**Employee Confidentiality Agreement**

In order to foster a working environment of trust, integrity, faithfulness, and accountability for the information collected and used at Name of Church during your employment, the following agreement is in place.

You acknowledge that in the course of your employment with the Name of Church, you may work with and/or acquire confidential information pertaining to church staff, pastors, boards, committees, volunteers, church members and adherents, and other individuals, and do agree to hold this information as confidential both during and following your employment with the church.

Further, you agree that you will not disclose or make available to anyone for use outside the Church, any confidential information without the prior consent of the Lead/Senior Pastor. You hereby covenant and agree that you will at no time during or after your employment use for your own benefit or the benefit of others any such confidential information. Upon termination of employment, you will return all copies and retain no copies, of all documents and electronic files relating to Name of Church’s business including, but not limited to, reports, manuals, files, correspondence, lists, programs, and any other information, materials, and copies obtained during your employment.

Any violation of this confidentiality agreement by you as an employee or former employee may lead to disciplinary action, including potential termination of employment or other legal remedies.

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| **Employer Signature** |  | **Employee Signature** |
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