercy, Catherine McAuley and the Sisters of Mercy
  - Developing a reflective, mindful perspective on Mercy and Justice issues
  - ◆ Experiencing Mercy in action
  - Growing a just and compassionate community
- Participate in gatherings and pilgrimages to Mercy places of heritage local, regional, national and international

## Ensuring a balance between contemplation and action in the Mercy tradition:

- Nurture a spirit of prayer individually and at all gatherings
- Celebrate significant Mercy dates and occasions locally and across the Institute
- Offer prayerful support for the flourishing of the Mercy charism
- Identify social needs and issues, including calls for Mercy ministry support
- Nurture a practice of discernment drawing on scripture, tradition,
   Catholic Social Teaching and life experiences
- Respond by prayer and action to the needs of our time
- Support the public voice of ISMAPNG on justice issues.

How would you describe "the charism of Mercy"? Think about how mercy was expressed by God in scripture accounts, in the life of Jesus, and in the lives and works of the Sisters of Mercy.

In your life at a personal level, when have you been conscious of receiving mercy from another person that has had a profound impact on you?

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#### 1.3 Criteria for being a Mercy Associate

The Mercy Associates movement is open to women and men seeking a faith community in which to nurture and live out the charism of Mercy.

To become a Mercy Associate, women and men need to:

- Be 16 years of age or over (this option is only available to groups operating in schools)
- Be baptised in a Christian denomination
- Participate in the preparation (formation) and discernment process
- Be mentored by one or two Mercy Associates (see below)
- Join a Mercy Associates group
- Be lay persons, and not members of the clergy or vowed members of religious congregations
- Make a commitment to be a Mercy Associate and renew this at least every third year.

The points above identify who may be eligible to become a Mercy Associate. For those under 16 years of age, programmes designed for younger people may be available. Similarly, those who are ordained or in religious vows have already made a lifelong vow to nurture their commitment to mercy values. In the case of Sisters of Mercy, it will be commonplace that they are invited to attend Mercy Associates meetings and gatherings and that they are welcome to attend regularly.

Once an aspiring Mercy Associate has made their commitment, they will become part of a Mercy Associates group (in a specific location or an online group). This connection with a specific group is a key means by which a community of Mercy Associates is formed. Being a Mercy Associate is not a solitary pursuit, but rather entails joining with others who share a commitment to mercy and drawing support from that community.

When a new Mercy Associates group is about to be formed, it may not be feasible to have two existing Mercy Associates mentor aspiring Associates. Where this situation arises, provision will be made for a Network Facilitator or other person with a current connection with another Mercy Associates group to provide support and guidance. As distance may be a factor, this support can be provided by Zoom (or similar) rather than by face-to-face presence.

Mercy Associates receive training in the *ISMAPNG Code of Conduct* (Appendix E, at the end of this document, and available at <a href="https://institute.mercy.org.au/about-us/protection-of-children-and-vulnerable-people/">https://institute.mercy.org.au/about-us/protection-of-children-and-vulnerable-people/</a>). This provides the standards of behaviour that are expected of everybody involved in ISMAPNG – Sisters of Mercy, staff, Mercy Associates and others in volunteering roles. Once the

training is received, Mercy Associates sign an undertaking to abide by the standards described in the Code of Conduct.

#### 1.4 Formation – what does this mean?

The word *formation* is often used in settings where religious faith is present and it is used in this resource. It refers to a process that a person willingly undergoes when they want to learn more about that faith tradition and develop their personal spirituality within it. Spirituality concerns how each of us understands the meaning of life. For many people, it will involve belief in a divine being or God. Our personal perspective on this, our own spirituality, will shape how we live and what is important to us in life.

For those whose spirituality involves a Christian commitment, including Mercy Associates, formation is a lifelong process of being open to God's grace, gradually bringing us closer to God, being shaped to be more like Christ in thought, word and action. Formation will entail reflecting on the life of Jesus and on the God of Mercy as these are found in our scriptures.

The Mercy Associates perspective on Mercy is inspired by the life, faith and works of Catherine McAuley, a woman of the nineteenth century who founded the Sisters of Mercy in Ireland. She was a devout Catholic and a woman of prayer and social action. As well as learning about Catherine McAuley and the Sisters of Mercy, formation also focusses on a person's individual relationship with God, including prayer, reflection and contemplation, with a view to strengthening one's faith and relationship with God.

This resource is designed to support the formation of lay women and men in the charism of Mercy, as it is understood and expressed in Christianity. Aspiring Mercy Associates will be invited to think deeply and reflect in prayer about the material covered in this resource and see how it enriches their lives and informs their decisions and actions.

Sometimes significant occasions, such as birth or death, can make a deep impact on how we see the meaning of life. Can you think of times in your own life where you've become more conscious of the meaning of life?

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## Appendix A - BASIC TERMS

Advocacy	Activity by an individual or group which aims to influence decisions within political, economic, and social systems and institutions. It includes activities that a person or organization undertakes including letter-writing and speaking at meetings. *
Calling	In a Christian context, to be called is to experience an inner sense that one should serve God in a particular way. Through baptism, all Christians are called to serve God, and each person discerns the nature of their calling, including professional and voluntary pursuits.
Charism	A gift given to Christians by the Holy Spirit for the good of the Church. Founders of religious institutes are said to have received a particular charism that urges and inspires them to commit their lives to living the gospel with a special emphasis on the insights that are the gift of their charism.
Chapter	The highest governing authority of the Institute is the Chapter, held every six years. It has legislative, executive and policy making power. In the period between Chapters, authority is vested in the Institute Leader. Four Institute Councillors assist the Institute Leader in exercising the role of leadership and together they make up the Institute Leadership Team (ILT). These five members of the ILT are elected by delegates at each Chapter. #
Community	A multi-faceted word, community for ISMAPNG refers to Sisters living within one of six geographic regions drawn up to administer the Institute. At a more general level, community refers to a group of people who belong together because of a shared characteristic – for Mercy Associates, their local group is a community for them, sometimes referred to as an intentional community because involvement is voluntary.
Community Leader	Within ISMAPNG, a Community Leader is a Sister who has pastoral oversight of one of the six community regions in Australia and Papua New Guinea. Their main role is to create bonds of unity among the members' and to help them grow in fidelity to the community's life and mission and also to contribute to the larger life and mission of the Institute. #
Commitment Statement	After an aspiring Mercy Associate has completed the formation process and been accepted as a suitable candidate, they are invited to attend a ceremony at which they publicly pronounce their commitment to be a Mercy Associate, and to undertake particular ministries. This is a temporary statement of commitment, made for no more than three years at a time. If a Mercy Associate wishes to continue as an Associate, they then renew their commitment.
Discernment	The process of determining God's desire in a current situation or for one's life. * Discernment usually involves a period of prayer and reflection as one seeks to hear God's desire. Though this is an individual undertaking, the counsel of others is often sought as options are considered.
Formation	A process a person willingly undergoes when they want to learn more about a faith tradition and develop their personal spirituality within it. It is usually some months or even years in duration, and the learnings gained will allow the person to make decisions about their calling in life. Candidates to become a Sister of Mercy undergo a period of formation, as do Mercy Associates.
Institute Leadership Team (ILT)	Elected by Chapter delegates each six years, this group comprises the Institute Leader and four Councillors, who are all vowed Sisters of Mercy. For the period of time between Chapter meetings this group exercises governance over all Institute matters. #
ISMAPNG	The Institute of the Sisters of Mercy of Australia and Papua New Guinea (ISMAPNG) is a community of Catholic Religious Sisters in Australia, Papua New Guinea and further abroad. Founded in December 2011, ISMAPNG brought together the congregations of Adelaide, Ballarat East, Bathurst, Cairns, Goulburn, Grafton, Gunnedah, Melbourne, Perth, Rockhampton, Singleton, Townsville, West

	Perth, Wilcannia–Forbes, as well as the autonomous region of PNG. There are three
	other Mercy congregations in Australia: Brisbane, North Sydney and Parramatta. #
Liturgy	Liturgy is the official, public worship of the Church. It is always an action, something we do; it is not simply a text in a book. Liturgy is a public action, a ritual action, and a symbolic action. We participate in the action of the liturgy by responding, singing, listening and joining in the gestures. <a href="http://liturgybrisbane.net.au">http://liturgybrisbane.net.au</a>
Mercy International Association (MIA)	Mercy International Association is an organisation of the leaders of Mercy Congregations, Institutes and Federations throughout the world, founded to serve the <i>Sisters of Mercy</i> , their associates and colleagues in ministry. Members of the Association share the passion of their foundress, Catherine McAuley, to bring mercy to people who are poor, sick and uneducated. ~
Mercy	The disposition to be kind and forgiving. Founded on compassion, mercy differs from compassion or the feeling of sympathy, by putting this feeling into practice with a readiness to assist. It is therefore the ready willingness to help anyone in need, especially in need of pardon or reconciliation. <a href="https://www.catholicculture.org/culture/library/dictionary">https://www.catholicculture.org/culture/library/dictionary</a>
Mercy Associate	Lay women and men who have undertaken a formation process and been accepted to make a public commitment (see Commitment Statement above). They cherish the virtue and practice of mercy in their lives, and seek a faith community to nurture their commitment to mercy; meet for prayer, formation, reflection, and to engage in service initiatives based on mercy and justice within and beyond their local community; and 'associate' with each other and with the Sisters of Mercy, complementing and extending the work of the Sisters in Australia and Papua New Guinea.
Ministry	Ministry is the expression of mission (see below) through activity we undertake to advance the reign of God. It is based on the life of Jesus, whose ministry was to teach and heal. Christians are called, through their baptism, to undertake ministry according to their gifts, in response to needs local and distant. Mercy Associates, in their Commitment Statement, indicate the particular ministries they will undertake as part of this calling. The corporal and spiritual works of mercy are examples of ministry, indicating that prayer and one's inner disposition are aspects of ministry as are our active ways to serving the world.
Mission	In Christianity, mission refers to all baptised persons being 'sent' to continue the work of Jesus Christ in advancing the reign of God by expressing the love of God in word and action.
Network Facilitator	A person employed by ISMAPNG to work in a supportive way with Mercy Associates groups. They also liaise with Mercy workplaces to promote Mercy Associates and encourage the establishment of new Mercy Associates groups.
Prayer	Prayer, at its most simple, is the practice of placing oneself in reverence before God, being open to experiencing the presence of God. Prayer will sometimes comprise formal, written prayers that are said either privately or in a group of other Christians; it might also be practices such as reflection, meditation, silence, sacred reading (lectio divina). For a Mercy Associate, prayer for others may be a form of ministry.
Service	Service is an expression of ministry, based on identifying the needs of others and responding to those needs in a practical way that alleviates suffering or disadvantage and upholds the dignity of those being served.
Spirituality	One of our gifts as human beings is the ability to consider what meaning life holds, and in particular, what is the meaning of our own life. For many people, spirituality involves religious faith such as Christianity, Islam, Judaism, etc., while for others the meaning of life they perceive in life does not involve a particular religious tradition.
Sister of Mercy	A Sister of Mercy is a woman who responds to the call to know God's loving kindness and commits her life to sharing this with others through a life of service. Sisters of Mercy make life-long vows of poverty, chastity, obedience and apostolic service and in this case, become a member of a community of Catholic religious

	women called the Institute of Sisters of Mercy of Australia and Papua New Guinea. There are three other congregations of Sisters of Mercy in Australia and many others around the world. #
Suscipe	This a prayer of offering written by Catherine McAuley as an expression of her total commitment to loving and serving God. It is of special importance to Sisters of Mercy around the world and often Mercy Associates also pray and sing this prayer.
Vision	Vision describes the hopes and aspirations we have in some particular area of our life. It takes us beyond our daily lives and guides us to live in such a way that the vision might one day become reality. In Christianity the ultimate vision focuses on the love of God and the reign of God. For Mercy Associates, the Vision Statement describes how Mercy Associates strive to bring mercy and justice into their own lives and to participate fruitfully in their local Mercy Associates group.

<sup>\*</sup> Adapted from Wikipedia, <a href="https://en.wikipedia.org/">https://en.wikipedia.org/</a> # Adapted from the ISMAPNG website, <a href="http://institute.mercy.org.au/">http://institute.mercy.org.au/</a> ~ Adapted from the MIA website, <a href="http://www.mercyworld.org/">http://www.mercyworld.org/</a>

#### Appendix E - ISMAPNG Code of Conduct

## CODE OF CONDUCT

Institute of Sisters of Mercy of Australia and Papua New Guinea



#### INTRODUCTION

The Institute of Sisters of Mercy of Australia and Papua New Guinea (ISMAPNG) is a religious order of Catholic women. The mission of ISMAPNG is to advance the reign of God in a contemporary world.

In carrying out its mission, ISMAPNG partners with employees, contractors, associates and volunteers.

Sisters of the Institute and others who choose to be involved with it are expected to respect the Gospel of Jesus and to appreciate the founding inspiration of Venerable Catherine McAuley.

ISMAPNG affirms the fundamental Christian belief that God, in whose image every person is created, is the source of human dignity. It wants to encourage practices that reflect this belief.

This Code of Conduct (Code) promotes attitudes and behaviours,as well as practices in the delivery of professional services, that are consistent with ISMAPNG's deep values and the teachings of the Catholic Church.

The Code is founded on a set of commitments, each of equal importance. It does not attempt to list every aspect of those commitments.

The Code applies to all sisters wherever they are at any time. It applies to others while they are engaged in the work of ISMAPNG.

In these times, when Australian Church agencies are wishing to comply with the recommendations of the Royal Commission into Institutional Responses

to Child Sexual Abuse, this Code of Conduct has particular relevance.



All individuals are accountable for their own conduct, but any breaches of the Code have implications for ISMAPNG as a whole.

If the Code is breached by an individual, the person to whom she or he is immediately accountable will take action appropriate to the nature of the breach and appropriate to the individual's status and role within ISMAPNG.

#### COMMITMENTS

- 1. I commit to behaving respectfully, justly, honestly and with integrity.
- 2. I commit to creating a supportive, safe and caring environment.
- 3. I commit to safeguarding all people, particularly children and vulnerable people.
  - 4. I commit to acting within the law, carefully, diligently and as a good steward of resources.

# I COMMIT TO BEHAVING RESPECTFULLY, JUSTLY, HONESTLY AND WITH INTEGRITY

- I support the values of Compassion, Hospitality, Respect and Justice and I demonstrate these in my relationships with all people.
- I acknowledge the inherent value of every member of the Earth community.
- I treat others with courtesy and am appropriate in my relationships with them.
- I listen attentively to all, including those who may not be of the same mind or faith as I am.
- I recognise the strength and value in diversity of thought and experience.
- I display compassion and generosity of spirit.
- I am fair in all my interactions with others.

#### Consequently

I do not behave in a manner inconsistent with the stated values of ISMAPNG.

I do not dismiss a person's opinions or beliefs.

I do not talk about others in a disrespectful or inappropriate way.

I do not engage in illegal or disreputable activities.

I do not engage in behaviour that seeks to diminish or embarrass a person.

I do not make decisions or take actions that may harm ISMAPNG in any way.

## 2 SUPPORTIVE, SAFE AND CARING ENVIRONMENT

I prioritise and take reasonable actions to ensure the health, safety and wellbeing of myself and all people I encounter.

I ensure that my behaviour is consistent with my commitment to respect all people and uphold the work of ISMAPNG.

I promote a culture of safety and maintain a safe environment, free from hazards and risks.

I foster right relationships with those with whom I interact.

I search for ways to improve ISMAPNG's environmental sustainability.

#### Consequently

I do not tolerate harassment, discrimination, bullying or any disrespectful behaviours or language, especially in relation to race, culture, age, gender, disability, religion, sexuality or political views.

I do not shame, humiliate, oppress, belittle or degrade any person.

I do not engage in any form of physical, psychological or emotional behaviour that could be considered inappropriate, wrong or unsafe.

I do not ignore hazards and risks which may harm me or others.

I do not intentionally waste resources.

# 3 PEOPLE, PARTICULARLY CHILDREN AND VULNERABLE PEOPLE

I ensure that all people, particularly children and vulnerable people are treated with respect and have their rights protected.

I act appropriately with children, vulnerable people and others with whom I come into contact, including maintaining boundaries, using appropriate language and tone.

I act according to acceptable standards of physical and sexual contact at all times.

I communicate respectfully with and about all people, particularly children and vulnerable people.

#### Consequently

I do not engage in activities with any person that are likely to be physically or emotionally harmful.

I do not use physical action or threats of physical action as punishment.

I do not develop "special" relationships with children or vulnerable people for my own gratification.

I do not initiate unnecessary physical contact with individuals or do things of a personal nature for them that they can do for themselves.

I will not be alone with a child or vulnerable person unnecessarily or in an inappropriate context.

I do not use any means, including online contact or text messaging, to make inappropriate contact with any person, particularly children or vulnerable people.

I do not engage in any inappropriate conversations of a sexual nature with children or vulnerable people.

I do not photograph or video children or vulnerable people without consent of parents or guardians.

# I COMMIT TO ACTING WITHIN THE LAW, CAREFULLY, DILIGENTLY AND AS A GOOD STEWARD OF RESOURCES

I comply with the law, respect the privacy of others, and am a good steward of the Mercy heritage, assets and reputation.

I take my legal responsibilities seriously and strive to maintain the highest levels of compliance with relevant authorities.

I maintain confidentiality and discretion and protect the privacy of people's personal information.

I strive to ensure my ministry or work is consistently conducted in accordance with professional standards.

I meet my obligations to report suspected wrong doing, including conduct which is not consistent with this Code.

I comply with reasonable and lawful instructions, whether or not I personally agree with them.

I take appropriate action to avoid actual, potential or perceived conflicts of interest.

I comply with all ISMAPNG Policies where applicable.

I use social media and public forums in ways that are acceptable to ISMAPNG.

#### Consequently

I do not misuse my position for personal or financial advantage.

I do not engage in ministries or activities for which I have inadequate experience or qualifications.

I do not personally solicit gifts, rewards or other benefits.

I do not intentionally commit any unlawful or illegal act.

I do not divulge confidential information to those who have no need or right to know it.

I do not engage in conduct that may harm ISMAPNG in any way.

#### Glossary of Terms:

Child or Children: any person under the age of 18 years.

Culture of Safety: a culture that places a high level of importance on safety beliefs, attitudes and values – and these are shared by the majority of people.

Diversity: celebrating differences and valuing everyone.

Engaged in the work of ISMAPNG: any person, whether paid or unpaid, involved with the mission of ISMAPNG. This may include religious, employees, contractors, associates, volunteers and others.

Hazards and Risks: a hazard is something that can cause harm whilst a risk is the probability that the hazard will cause harm.

Earth Community: the interconnected diversity of cultures and life forms which call Earth home and have a shared reliance on Earth's life support systems.

Environment: the surroundings or conditions in which a person lives or operates.

Right Relationships: good, healthy working relationship appropriate to the person based on trust, mutual respect, diversity and open communication.

Safeguarding: the action that is taken to promote the welfare of children and vulnerable people and protect them from harm.

"Special" Relationship: providing inappropriate preferential treatment to a child or vulnerable person.

Vulnerable Person or Vulnerable People: any person or people aged 18 years and above who is or may be unable to take care of themselves, or is unable to protect themselves against harm or exploitation by reason of age, illness, trauma or disability, or any other reason.

Please read the Code carefully and sign below to confirm your acceptance.
l,
(full name)
agree that I have read and understood the Code of Conduct and will behave in accordance with it. I will attend training to develop a deeper understanding and appreciation of my Code of Conduct responsibilities.
(signature)(date)
It is important that you:
<b>Know your responsibilities:</b> familiarise yourself with the Code, attend training information sessions and ask questions if you are unsure.
<b>Speak up:</b> if you do or see something you believe is not right, tell your Community Leader, Manager, Human Resources, or a member of the Institute Leadership Team.

**Understand the potential consequences:** which may include responding to breaches through remedial education, counselling, warnings, suspension, restrictions, termination and official reports

to police and other statutory agencies as required.

#### **Complementary Policies and Related Documents:**

Compliance Policy

Conflict of Interest Policy

Integrity in the Service of the Church

Integrity in Ministry

Pastoral Care for Survivors Policy

Privacy Policy

Protocols for Right Relationships in Ministry (PNG)

Safeguarding Policy

Sustainable Living Policy

Workplace Discrimination, Harassment and Bullying Policy

Workplace Health and Safety Policy

**Note:** this Code of Conduct is to be read and understood along with each ministry's Code of Conduct or comparable document.