

Institutional Relationships and Governance (Concerns and Conflicts of Interest, S1.3)

Effective Date: []

Approved By: Board of Directors

Next Review Date: (every 5 years)

Guarding Institutional Relationships

1. Policy Statement

Foundation Baptist College affirms that institutional relationships are to be governed by written policies rooted in biblical principles of justice, order, and impartiality. These policies are not merely administrative tools but theological instruments designed to cultivate a culture of righteousness, accountability, and peace reflecting God's character and the gospel.

Many of the passages below reflect principles drawn from that biblical frameworks for the church. We recognize that the College is not a church. And yet we also recognize wisdom in God's design for the church that can also inform other institutional structures.

Institutional consistency and equity are essential for achieving the College's mission: **to train future pastors and strengthen members of local churches.** This mission is undermined wherever bias, favouritism, or institutional disorder persist. Therefore, all relationships—whether peer-to-peer or hierarchical—must be guided by principles grounded in Scripture and aligned with our institutional mission.

2. Biblical and Theological Rationale

General Principles

- **Impartiality and Justice** – God is no respecter of persons (Deut. 10:17; Acts 10:34; James 2:1–9), nor can FBC tolerate unjust partiality in its structures and decisions.
- **Order and Peace** – All things must be done “decently and in order” (1 Cor. 14:40), ensuring clarity, accountability, and edification in institutional life.
- **Ethic of Love** – All institutional relationships must be governed by love, which

is the fulfillment of the law (Romans 13:10) and the defining mark of Christian community (John 13:34–35). Love requires that policies and procedures seek the honour of God and the good of others.

- **Stewardship and Accountability** – Institutional leaders are stewards (1 Cor. 4:1–2; Heb. 13:17) and will give account for their conduct, decisions, and care for others.

3. Theological Framework for Each Institutional Relationship

a. Student to Student

- *Philippians 2:3–4* – Humility and regard for others govern all peer relationships.
- *Ephesians 4:15–16* – Students are to speak the truth in love and build one another up as each part does its work.

b. Student to Faculty

- *Hebrews 13:17* – Respectful submission to academic and spiritual leaders.
- *1 Timothy 5:1–2* – Relating with honour and purity according to age and role.

c. Faculty to Student

- *James 3:1* – Teachers bear stricter judgment and must instruct with integrity and patience.
- *Colossians 3:21; Ephesians 6:4* – As leaders, avoid provocation and discouragement.
- *2 Timothy 2:24–25* – Faculty must be kind, able to teach, patient, and gentle in correction.

d. Faculty, Staff, or Board Members to One Another

- *Romans 12:10* – Genuine brotherly affection in all relationships.
- *Titus 1:7–9* – Leadership marked by integrity, hospitality, and sound doctrine.

e. Faculty/Staff to Board

- *Romans 15:14; Ecclesiastes 4:9–12* – Accountability to board oversight under Christ’s lordship.
- *Ex. 18:13–27; Deut. 19:15; 2 Cor. 13:1* – Delegation and clarity of roles for institutional health.

4. Mission Alignment

The theological and relational order described above directly supports the mission of Foundation Baptist College. Training future pastors and strengthening church members requires an institutional culture that mirrors the order, justice, and pastoral care modelled in Scripture.

When governance is equitable and impartial:

- Students experience formation in both doctrine and discipline.
- Faculty and staff exemplify servant leadership.
- Institutional credibility is maintained for churches that send and support students.

This policy framework ensures that all institutional actors are treated with fairness, held to account, and protected from arbitrary or partial treatment, thereby reinforcing the mission and gospel testimony of the College.

Concern Procedure

1. Purpose

To ensure due process, transparency, and biblical resolution of conflict, Foundation Baptist College provides a formal concern procedure accessible to all stakeholders—students, faculty, staff, and board members. This process upholds scriptural principles of justice (Deut. 1:16–17), impartiality (James 2:1–4), and accountability (Matt. 18:15–17), and supports the College’s mission of training future pastors and strengthening local churches by modeling godly conflict resolution.

2. Concern Procedure

Step 1: Submission of Concern

- Concerns must be submitted in writing. This is available as the “Concern Form

- (S1.3)” in the student and faculty form libraries.
- The written concern must include:
 - A clear description of the concern or complaint
 - Relevant dates and individuals involved
 - Any supporting documentation
 - The resolution sought

Step 2: Acknowledgment and Initial Review

- Within **5 business days**, the receiving authority will acknowledge receipt.
- The concern will be reviewed by the president and chairman of the board to determine if it falls within the scope of this policy and whether immediate informal resolution is possible.

Step 3: Formal Review and Hearing

- If unresolved informally, a formal review will begin within **10 business days**.
- A concern review panel, comprised of at least two faculty and administration will be convened in person, remote video, or by email.
- The panel may:
 - Interview involved parties
 - Examine relevant documentation
 - Request written statements or responses

Step 4: Decision and Notification

- A written decision will be issued within **15 business days** of the hearing.
- The decision will include findings, any remedial actions, and avenues for appeal.

3. Appeals Process

- An appeal must be submitted in writing within **5 business days** of the decision.
- Appeals will be reviewed by the next higher level of authority (Board Committee of at least two board members).
- A final decision will be rendered within **10 business days** and is not subject to further appeal.

4. Documentation and Communication

- All concern records will be documented and stored securely in a central administrative file.
- Parties involved will receive copies of all decisions and updates in writing.
- Communication will be clear, timely, and confidential.

5. Record-keeping Protocol

- Concern records are retained for a minimum of **7 years**.
 - Records are stored securely, with access limited to the president, the chairman of the board, and individuals that they specifically agree together should have access. In these cases, the individual record will be marked with the names of the people who have been granted access.
 - Reviews of concern patterns will be conducted every five years to inform policy revisions and ensure institutional health.
-

Concern Submission Form

Policy Reference: Form S1.3a

Date Submitted:

Section 1: Complainant Information

Full Name: _____

Role (Student, Faculty, Staff, etc.): _____

Phone Number: _____

Email Address: _____

Section 2: Nature of Concern

Please describe the issue in detail. Include dates, individuals involved, and the specific concern or offense.

Section 3: Resolution Sought

What outcome or resolution are you requesting?

Section 4: Supporting Documentation

Are you attaching any supporting documents?

- ☐ Yes
- ☐ No

If yes, please describe:

Section 5: Signature

I affirm that the information provided in this form is accurate and complete to the best of my knowledge.

Signature: _____

Date: _____

Submit completed form to the President or Chairman of the Board of Directors.
