



Office of the Chancellor
Diocese of Knoxville

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MEMORANDUM

DATE: April 15, 2011

TO: Priests of the Diocese of Knoxville and all in Possession of a
Diocesan Handbook on Ministry, Policy and Procedure

FROM: Deacon Sean K. Smith, Chancellor *SKS*

RE: Diocesan Handbook Update #13 on
Diocese of Knoxville Conflict of Interest Policy

Enclosed in this packet are materials for updating your Diocesan Handbooks. Items for this update are as follows:

- 1. Table of Contents**
Replace existing *Table of Contents* at the front of the handbook with revised *Table of Contents* (dated April 15-2011) enclosed.
- 2. Section 27: Diocese of Knoxville Conflict of Interest Policy**
This is the recently approved Diocese of Knoxville Conflict of Interest Policy promulgated by Bishop Stika for the Diocese of Knoxville. Please insert this document under tab 27 (Diocese of Knoxville Conflict of Interest Policy).

After making the above changes/updates, indicate on this memo "Posted," date and initial, and then file this memo after the *Table of Contents* at the front of the handbook. This procedure will ensure that any user of the handbook can determine if it is up-to-date by reviewing the posted changes at the front of the handbook. **You will be receiving the hardcopies of these materials for updating your Diocesan Handbooks by mail next week.**

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Diocese of Knoxville



Conflict of Interest Policy

A conflict of interest may exist when the interests of an individual are or could be perceived as competing with the best interests of the diocese. In particular, conflicts of interest may arise for council members, clergy, staff, and certain volunteers of the Diocese of Knoxville. They may involve money, business, duty to other organizations, or special benefits.

Following are some examples of actual or potential conflicts.

- The diocese does business exclusively with an individual, his/her relative or a business associate without seeking other providers.
- The diocese offers employment to someone in exchange for some benefit.
- A supervisor supervises a relative.
- Someone obtains a benefit or advantage not otherwise available except for his or her relationship with the diocese.
- An individual's responsibility to the diocese conflicts with his or her duty to some other business or organization.
- Someone uses for his or her personal benefit confidential information obtained through his or her relationship with the diocese or membership on an advisory body.

Whether these are *actually* conflicts of interest depends on the facts.

Each individual is required to complete a questionnaire at the start of his or her voluntary or paid position with the diocese, with annual updates thereafter. He or she remains under obligation to disclose any actual or potential conflicts of interest as soon as they become known.

- If an individual serves on a council, the disclosure will be reviewed by the council chair.
- If an individual is the council chair, the bishop will review his or her disclosure statement.