

ILLAWARRA CHURCH OF CHRIST CHARTER

1. Purpose

This document sets out the conditions applying to the conduct and governance of the Illawarra Church of Christ (the Church), formerly known as the Northern Beaches Church of Christ.

2. Ministry objectives

- We have established and are operating a Christian church in the Illawarra region of NSW.
- We offer regular church services and other opportunities for public worship at our church premises.
- We offer religious ceremonies such as baptisms, weddings, and funerals at the church premises.
- We provide religious education such as bible studies and a Sunday school program.
- We oversee a comprehensive program of pastoral care.

3. Principles of the Church

- In things essential, unity, in things non-essential, liberty, but in all things, love.
- All are encouraged to know Christ and to make Him known.
- All are encouraged to belong to a small group for fellowship and growth in Christian knowledge and understanding.
- All are encouraged to regularly attend worship at the church.
- All are encouraged to regularly give their tithes and offerings to the work of the Church.
- All are encouraged to know their gifts and to use them in Christian service.

Our Church is part of Christ's Church in the Illawarra and as such it bears witness through an active participation in the community.

4. Membership

Membership of the church shall be open to all who have openly confessed their faith in Jesus Christ as Saviour and Lord, and who support the church, and regularly attend. Upon affirmation of Membership the person will be added to the church Members Register. We recommend that all follow the Bible's teaching by following Christ in the waters of believer's baptism by immersion.

5. Church Leadership

All Church Members have the right to vote for Leaders. The Leadership of the church will consist of not less than four (4), and no more than eight (8) Church Members who have, upon confession of their faith in Jesus Christ, been baptised by immersion in the tradition of the New Testament. Each Leader must be eligible to be classified as a responsible person under the Australian Charities and Not for Profits Commission Act.

Leaders shall be elected for a term of two (2) years. Their duties, as well as in ministry, will be the governance of the Church through the Church Board. The Church Board will consist of the elected Leaders and the Lead Pastor. The Church Board may appoint up to two additional members, but the number of Church Board Members may not exceed nine (9). At each Annual Meeting, each appointed Board Member will step down.

6. Church Governance Meetings

An Annual Meeting of Church Members shall be held. A Special Meeting of Church Members may be called by the Board, or on request from at least 30 Church Members.

7. Ministry Team

The Lead Pastor will be called by a vote of at least two thirds at an Annual or Special Meeting of Church Members. The Lead Pastor will have authority, in consultation with and with the approval of the Board, to make appointments to other ministry positions.

8. Church Members in Ministry

Church Members are encouraged to serve in the ministry of the Church. The Church Ministry Team will approve Church Members for ministry roles after due consideration, consultation, and the seeking God's guidance. The Church Board may recognise some Church Members as Elders of the Church.

9. Auxiliaries

Auxiliaries, using the Church name, shall only be set up with the approval of the Church Board. All property and moneys of the auxiliaries shall remain the property of the Church.

10. Accountability and Due Process

The Board will, ensure that the affairs of the Church are managed well and responsibly. Adequate and responsible processes for the handling and accounting for the Church's affairs shall be established, regularly reviewed, and maintained.

Church Board members are to exercise their powers and discharge their duties with due care and diligence. They must ensure adequate and accurate records are kept of Church operations, including minutes of Board and Church Member's Meetings, and documents required by Church Procedures. These records are to be kept safe and be open to Church Members who request access, and to external review.

11. Safe Ministry

The Church is committed to being a safe and welcoming community for all, free from abuse or harm of any kind. This applies especially to children and vulnerable people. The Church Board is committed to developing, administering, and maintaining Safe Ministry policy and processes in accordance with Australian laws.

The church is committed to the Churches of Christ NSW&ACT Professional Conduct Protocols. which are embraced by both Board and Ministry Team.

Each Board Member, and each person who works with children on behalf of the Church shall hold a NSW Working with Children Check, verified by the Church Secretary.

12. Corporate Structure and Obligations

12.1 General.

This church is an autonomous body of followers of Christ. It is registered with the Australian Government as an unincorporated association (ANZSIC code: 9540-Religious Services) and hence carries the ABN 57131782949.

12.2 The Church as a Charity

The church is established as a charity whose purpose is to advance the Christian religion in fulfillment of the objectives listed above.

12.3 Not-for-Profit Organisation

The Church is registered with the Australian Charities and Not-for-Profits Commission as a Basic Religious Charity. As such, the Church shall operate at all times as a not-for-profit organisation as described by the Australian Taxation Office. The Church, itself, is not eligible for registration as a deductible gift recipient, but may create sub entities under the appropriate rules, for this purpose.

12.4 Application of income

The assets and income of the church shall be applied solely in furtherance of the objectives listed above. No portion shall be distributed directly or indirectly to the members of the church except as bona fide compensation for services rendered or expenses incurred on behalf of the church.

12.5 Dissolution or Amalgamation

The Church may be dissolved by a vote of at least three quarters of Members present at an Annual or Special Meeting. Upon dissolution, assets remaining after settlement of debts and liabilities shall be transferred to an organisation holding principles similar to those of the Church, which is charitable at law, and which is not carried on for the profit or gain of its individual members.

13. Affiliation with Churches of Christ in NSW/ACT

Recognising the benefits of co-operation, involvement and mutual support flowing from association with a larger Christian body, the church voluntarily affiliates with the Churches of Christ in NSW/ACT, supporting the objectives of the Constitution of the Conference of Churches of Christ in New South Wales. Upon affiliation, all Church property shall be vested in the Churches of Christ Property Trust in accordance with the provisions of the Churches of Christ in New South Wales Incorporation Act 1947 and shall be governed by such Act.

14. Application

This Charter will be applied through Procedures that may be altered by the Board, provided one month's prior written notice is given to the congregation before they become effective. A Special Meeting may be called to discuss and vote on the proposed alterations. The Charter may be amended with a vote of two thirds of Church Members at an Annual Meeting, or Special Meeting, of the Church.

Authorised:

Brian Healy.
Church Board Chairperson

This Charter (Rev. 5) was approved by a meeting of the membership of the Church on February 4, 2024.

ILLAWARRA CHURCH OF CHRIST PROCEDURES

As adopted by the church Board on Monday June 24, 2024, and effective from Tuesday August 9, 2024.

1. RELATIONSHIP with the ILLAWARRA CHURCH OF CHRIST CHARTER

These provisions constitute the Procedures nominated in Section 14 of the Illawarra Church of Christ Charter and hence are required to be implemented in the conduct of church activities.

2. PURPOSE OF THIS DOCUMENT

The purpose of this document is, to ensure a sound basis for effective and transparent Church governance and management so that each person may serve together in partnership and harmony to the glory of God.

“The Church shall conduct itself so that, “everything should be done in a fitting and orderly way.” (1 Corinthians 14:40).

3. CHURCH VISION

This church seeks to be an integral part of the worldwide Body of Christ, a vital, functioning and witnessing segment of the Kingdom of God.

4. AIMS and OBJECTIVES

4.1 Church Aims

- a) To be a centre from which the Gospel of the Lord Jesus Christ is presented with a view to bringing individuals into a personal faith in, and allegiance to, Jesus Christ as their personal Saviour and the Lord of their lives.
- b) To encourage people to be involved in study programs to prepare for more effective Christian service in either a part-time or a full-time capacity.
- c) To encourage all members to be aware of and to use their God-given gifts in the service of his church and for the extension and enrichment of Christ’s kingdom.
- d) To be a centre of Christian fellowship in the Illawarra area, designed on the New Testament pattern, where Christians are instructed in their faith, encouraged in confession and prayer, and worship and praise of the one eternal God.
- e) To be a centre from which God’s love is demonstrated to the wider community through social action and service to those in need. This is a church for the community, not just the congregation. This is a church that anyone can come to.

4.2 Ministry Objectives Statement

- a) We have established and are operating a Christian church in the Illawarra region of NSW.
- b) We offer regular church services and other opportunities for public worship at our church premises.
- c) We offer religious ceremonies such as baptisms, weddings and funerals at the church premises.
- d) We provide religious education, such as bible studies and a Sunday school program.
- e) We oversee a comprehensive program of pastoral care.

5. CORE VALUES and BELIEFS

Consistent with the international Churches of Christ movement, the following core values and beliefs are embraced by the church.

- Salvation through faith in Jesus Christ.
- The authority of God's biblical word.
- The presence of the Holy Spirit in our lives.

- Believer's baptism by water immersion.
- Weekly celebration of communion.
- The mutual ministry and servanthood of all Christians.
- Christian unity within the Kingdom of God:
- The mission of the great commission:
- Numerical growth in the congregation, both through baptism and the attraction of like-minded people.
- The autonomy and empowerment of local churches to self-govern.

6. CORPORATE STRUCTURE and OBLIGATIONS

6.1 General.

This church is an autonomous body of followers of Christ. It is registered with the Australian Government as an unincorporated association (ANZSIC code: 9540-Religious Services) and hence carries the ABN 57131782949.

6.2 The Church as a Charity

The church is established to be a charity whose purpose is to advance the Christian religion in fulfillment of the objectives listed above.

6.3 Not-for-Profit Organisation

The Church shall remain registered with the Australian Charities and Not-for-Profits Commission as a Simple Church. As such, the Church shall operate at all times as a not-for-profit organisation as described by the Australian Taxation Office. The Church, itself, is not eligible for registration as a deductible gift recipient, but may create sub entities under the appropriate rules, for this purpose.

6.4 Application of income

The assets and income of the church shall be applied solely in furtherance of the objectives listed above. No portion shall be distributed directly or indirectly to the members of the church except as bona fide compensation for services rendered or expenses incurred on behalf of the church.

6.5 Dissolution or Amalgamation

The Church may be dissolved by a vote of at least three quarters at an Annual or Special Meeting. Upon dissolution, funds remaining after settlement of debts and liabilities shall be transferred to an organisation holding principals similar to those of the Church, that is charitable at law, and which is not carried on for the profit or gain of its individual members.

7. CHURCH MEMBERSHIP

7.1 Process of Membership

Membership of the church is available to all who have openly confessed their faith in Jesus Christ as Saviour and Lord, and who support the church and regularly attend. We recommend that all follow the Bible's teaching by following Christ in the waters of believer's baptism by immersion. Upon affirmation of Membership the person will be added to the church Members Register. (see Appendix7A).

7.3 Cessation of Church Membership

- a. The membership of any member may be terminated at the request of the member.

b. Where it is apparent to the Church Board that a member is not supportive of, or regularly attending the church, or as an act of discipline in accordance with the Scriptures (see ¹ Matthew 18:15-17), that person's membership may, by a resolution of the Church Board, be terminated at any time after due notice has been given to the member in writing. Should the Member respond to the Church Board, the Board shall seek to resolve any issue through a fair hearing.

Matthew 18: "15 If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. 16 If he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. 17 If he refuses to listen to them, tell it to the church, treat him as you would a pagan or tax collector."

Appendix 7-A Register of **Members of the Illawarra Church of Christ.**

The following persons have affirmed that they have openly confessed their faith in Jesus Christ as Lord and Saviour and are Members of the Illawarra Church of Christ.

Note that ICofC operates a privacy procedure which you may read in the Church Procedures. Should a person have so nominated, their physical address, e-mail addresses and telephone number(s) are required to be kept confidential.

Name	Street Address	E-mail Address	Telephone #	Membership Category	Date	Details Confidential

8. POWERS

The Church Board is empowered to do all things as necessary, incidental or conducive to the attainment of the provisions of the Charter and Procedures of the Illawarra Church of Christ.

9. GENERAL MEETINGS

9.1 Types of General Meetings

The Illawarra Church of Christ will conduct three types of General Meetings namely:

- a) Annual General Meeting
- b) Communication Meeting
- c) Special Meeting

9.2 Attendance at General Meetings

- a) All members of the Illawarra Church of Christ are eligible to attend any General Meeting.
- b) Non-members may also attend a General Meeting. They can participate in the meeting at the invitation of the Chairman but may not vote.

9.3 Notification to Members of General Meetings

- a) Prior notification of at least fourteen (14) days must be provided to members of the date, time and place of the General Meeting as well as issues to be included on the agenda of the meeting.
- b) Notification is to include:
 - i) The insertion of the information in the weekly newsletter (paper and or electronic) of the Church on at least two consecutive Sundays before the scheduled meeting date. Other publicity is to be at the discretion of the Board.
 - ii) Details of notices of motion from the Church Board or any member received in accordance with these Procedures.

9.4 Urgent Matters

A Special Meeting may be called by the Church Board for matters of extreme urgency without the notification period nominated in 9.3 provided that the Special Meeting is held following a Sunday Church Service and the announcement of the meeting and issue to be considered is made at all preceding Church Services on the day of the meeting.

9.5 Quorum at a General Meeting

- a) No item of business is to be considered at a General Meeting unless a quorum is present.
- b) A quorum for any General Meeting shall comprise a minimum of one third of Church Members.
- c) If after thirty (30) minutes from the scheduled commencement time a quorum is not present, the General Meeting will be adjourned by the Church Board to the same day of the week within a three (3) week period, and at the same time of day and place.
- d) At the reconvened meeting, if a quorum is still not present, the members present shall form the quorum and may conduct the business for which the General Meeting was called.

9.6 Conduct of General Meetings

a. Chairperson

- i. The Chair of the Church Board shall be the Chairperson for all General Meetings unless the Church Board appoints another person. The Chairperson shall have the right to a casting vote.
- ii. The Chairperson shall cause a record of the General Meeting to be kept.

b. Rules of debate

All discussion concerning matters requiring decisions shall be in accordance with the rules of debate. No motions will be accepted apart from motions on notice. Amendments to such motions on notice, however, may be proposed and accepted at the meeting.

c. Voting

- i. Members of the Illawarra Church of Christ of age eighteen (18) years and over are eligible to participate in any required vote.
- ii. Voting, when required, shall be in the first instance by a show of hands of members present unless five (5) or more members request that the issue be determined by a secret vote of members present.
- iii. When a secret vote is required the Chairperson shall appoint two (2) members present at the General Meeting as scrutineers to supervise and count any secret votes cast.
- iv. A resolution shall be declared accepted if agreed to by a simple majority of votes cast except where the Church Charter or these Procedures require otherwise. An accepted resolution shall be implemented by the Church Board.

d. Adjournment of a General Meeting

The Chairperson of any General Meeting may adjourn the meeting to another time and place, however only unfinished business shall be transacted at the reconvened General Meeting.

e. Proxy votes

No proxy or absentee votes are permitted.

10 CHURCH ANNUAL GENERAL MEETING

10.1 Date of the Annual General Meeting

The Annual General Meeting of the church shall be held within three (3) months of the end of the financial year.

10.2 Business to be Conducted at the Annual General Meeting

- a. Confirm the minutes of the last preceding Annual General Meeting.
- b. Discuss business arising from the last General Meeting.
- c. Receive and discuss annual reports concerning church activities including the meeting of any previously agreed performance measures and the annual financial statements. Such reports shall at minimum include reports from the Chairperson of the Church Board, the Lead Pastor and the Treasurer.
- d. Advise Church members of the names of members appointed to the Church Board in accordance with the process outlined in 13.1.
- e. Consider major issues as determined by the Church Board, subject to written and verbal notification of the issue being made to the Church members in accordance with the process outlined in 9.3.
- f. Consider motions received in accordance with the requirements of 9.3.

- g.** Receive verbal and written requests from members for issues requiring consideration by the Church Board at a future Special or Communication Meeting.

11 CHURCH COMMUNICATION MEETINGS

11.1 Number of Communication Meetings

- a.** A church Communication Meeting may be held when issues raised by church members, or the Board, require face-to-face and feedback discussion, and it is deemed inadequate to do this during services, in written form, or by waiting until the next Annual General Meeting. No other items or business will be raised at these meetings and resolutions passed as these meetings are for communication purposes only.

12. CHURCH SPECIAL MEETINGS

12.1 Calling Special Meetings

A Special Meeting of the church may be held from time to time by the following process.

- a.** A resolution made at a meeting of the Church Board or by consent of at least two thirds of members of the Church Board, OR,
- b.** On written request forwarded to the Church Board signed by a minimum of twenty-five per cent (25%) of members. The membership numbers shall be determined in accordance with the church roll at the time of the request.
- c.** Should the Church Board fail to convene a Special Meeting that complies with section 9.6, within a four (4) week period the members may convene such a meeting within a further fourteen (14) days and appoint a Chairperson of their choice. The members shall advise the Church Board of the time and place for the meeting two (2) weeks in advance.

13. CHURCH LEADERSHIP

13.1 Church Board

- a.** The Church Leadership shall be comprised of Church Members who are eligible as set out in the Charter and selected in accordance with the appointment process described in these Procedures.
- b.** In addition to the Church Leadership, the Church Board shall include the Lead Pastor as an ex-officio member. For clarity, membership by the Lead Pastor is based on the position held rather than set terms of office, as is the case for the elected or selected Board members.
- c.** The Church Board shall elect a Chairperson and a Secretary from within its elected membership.
- d.** The Church Board shall appoint a Treasurer. This may be an appointed person.
- e.** The term of leadership will be for two (2) years.

- f. Each year, at least two (2) Church Board members shall complete their two-year term of office.
- g. The term for a Board member will commence on the 1st day of the month following election.
- h. Should a Board member step down or leave the Board, the process of selection shall proceed in a time frame determined by the remaining Board members, but ordinarily, a byelection need not be undertaken. Instead, an appointee should be engaged.

13.2 Duties of The Church Board

The Church Board is responsible for the governance of Church affairs in all areas including:

- a. Stewardship of spiritual values in accordance with Biblical principles.
- b. Achieving aims and objectives consistent with the vision, mission and core values of the Church.
- c. Engaging in strategic planning that reflects the church mission and vision and achieves church aims and objectives.
- d. Selecting the Lead Pastor and supporting the Lead Pastor and ministry team.
- e. Monitor the performance of the Lead Pastor according to performance indicators determined by the remainder of the Board.
- f. Legal compliance.
- g. Fiscal stewardship and accountability.
- h. Sustaining a high public image and relationships with related organisations.
- i. Implementation of aims and objectives through the Lead Pastor.
- j. Monitoring achievement of aims in a Church strategic/management plan.
- k. Determining the staff selection process and job descriptions in liaison with the Lead Pastor and/or ratifying staff appointments.
- l. Receiving concerns and complaints, dealing with them equitably and as needs be, determining the procedure and mechanism for any disciplinary action.

13.3 Church Board Operations

- a. The Church Board will ordinarily meet at least bi-monthly. Additionally, a special meeting of the Church Board may be called by the Chairperson as required.

- b. Any Church member may approach the Board Chairperson or a Church Board member and request that an issue be discussed at a Church Board meeting.
- c. The Church Board may request the presence of a Church member, a ministry team member, or an advisor at any Board Meeting to speak to an issue/petition.

13.4 Church Board Meetings

- a. At the meeting a quorum shall be more than half the total number of members of the Church Board.
- b. It is expected that the Church Board will make decisions by consensus. Where consensus is not reached, all members shall have equal voting powers apart from the Chairperson, who has an additional casting vote... A vote shall be in the affirmative where a simple majority are for the motion.
- c. Any member of the Church Board who is absent without apology for three (3) consecutive meetings will, in writing, show cause why they shall not cease to be a member of the Church Board.
- d. Minutes must be kept of all meetings of the Church Board and these records (apart from confidential material) must be available for inspection by Church members.

13.5 Selection Procedure for Church Leaders.

- a. Only a Church Member who has been baptised by immersion, may nominate for membership on the Church Leadership.
- b. Each nominee shall be seconded by a Church Member.
- c. Nominations must be made in the form of a letter addressed to the Church Board Chairperson and must include the following details: reasons for nomination of self/person, length of service in the Church, a statement indicating why they are suitable for the position and what contribution they can make to the fulfillment of the Church vision. This statement should indicate how previous/current church/community/employment experience/qualifications/skills will assist their contribution to the life of the Church. Appropriate references may be included. Nominations shall ordinarily be made 3 weeks prior to the meeting at which the vote is to be held, however late applications will be accepted.
- d. The Church board shall review each nomination. Where less than 50% of the current board do not endorse a nomination, it shall be rejected.
- e. Selection of Church Board members shall be by election by the Church Members. Each available place shall be filled in sequence by the person with the highest number of votes, then the second highest etc. Where there is a tie, a vote will be held at a Church Meeting with places filled consistent with the size of the vote received for each candidate. Failing this, resolution shall be by the drawing of straws, as is the biblical custom.
- f. Where there are fewer nominations than positions available, no election shall be required, and those nominees shall be deemed to be elected, so long as when put to a church meeting, a majority vote for each candidate is received.

13.6 Criteria for Selection of Church Board Members

A Church Member who is proposed for Church Board membership must:

- a. Be a Christian who, upon confession of their faith in Jesus Christ, has been baptised by immersion in the tradition of the New Testament.
- b. Be 18 years of age or older.
- c. Be a Church Members for at least one (1) year.
- d. Not hold a position on the ministry team or administrative team nor be the spouse or child or parent of a ministry team or paid administrative team member.
- e. Be eligible to Hold a NSW Working with Children Number.
- f. Be eligible to be a Company Director under NSW legislation.

13.7 Pecuniary Interest

- a. A Church Board member shall disclose the nature and extent of any business or other interest that may influence a Church Board decision or may benefit the Church Board member.
- b. Where a Church Board member has either direct or indirect pecuniary interest in any matter which is before the Church Board or General Meeting, that member shall not vote nor take part in any discussion related to that matter.

14. CHURCH LEADERSHIP – LEAD PASTOR

14.1 Method of Appointment and Extension

- a. The Church Board will be responsible for appointing and/or extending the term of the Lead Pastor.
- b. In the event of a vacancy in the role of Lead Pastor, the Church Board shall be responsible for conducting a search for candidates to fill the position. The process for such a search will be determined by the Church Board and may vary from time to time at their discretion. The Church Board will, however, regularly report their progress to the church membership.
- c. When the Church Board has made their selection, the name of such a candidate being considered for the role of Lead Pastor will be presented to the church membership for consideration, through the regular worship services. Members will be able to make written confidential submissions to the Church Board concerning the proposed candidate. The Church Board will consider the submissions and, following investigations, will communicate with the person making the submission. If, following the investigations, the Church Board considers that no legitimate objection has been received, the appointment will be confirmed.
- d. The terms of engagement of the Lead Pastor shall be the responsibility of the Church Board. The terms will include a minimum notice of three (3) months in writing by either party wishing to terminate the appointment.

- e. For any proposed extension of the term of the Lead Pastor, the Board shall review and assess the overall ministry of the Lead Pastor.

14.2 Role of The Lead Pastor

The Lead Pastor is primarily responsible for providing the strategic vision and leadership, which enables the Church to express its core values through appropriate programs and activities to achieve the stated aims and objectives.

14.3 Staff Appointments

The Lead Pastor may make other appointments to the Ministry Team. Appointments shall be made only after consultation with, and with approval of, the Board. Such appointments shall be subject to such terms and conditions as the Board may decide at the time of each such appointment.

15. THE MINISTRY TEAM AND ADMINISTRATIVE STAFF

- a. To allow the Lead Pastor to function in his/her strongest gift areas, other staff may be appointed in accordance with the requirements of section 14.3.
- b. The Lead Pastor will be ultimately responsible for coordination and oversight of the ministry and administrative staff.

16. CHURCH FINANCES

16.1 Income

- a. The income of the Church will be principally derived from:
 - i. The freewill tithes and offerings of the members and other regular worshippers.
 - ii. Donations towards special appeals for specific purposes or needs, which arise from the aims and objectives, stated above.
- b. The Church may also receive money from government grants, bequests or donations for specific purposes in connection with programs, which seek to benefit the Church and, or, the wider community.
- c. The Church may also organise special fundraising events for specific purposes.

16.3 Financial Management

a. Finance Operations.

- i. The Treasurer will be appointed by the Church Board, preferably from within the membership of the Board. The Treasurer is accountable for reporting to the Church Board on the finances of the Church.

- ii. The Treasurer will be appointed by the Church Board at the first meeting after the Annual General Meeting.
- iii. The Treasurer will provide a monthly finance report at each Church Board meeting.
- iv. The Treasurer may co-opt, with the Church Board's approval, other suitably qualified persons to take delegated responsibility for specific tasks.
- v. At the discretion of the Board, a church auxiliary may operate a separate set of accounts. Such an auxiliary shall operate with accountability and a stewardship. Such accounts shall be open to inspection in the same way as general church finances and the auxiliary shall report financial matters to the Treasurer and hence the Church Board.

b. Reviewer

- i. Each year, a trusted reviewer shall be appointed by the Church Board to review the Church's financial records.
- ii. The review is to be completed no later than two weeks prior to the, the Annual General Meeting, and reported at the meeting.

c. Banking

- i. All money received by the Church shall be banked as soon as practicable into an accredited financial institution.
- ii. Church offerings must be counted by a minimum of two (2) persons.
- iii. Payments shall be approved by two (2) signatories to be nominated by the Church Board but include both the Chairman and the Treasurer.

17. AMENDMENT OF CHURCH PROCEDURES

Amendments to the adopted Procedures can be made in accordance with the Church Charter:

18. BOARD and MINISTRY TEAM CODE of CONDUCT

As a condition of employment, each ministry team member shall subscribe to the Churches of Christ in NSW & ACT Code of Conduct. On behalf of the Church board, board members shall acknowledge the Code of Conduct and being aware of its requirements, recognise responsibility to oversee the ministry, spiritual well-being and professional integrity of the Ministry team.

19. CHILD-SAFE AND CHILD-FRIENDLY PROCEDURE

The Illawarra Church of Christ policy for child safety embraces the following NSW State sanctioned principals:

Principle 1: The Church focuses on what is best for children.

Principle 2: All children are respected and treated fairly.

Principle 3: Children's families and communities are welcome and encouraged to participate in the Church.

Principle 4: Children receive services from skilled and caring adults.

For information on these principals see: <https://www.kidsguardian.nsw.gov.au/child-safe-organisations/child-safe-principles>

19.1 Implementation of the Child Safe and Child Friendly Policy

The following shall be undertaken:

- Definitions:

Child, Children. Those under the age of 18 including youth, teenagers, adolescents.

Worker: Any person who undertakes duties in a Children's program.

- These processes shall not apply to the activities of the church where children are in the care and, or supervision of their parent or guardian. For this purpose, the guardian is the person who the parent, or legal guardian, has entrusted to care for the child either informally or formally. (for example, a grandparent or family friend).

Explanatory Note: The church will not rely on this provision but rather shall err on the side of caution and meet community expectations. To explain by examples:

1. *Children attending a church service or a Church Picnic, are in the control of their parents (or themselves) and a church service or picnic is not a children's or youths' program under this procedure.*
2. *Children attending a Sunday School in parallel with a church service are in the care of a Children's Program. We will treat a circumstance where children come and go as they please as a Children's Program. Examples are the Breakfast Club or, say, a face painting tent at a fete or market. Here the children are broadly in the care of their parents (or themselves) but while in attendance at the program, it can be argued they are in the care of the program and hence the program will be treated as a church Children's Program.*

- These processes do apply where the church, through its staff, members or congregants engages in the care of children.
- The church shall not undertake ad hoc children's or youth programs. All programs shall be authorised by the Board Chairman. A register of approved programs shall be maintained. See Appendix 19 - A.
- Approval for a Program shall not be granted unless a Program Leader is nominated. The Program Leader shall be aware of and agree to uphold the above Child-safe and child friendly Principals, as evidenced by a statement to this effect in the Programs Register.
- The Program Leader shall nominate those people who will conduct the program (Workers). Only the Program Leader and these Workers may supervise or have significant interaction with children. Adult visitors to a program event shall be monitored by a Worker.

- Before commencing involvement in the program, the Program Leader and each proposed Worker shall provide the Church Board Secretary (or if none is appointed the Church Board Chairperson) with their full name, their date of birth and their Working with Children number.
- The Church Board Secretary shall maintain a register of persons with Working with Children Numbers (See Appendix 19B). As persons are added to this list their WWC check shall be verified as legitimate though an online check by the Church Secretary. Paperwork proffered by the worker shall not be accepted as verification. The date of verification and the signature of the verifier shall be included in register. A person shall not act as their own verifier. The maintainer of the WWC register shall verify each registered person periodically.
- Only persons with a verified WWC number shall be Program Leaders or Workers. The Program Leader shall review the WWC Register to ensure each Worker is verified and shall maintain a Program list of Worker's names and WWC numbers.
- On each occasion that the Program is being undertaken the Program Leader, or delegate, shall keep a record of each worker involved. To the extent practicable, a list of visitors shall also be kept. Where children are directly handed into the care of the program, a list of children present is to be maintained. Where children come and go a register of children's names is not necessary.
- To the extent possible and consistent with the Principals listed above there should never be an occasion where a program is underway where only one Worker (and certainly not a visitor) is present with a child or group of children. This will also apply to adolescents who act as workers. This also includes transport of children. However, transport of children is to be avoided.

19.2 Working with Children Processes and Practices

19.2.1 Overview

A Working with Children Check is a prerequisite for anyone in child-related work in NSW. A Working with Children Check includes national police check and review of findings of misconduct involving children. The result is either a clearance or a bar.

If the outcome is a clearance, the Check is valid for five years and may be used for any child-related work (paid or voluntary) in NSW. Cleared applicants will be subject to ongoing monitoring and relevant new records could lead to a bar and the clearance being revoked.

Before engaging a new, paid, child-related worker, the Church must ensure the worker has a clearance to work with children, by holding a WWC number. The only way to accurately determine a person's clearance status is by verifying their Working with Children Check online; paper evidence of a clearance should not be accepted. As noted, persons who wish to work with children shall be listed in a register held by the church secretary and the validity of each person's number shall be verified online by the Church Board Secretary.

19.2.2 Church Responsibilities

The Church shall:

- Maintain its registration as an employer with Working with Children Check.
- Verify every new paid employee online before hiring them.
- Verify current paid workers and all volunteers who propose to work with children.

- Remove any barred or unauthorised person (a person who does not have a WWC Number) from child-related work

19.2.3 Who needs a Working with Children Check?

Child related work is defined as face-to-face contact with children or work in a child-related role.

The church can be seen to be involved in any, or all, of the following Child-related industry sectors/ activities: Child Development, Clubs or other bodies providing services for children, Early education and childcare, Child Education, Entertainment for children, Religious services, Transport services for children. Youth work.

19.2.4. Exemptions

There are specified exemptions from the Working with Children Check under Part 4, Clause 20 of the Child Protection (Working with Children) Regulation 2013. People covered by these exemptions are not required to have a Working with Children Check:

- Work for a period of no more than five days in a calendar year, if the work involves minimal direct contact with children or is supervised when children are present.
- A visiting speaker, adjudicator, performer, assessor or other similar visitor on a one-off occasion and is carried out in the presence of one or more other adults.
- People under the age of 18.
- Work by an interstate visitor:
 - in a one-off event such as a jamboree, sporting or religious event or tour, if the event is the only child-related work carried out by the worker in NSW in that calendar year and the period of work does not exceed 30 days.
 - who holds an interstate working with children check or is exempt from the requirement to have such a check in his or her home jurisdiction, whose child related work in NSW is for no more than 30 days in any calendar year.

19.2.5 Verifying a child-related worker.

Verification can only be completed online. Letters of clearance cannot be accepted from workers because these documents may be falsified, or the worker may have become barred since receiving their initial clearance.

The process also connects workers to employers, which allows the Office of the Children's Guardian to immediately notify an employer if a worker becomes barred.

19.2.6 Privacy and confidentiality

The Office of the Children's Guardian will maintain a register for Working with Children Checks.

19.2.6.1 Information about a person that may be shared.

The following information about a person contained in this register may be made available by the Office of the Children's Guardian to an employer or proposed employer on request by the employer or proposed employer:

- The Working with Children Check application number of any worker.
- The current Check status of a child-related worker.
- The number, type (volunteer or non-volunteer) and expiry date of a Working with Children Check held by a child-related worker.

The Office of the Children's Guardian must not make this information available unless the request is made in an approved format and contains the particulars required by the Office of the Children's Guardian.

19.2.6.2 Information about an employer that may be shared.

The following information about an employer contained in the register may be made publicly available by the Office of the Children's Guardian:

- the trading name or registered business name of the employer
- the child-related work for which the employer engages a child-related worker
- the postcode or name of the place in which the employer's business is located
- whether any requests for information regarding a Check status were made to the Children's Guardian by the employer within a specified period.

Appendix 19A Register of the Children’s Programs of the Illawarra Church of Christ.

The following Children’s programs are sanctioned by the Church. The designated leaders have affirmed that they have read and will abide by the church “Child-Safe and Child-Friendly Procedures”.

Program Name	Leader	Telephone #	Date

Appendix 19 B: Register of Working with Children Checks

Name	Position	Address	Date of Birth	WWC Number	Expiry Date	Last Check ed By	Date

20. PRIVACY AND MANAGEMENT OF PERSONAL INFORMATION PROCEDURE.

20.1 Policy:

This policy describes the Illawarra Churches of Christ (ICofC) commitment to privacy and management of personal information.

ICofC is committed to ensuring attendees, members, employees, volunteers, and contractors are aware of their rights to information privacy, know where to access church privacy policy and procedure and know how to access or amend any of their personal information that ICofC holds.

The primary purpose of recording personal and sensitive information is to aid the operation of the church.

As ICOFC commits to maintain this Privacy Policy in line with the Australian Privacy Principles (APPs)

As the requirement for all organisations to maintain and operate privacy process is common knowledge in the community employees, attendees, members, volunteers and contractors are considered well informed of the requirement for ICOFC's to comply with legislation and community expectations, and their own obligations with respect to privacy and confidentiality.

20.2 Purpose and Scope:

The ICOFC Privacy Policy provides a framework to protect the right to privacy of those involved with the ICofC in accordance with the Commonwealth Privacy Act of 1988 and its subsequent amendments, including the Privacy Amendment (Enhancing Privacy Protection) Bill 2012, which introduced the Australian Privacy Principles (APPs) to replace the former National Privacy Principles.

The Privacy Policy applies to all personal and sensitive information about all ICofC, attendees, members, services, operations and all other community members and organisations engaged with ICOFC. ICOFC will follow the APPs so as to safeguard and maintain an individual's privacy.

Employees, volunteers, contractors, and other entities that are or have been engaged with ICOFC currently or in the past are also protected and bound by this Policy.

ICofC will:

- i. Ensure personal and sensitive information is managed in an open and transparent way.
- ii. Protect the privacy of personal information.
- iii. Provide for the fair collection and handling of personal information.
- iv. Ensure that personal information collected is used and disclosed for relevant purposes only.
- v. Regulate the access to and correction of personal information; and
- vi. Ensure the confidentiality of personal information through appropriate storage and security.

Despite the fact that the *Privacy Act 1988* (Cth) specifically excludes 'employee records' from its general requirements ICofC will endeavour at all times to handle employee records in a manner consistent with the requirements of the APPs.

20.3 Definitions

Collection of Information

Gathering, acquiring or obtaining personal information from any source including third parties.

Personal Information

Personal Information is information or an opinion, whether true or not and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion.

Personal information is any information which, or from which the individual's identity can reasonably be ascertained. It includes an individual's name, address, telephone number, date of birth, work experience, skills and qualifications, memberships, any test results, referee contact details and other information relating to career, education and personal interests.

Sensitive Information

Sensitive information is information or an opinion about an individual's racial or ethnic origin, political opinions, membership of a political association, **religious beliefs or affiliations**, philosophical beliefs, membership of a professional or trade association, membership of a trade union, sexual orientations or practices, criminal record, biometric information and templates, finance, banking, tax file numbers, health information about an individual and genetic information.

Disclosure

Making personal information available to others.

Employee Records

Employee record means information contained in or recorded in a record about health, training, discipline or resignation of the employee, termination of the employment of the employee, terms and conditions of employment, personal and emergency contact details, employment history, employee performance or conduct, hours of employment, salary or wages, tax, banking, superannuation, recreation, long service leave, sick, personal, maternity, paternity or other leave.

Record

Record means a document, database, photograph or picture of a person, but does not include a generally available publication.

Confidential and Personal Information

Confidential and personal information may include, but is not limited to, personal information about a person, any information about the organisation's suppliers, clients, customers, agents and/or contractors, any information about a prospective, current or former employee of ICofC, information regarding ICofC systems, processes and affairs.

20.4 Responsibilities

Ministry Leaders of will ensure provision of all necessary time, and resources, to ensure organisation wide adherence to this Policy. ICOFC shall ensure that this Policy is adequately communicated to those it may affect.

Ministry Leaders, as far as is reasonably practicable, will:

- Acquire and keep up to date knowledge of privacy matters.
- Ensure the provisions of this procedure are met.
- Ensure that ICofC has appropriate resources and processes to enable risks to the privacy and security of personal information to be mitigated and/or controlled.
- Ensure that the processes listed in this Procedure for complying with its duties and obligations are implemented.
- Ensure all ICOFC employees, volunteers, contractors and visitors are reasonably aware of their obligations with respect to personal information.
- All ICOFC employees, attendees, members, volunteers, contractors and visitors are required to comply with the provisions of this Procedure.

20.5 Process:

Collection, Use and Disclosure

- ICofC will only collect personal and sensitive information that is directly related to or reasonably necessary for, the provision of programs or services, human resource management functions or as required by law.

Ordinarily, this information will comprise the Church Role containing at minimum, name, age, age category, or date of birth, address, (both physical and electronic), telephone number and membership status. It is recognised that under some circumstances, address and telephone number may be sensitive and hence there is no obligation to provide these, or they may be provided but will be held as confidential.

ICofC acknowledges that it may have other information by virtue of its involvement in electronic media services such as Facebook etc.

Where a person is involved in or proposed to be involved in activities which interface with children through a church children's program, ICofC shall collect Working with Children (WWC) information which will be maintained in a register.

- ICofC will not disclose sensitive information to a third party or other organisation without consent, unless it will protect the individual or others from harm, is in the public interest or safety, is required by law, or ICofC is contractually allowed or required to do so.

Neither the Church Role nor the WWC register will be published, but rather will be available only to those Church Leaders who need to use them for communication and decision making.

- Any media request for personal or confidential information shall be referred to the Church Board Chairperson.
- Except through electronic media access, should ICOFC receive sensitive personal information that it has not been solicited, it will either be destroyed or, if required for archiving, all identifying details will be removed – as determined by management.

- The purpose, storage and security of information collected will be communicated to individuals via ICOFC policies, procedures and statements as well as any Human Resource Management Policies (as it applies to employees, volunteers and contractors).
- Advice on the ramifications of an individual refusing to provide information will be given.
- If personal information is to be used for a secondary purpose, consent will be sought.
- ICOFC will not disclose an individual's personal information to overseas organisations as these are outside Australian Privacy Legislation jurisdiction.
- ICofC will not sell, trade or rent personal information for any purpose or use it for direct marketing unless the information is collected directly from the individual and the individual would reasonably expect ICofC to disclose their personal information for the purposes of direct marketing; and the individual has been given the means to opt out and has not done so. An individual may request ICofC not to provide or disclose direct marketing information.
- If ICOFC stores personal information in an external facility, steps will be taken to ensure the storage facility does not breach the APPs. Cloud storage facilities are deemed to be secure.
- ICOFC is committed to keeping secure personal information that is either in hard copy or electronic/computer storage is protected from misuse, interference, loss, unauthorised access, modification or disclosure. Data storage systems shall be password protected and firewalls and virus scanning functionalities are used to protect against unauthorised interference.
- ICOFC will not put personal information it holds into the public arena (e.g. in a newspaper, newsletter, photograph in promotional material or on the website) without consent. In some circumstances such as a large event it may be difficult to gain consent. Where photographs or video footage is taken at a large event, a church their own photographer will use discretion when taking panoramic photographs and gain verbal consent when taking individual photographs, which allows attendees the opportunity to refuse if they are sensitive to the use of their image. Specific care will be taken where this applies to persons under the age of 18.

Access

- ICOFC recognises an individual's right to request access to information concerning or collected about that individual. ICOFC will provide access to that information to the individual or their legal representative, unless prevented by law, or providing the information poses a serious threat to others, or unreasonably impacts on others, or reveals information about a commercially sensitive decision-making process.
- ICOFC aims to ensure that the personal information held is accurate, complete and up to date. Individuals can contact the ICofC Board Secretary if any of the personal information an individual has provided has changed. Individuals are encouraged to contact ICOFC should information ICOFC has about them is not accurate, complete or up to date.
- ICOFC will take steps to correct personal information that it holds where it is satisfied that the information is inaccurate, out of date, incomplete, irrelevant or misleading.
- ICOFC will not charge an individual for requesting to access or change their personal information but may charge an authorised third party. Any charge to a third-party requesting access or amend records will be to cover costs of time and resources used.

- Where ICOFC disagrees with an individual that the information is incorrect and declines to correct personal information as requested by the individual, ICOFC will give the individual written notice that sets out the reasons for refusal and the mechanisms available to complain about the refusal.
- Where information is no longer required, it will be destroyed unless it is required for archiving.

Grievances and Complaints

- An individual may complain about a suspected breach of the APPs by contacting the Church Board Chairperson using the details outlined below. The Church Board Chairman (or other delegated authorised officer where there may be a conflict of interest) will ensure that all complaints and grievances are managed confidentially, professionally and respectfully.
- ICOFC will investigate any suspected breach of this Policy through the relevant Complaints Policy and Procedure or Grievance Procedure. External advice will be sought where required.
- Should the complainant be dissatisfied with the outcome, a further complaint may be lodged with the Australian Information Commissioner at the: Office of the Australian Information Commissioner, GPO Box 5218, Sydney NSW 2001.

21. WORK HEALTH and SAFETY

21.1 Work Health and Safety Policy

Illawarra Church of Christ is committed to providing a safe and healthy work environment for workers, including volunteers and contractors, members, congregants, visitors and the general public.

This Work Health and Safety Policy along with procedures supporting this commitment and encourage a proactive approach to the effective management of workplace hazards in consultation with stakeholders. Focus is on the prevention of injury through the continuous improvement of systems, processes and work practices.

Commitment to this policy will be achieved by:

- Compliance with the Work Health and Safety Act 2011 and Regulations 2017 NSW and associated Codes Of Practice, Australian standards and other requirements.
- Establishment of measurable objectives and targets to ensure continuous improvement in work health and safety performance.
- The regular monitoring, audit and review of health and safety performance to verify the effectiveness of work health and safety actions and ensure health and safety objectives and targets are met.
- Identifying Workplace health and safety responsibilities and accountabilities and communicating these to all stakeholders.
- Implementing structured consultation mechanisms and open communication with workers at all levels and their representatives on health and safety matters.
- Provision of relevant training, information and supervision to workers and management personnel to enable them to perform their duties safely and effectively.
- Taking all practical steps to eliminate hazards associated with our work activities through the process of hazard identification, risk assessment, implementation of risk controls and monitoring to ensure continuing effectiveness.
- Ensuring that all incidents and non-compliance situations are reported, recorded, root causes identified, and corrective actions are implemented in a timely manner.
- Provision of adequate internal and external resources and expertise to enable commitment to this policy.

Illawarra Church of Christ expects that all workers, including volunteers and contractors, residents, consumers, and visitors fully cooperate in supporting its health and safety initiatives. The policy will be communicated to workers, including volunteers and contractors, at induction and will be readily available.

This policy will be reviewed periodically and as legislative or business needs require in order to ensure it remains relevant to the organisation and its activities.

It is the responsibility of the Church Board to ensure the understanding, implementation, and enforcement of this policy.

21.2 WHS Policy Implementation

The policy is implemented follows:

a) Goal Zero

The Church Board has implemented Goal Zero for OH&S Incidents.

b) First Aid Equipment.

The Church maintains a first aid kit at its rented meeting premises. Several regular members are first aid trained.

c) Recording of OH&S Incidents.

It is church policy that any OH&S incident be reported to the Lead Pastor and then the Church Board. A register of OH&S Incidents shall be kept by the Lead Pastor. (However, it is noted that in the many years of operation of the church, no incidents have been reported.

d) Hazard Register

The church maintains a hazard register which is held by the Lead Pastor. This list all identified hazards, contains an assessment of risk and lists mitigating actions to reduce risk to ALARP.