

ILLAWARRA CHURCH OF CHRIST PROCEDURES

As adopted by the church Board on 10/08/2026 and effective from 11/09/2026

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. DEFINITIONS

- **Board member** means an office-bearer or ordinary Board member.
- **exercise** a function includes perform a duty.

function includes a power, authority, or duty.

office-bearer means a Board member who is elected to an office referred to in clause 14.1.

- **ordinary Board member** means a Board member who is not an office-bearer.
- **register of members** means the register of members maintained under clause 4.
- **secretary, of the association, means:**
 - (a) the person holding office under this constitution as secretary, or
 - (b) if no person holds that office -the public officer of the association.
- **special general meeting, of the association,** means a general meeting of the association other than an annual general meeting.
- **Auxiliary** means a subcommittee established under clause 20.
- **the Act** means the Associations Incorporation Act 2009.
- **the Regulation** means the Associations Incorporation Regulation 2022.

Note 1: The Act and the Interpretation Act 1987 contain definitions and other provisions that affect the interpretation and application of this constitution.

Note 2: The Interpretation Act 1987 applies to this constitution as if it were an instrument made under the Act.

Note 3: The Act, Part 4 deals with various matters relating to the management of associations.

7. CORPORATE STRUCTURE and OBLIGATIONS

7.1 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.

7.2 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.

7.3 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.

7.4 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.

7.5 Dissolution or Amalgamation

Subject to the Act and the Regulation, the Church may be dissolved by a vote of at least three quarters at an Annual or Special Meeting. Upon dissolution, surplus property, including 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.

surplus property has the same meaning as in the Act, section 65.

8. CHURCH MEMBERSHIP

8.1 Membership generally

- a. An individual is taken to be a member of the Church if the person was a member of the body immediately before the Incorporation registration.
- b. A person who is not an individual is not eligible to be a member of the Church.

8.2 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 provided:

- a) They make their affirmation in writing to the Church secretary.
- b) Provide their name and either postal address, e-mail address or telephone number.

The secretary must give the applicant written notice, including by email, confirming membership. The secretary must enter the applicant's name in the register of members, as soon as practicable. The applicant becomes a member once the applicant's name is entered in the register.

8.3 Register of members

The secretary will establish and maintain a register of members of the Church. which may be in written or electronic form, and include, for each member, the member's full name, a residential, postal or email address, and the date on which the person became a member, and if the person ceases to be a member, the date on which the person ceased to be a member.

The register will be:

- a) kept in New South Wales at the Church's official address.
- b) available for inspection, free of charge, by members at a reasonable time, and where kept in electronic form, will be able to be converted to hard copy.

A member may obtain a hard copy of the register, or a part of the register, however, information about a member, other than the member's name, must not be made available for inspection if the member requests that the information not be made available.

A member must not use information about a member obtained from the register to contact or send material to the member, unless the information is used to send the member a newsletter, or a notice for a meeting or other event relating to the Church, other material relating to the Church, or it is necessary to comply with a requirement of the Act or the Regulation.

8.4 Fees and subscriptions

The church requires no fees or subscriptions.

8.5 Members' liabilities

The liability of a member of the Church to contribute to the payment of either of the following is limited to the amount of any outstanding fees for the member.:

- a) the debts and liabilities of the Church,
- b) the costs, charges and expenses of the winding up of the Church.

8.6 Membership entitlements not transferable

A right, privilege or obligation that a person has because the person is a member of the Church:

- (a) cannot be transferred to another person, and
- (b) terminates once the person ceases to be a member of the Church.

8.7 Disciplinary action against members

A person may make a complaint to the Board that a member of the Church has:

- (a) failed to comply with a provision of this constitution, or
- (b) wilfully acted in a way prejudicial to the interests of the Church, or
- (c) sinned against their brothers or sisters in Christ. (see ¹ Matthew 18:15-17).

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."

The Board may refuse to deal with a complaint if the Board considers the complaint is trivial or vexatious. If the Board decides to deal with the complaint, the Board must:

- (a) serve notice of the complaint on the member, and
- (b) give the member at least 14 days from the day the notice is served on the member within which to make submissions to the Board about the complaint, and
- (c) consider any submissions made by the member.

The Board may, by resolution, expel the member from the Church if, after considering the complaint, the Board is satisfied that the facts alleged in the complaint have been proved, and the expulsion is warranted.

If the Board expels or suspends the member, the secretary must, within 7 days of that action being taken, give the member written notice of:

- (a) the action taken, and

- (b) the reasons given by the Board for taking the action, and
- (c) the member's right of appeal.

The expulsion or suspension does not take effect until the later of the following:

- (a) the day the period within which the member is entitled to exercise the member's right of appeal expires, or
- (b) if the member exercises the member's right of appeal within the period - the day the Church confirms the resolution.

8.8 Right of appeal against disciplinary action

A member may appeal against a resolution of the Board by lodging a notice of appeal with the secretary within 7 days of being served notice of the resolution.

The member may include, with the notice of appeal, a statement of the grounds on which the member intends to rely for the purposes of the appeal.

The secretary must notify the Board that the secretary has received a notice of appeal.

If notified that a notice has been received, the Board must call a general meeting of the Church to be held within 28 days of the day the notice was received.

At the general meeting:

- (a) no business other than the question of the appeal is to be transacted, and
- (b) the member must be given an opportunity to state the member's case orally or in writing, or both, and
- (c) the Board must be given the opportunity to state the Board's case orally or in writing, or both, and
- (d) the members present must vote by secret ballot on the question of whether the resolution should be confirmed or revoked.

The appeal is to be determined by a simple majority of votes cast by the members.

8.9 Resolution of internal disputes

These shall be resolved using a process consistent with these Procedures (See 20. Concerns Resolution)

8.10 Member resignation

A member of the Church may resign from being a member by giving the secretary written notice.

8.11 Cessation of membership

A person ceases to be a member of the Church if the person dies, or resigns from being a member, or is expelled from the Church.

Where it is apparent that a member is no longer supportive of, or regularly attending the church, the secretary may write to the member asking whether they wish to continue membership. Should there be no response within 4 weeks, membership may be discontinued.

9. POWERS

Subject to the Act, the Regulation, this constitution and any resolution passed by the Church in general meeting, the Church Board is to control and manage the affairs of the Church, and may exercise all the functions that may be exercised by the Church, other than a function that is required to be exercised by the

Church in general meeting, and has power to do all things that are necessary or convenient to be done for the proper management of the affairs of the Church.

10. GENERAL MEETINGS

10.1 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

10.2 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 Chairperson but may not vote.

10.3 Notification to Members of General Meetings

- a) The secretary must give each member notice of a general meeting:
 - if a matter to be determined at the meeting requires a special resolution - at least 21 days before the meeting, or
 - otherwise - at least 14 days before 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 as follows:
 - the place and time at which the meeting will be held, and
 - the nature of the business to be transacted at the meeting, and
 - if a matter to be determined at the meeting requires a special resolution - that a special resolution will be proposed, and
 - for an annual general meeting - that the meeting to be held is an annual general meeting.
 - iii) The only business that may be transacted at the meeting is as follows:
 - the business specified in the notice, and
 - for an annual general meeting - business referred to in clause 10

A member may give written notice to the secretary of business the member wishes to raise at a general meeting, and the secretary must specify the nature of the business in the next notice calling a general meeting.

10.4 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.

10.5 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) The secretary is required to notify members of the time and place for the reconvened meeting.
- e) 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.

10.6 Conduct of General Meetings

a. Chairperson

- i. The Chairperson 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 an additional 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. Each attending eligible member has one vote and the meeting chairperson has an additional casting vote when required to settle a matter.
- 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 minuted and implemented by the Church Board

d. Postal, electronic or combined ballots

- i. The Church may hold an electronic or combined ballot, as determined by the Board, to decide any matter other than an appeal on church membership.
- ii. The ballot must be conducted in accordance with Schedule 2 of the Regulation.

e. Transaction of business outside meetings or by telephone or other means

- i. The Church may transact its business by the circulation of papers, including by electronic means, among all members of the Church.
- ii. If the Church transacts business by the circulation of papers, a written resolution, approved in writing by a majority of members, is taken to be a decision of the Church made at a general meeting.
- iii. The Church may transact its business at a general meeting at which 1 or more members participate by telephone or other electronic means, provided a member who speaks on a matter can be heard by the other members.
- iv. The member presiding at the meeting and each other member have the same voting rights as they would have at an ordinary meeting of the Church.
- v. Any resolution approved shall be recorded in the minutes of the meetings of the Church.

f. 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.

g. Proxy votes

No proxy or absentee votes are permitted.

11 CHURCH ANNUAL GENERAL MEETING

11.1 Date of the Annual General Meeting

The Church must hold the Church's first annual general meeting within 18 months of the day the Church was registered under the Act.

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

11.2 Place of the Annual General Meeting

Subject to the Act and the annual general meeting is to be held at the place and time determined by the Board.

11.3 Business to be Conducted at the Annual General Meeting

- a.** Confirm the minutes of the previous annual general meeting and any special general meetings held since the previous 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 required to be submitted to members of the Church under the Act. 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 this document.
- 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 this document.
- g.** Receive verbal and written requests from members for issues requiring consideration by the Church Board at a future Special or Communication Meeting.

12 CHURCH COMMUNICATION MEETINGS

12.1 Number of Communication Meetings

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 church 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.

13. CHURCH SPECIAL MEETINGS

13.1 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. The request:
 - i. must state the purpose of the meeting, and
 - ii. must be signed by the members making the request, and
 - iii. may consist of more than 1 document in a similar form signed by 1 or more members, and
 - iv. must be lodged with the secretary, and
 - v. may be in electronic form and signed and lodged by electronic means.
- c. Should the Church Board fail to convene a Special Meeting that complies with section 9.6, within a four (4) week period, one or more of the members who made the request may call a special general meeting to be held within 3 months of the date the request was lodged. Such a special general meeting must be conducted, as far as practicable, in the same way as a general meeting called by the Board. The members shall advise the Church Board of the time and place for the meeting two (2) weeks in advance.

14. CHURCH LEADERSHIP

14.1 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.
- i. Reasons for leaving the board are as follows. The member:
 - (i) dies, or
 - (ii) ceases to be a member of the church, or
 - (iii) resigns from office by written notice given to the secretary, or
 - (iv) is removed from office by the Church under this clause, or
 - (v) is absent from 3 consecutive meetings of the Board without the consent of the Board, or
 - (vi) ceases to hold a valid WWC clearance. or
 - (vii) becomes an insolvent under administration within the meaning of the Corporations Act 2001 of the Commonwealth, or
 - (viii) is prohibited from being a director of a company under the Corporations Act 2001 of the Commonwealth, Part 2D.6, or
 - (ix) is convicted of an offence involving fraud or dishonesty for which the maximum penalty is imprisonment for at least 3 months, or
 - (x) becomes a mentally incapacitated person.

14.2 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 and addressing concerns and complaints in accordance with the Concerns Resolution section of these Procedures and ensuring that any matters requiring Dispute Resolution or formal Complaint Resolution are managed.

14.3 Church Board Operations

- a. The Church Board will ordinarily meet at least bi-monthly. Nevertheless, the Board must meet at least 3 times in each 12-month period at the place and time determined by the Board.
- b. Additionally, a special meeting of the Church Board may be called by the Chairperson or any board member, as required.
- c. 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.
- d. 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.

14.4 Church Board Meetings

- a. The Secretary or the Chairperson must provide at least 48hrs notice of a church Board meeting, along with the location of the meeting.
- b. The Chairperson shall preside at each board meeting unless absent in which case those present shall select another Church Board member to chair the meeting.
- c. At the meeting a quorum shall be more than half the total number of members of the Church Board.
- d. 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 meeting chairperson, who has an additional casting vote. A vote shall be in the affirmative where a simple majority are for the motion.
- e. 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.
- f. Minutes must be kept of all meetings of the Church Board in the church records, and these records (apart from confidential material) must be available for inspection by Church members.
- g. The Board may act despite there being a casual vacancy in the office of a Board member.

- h. An act done by a Board or subcommittee is not invalidated because of a defect relating to the qualifications or appointment of a member of the Board or subcommittee.

14.5 Transaction of business outside meetings or by telephone or other means

- a. The Board may transact its business by the circulation of papers, including by electronic means, among all Board members.
- b. If the Board transacts business by the circulation of papers, a written resolution, approved in writing by a majority of Board members, is taken to be a decision of the Board made at a meeting of the Board.
- c. The Board may transact its business at a meeting at which 1 or more Board members participate by telephone or other electronic means, provided a member who speaks on a matter can be heard by the other members.
- d. The member presiding at the meeting and each other member have the same voting rights as they would have at an ordinary meeting of the Board for the purposes of the approval of a resolution.
- e. A resolution approved must be recorded in the minutes of the meetings of the Board.

14.6 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 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.

14.7 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 an NSW Working with Children Number.
- f.** Be eligible to be a Company Director under NSW legislation.

14.8 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.

15. CHURCH LEADERSHIP – LEAD PASTOR

15.1 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.

15.2 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.

15.3 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.

16. THE MINISTRY TEAM AND ADMINISTRATIVE STAFF

- a. To allow the Lead Pastor to function in their 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.

17. ADMINISTRATION

17.1 Church (Board) Secretary

17.1.1 Minutes

The secretary must keep minutes of:

- (a) All elections of Board members.
- (b) General Meetings of the Church.

Minutes shall include the names of Church and Board members present at a meeting of the Board or a general meeting, and all proceedings at Board meetings and general meetings. The minutes must be:

- (a) Kept in written or electronic form in the permanent records of the church
- (b) At the following meeting, be presented for and accepted as a true record of the meeting.

17.1.2 Records of Board Membership

The secretary shall maintain a register of Church Board Members including their Full Name, Date of Birth home address, e-mail address, phone number, date of joining and leaving the board and WWC number. It is noted that this will include the Secretary's address.

17.2 Church 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 general or specific purposes or 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.
- d. The Church may receive funds from any source approved by the Church Board.

17.3 Financial Management

17.3.1 Church Treasurer

- 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.
- iv. The Treasurer of the Church must ensure—
 - (a) all money owed to the Church is collected, and
 - (b) all payments authorized by the Church are made, and
 - (c) correct books and accounts are kept showing the financial affairs of the Church, including full details of receipts and expenditure relating to the Church's activities.
- v. The Treasurer may co-opt, with the Church Board's approval, other suitably qualified persons to take delegated responsibility for specific tasks.

17.3.2 Church Auxiliaries

At the discretion of the Board, a church auxiliary may operate a separate set of accounts. Such an auxiliary shall operate with accountability and 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.

17.3.3 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.

17.3.4 Banking

All money received by the Church shall be banked as soon as practicable into an accredited financial institution.

Each payment shall be approved by two (2) Church signatories. Church Signatories shall be as determined by the Church Board but shall include both the Chairperson and the Treasurer.

17.4 Change of name, objects or constitution

An application for registration of a change in the Church's name, objects or constitution made under the Act, section 10 must be made by:

- (a) the public officer, or
- (b) a Board member.

17.5 Insurance

The Church may take out and maintain insurance as appropriate for the Church's assets, liabilities and operations.

17.6 Service of notices

For the purposes of These Procedures, a notice may be given to or served on a person:

- a. by delivering the notice to the person personally, or
- b. by sending the notice by pre-paid post to the address of the person, or
- c. by sending the notice by electronic transmission to an address specified by the person for giving or serving the notice.

A notice is taken to have been given to or served on a person, unless the contrary is proved. The effective date of notice shall be:

- i) For a notice given or served personally - on the date on which the notice is received by the person.
- ii) For a notice sent by pre-paid post - on the date on which the notice would have been delivered in the ordinary course of post.
- iii) For a notice sent by electronic transmission on the date the notice was sent, or if the machine from which the transmission was sent produces a report indicating the notice was sent on a later date—on the later date.

17.7 Custody of records and books

Except as otherwise provided by these Procedures, all records, books and other documents relating to the Church must be kept in New South Wales at the Church's official address, or in the custody of the public officer or in the custody of a member of the Church, as determined by the Board.,

17.8 Inspection of records and books

- a) The following documents must be available for inspection, free of charge, by members of the Church at a reasonable time:
 - i. The Church Charter and these Procedures.
 - ii. Minutes of Board meetings (as redacted for confidential matters) and general meetings of the Church.

The Board may refuse to allow a member to inspect or obtain a copy of a document under this clause that relates to confidential, personal, commercial, employment or legal matters, or if the Board considers it would be prejudicial to the interests of the Church for the member to do so.

17.9 Financial year

The Church's financial year is:

- the period commencing on the date of incorporation of the Church and ending on the following 30 June, and
- **each period of 12 months after the expiration of the previous financial year, commencing on 1 July and ending on the following 30 June.**

18. AMENDMENT OF CHURCH PROCEDURES

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

19. MINISTRY TEAM CODE of CONDUCT AND BOARD RESPONSE

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.

20. CONCERNS RESOLUTION

20.1 Purpose

The purpose of this section is to provide a clear and proportionate governance-level process for addressing concerns and complaints within the Illawarra Church of Christ. This process distinguishes between:

- **General concerns and complaints**, which are part of normal church governance and pastoral life, and
- **Safety-related concerns**, which require specialised handling under the Church's Safe Church Policy.

Detailed procedures for managing concerns, disputes, and complaints are contained in the **Church Manuals**, including the Safe Church Handbook and any other relevant operational documents.

20.2 General Concerns and Complaints

General concerns and complaints include matters relating to:

- communication
- pastoral issues
- relational issues
- misunderstandings
- dissatisfaction with ministry decisions
- procedural issues
- minor behavioural concerns

These matters are **not safety-related** and are handled by the **Church Board** in accordance with its governance responsibilities in a fair minded and even-handed manner.

General concerns will be addressed through one of the following processes (depending on type, severity, and in order escalation:

1. **Informal discussion**, clarification, or pastoral engagement.

2. **Board consideration**, where the matter is more serious or cannot be resolved informally. The exchange of written correspondence is expected. This may be e-mail but it is better done by church letter (Letterhead, formal signature by Secretary Lead Pastor or Chairperson).
3. **Formal processes**, where required, using procedures contained in the Church Safety Handbook.
4. **As a last resort**, a dispute may be referred to a Community Justice Centre within the meaning of the Community Justice Centres Act 1983 for mediation. If the dispute is not resolved by mediation within 3 months of being referred to the Community Justice Centre, the dispute must be referred to arbitration, and the Commercial Arbitration Act 2010 applies to a dispute referred to arbitration.

20.3 Safety-Related Concerns

Safety-related concerns include matters involving:

- child safety
- vulnerable adult safety
- boundary breaches
- grooming indicators
- misconduct
- abuse
- criminal behaviour
- any matter requiring escalation to the Churches of Christ NSW/ACT Professional Standards Unit (PSU)

These matters are handled under the **Safe Church Policy (Section 20)** and the detailed procedures contained in the **Safe Church Handbook**.

Safety-related concerns are **not** handled through general Board processes, except where governance decisions are required after the Safe Church Team has completed its responsibilities.

20.4 Documentation

- General concerns: documented only where necessary for governance continuity.
- Safety-related concerns: documented in accordance with the Safe Church Policy and Safe Church Handbook.

20.5 External Reporting

Where a matter involves criminal behaviour, any person may report directly to Police. The Church will comply with all mandatory reporting obligations as outlined in the Safe Church Policy.

SECTION 21 — SAFE CHURCH POLICY combined reviews ready to insert 11 6 26

21.1 Purpose

The Illawarra Church of Christ is committed to being a safe, welcoming, and protective community for all people, especially children, young people, and vulnerable adults. This Safe Church Policy sets out the Church's governance-level commitments and provides the framework under which detailed procedures, training, and operational practices are implemented using resources in the ICofC Safe Church Handbook.

This Policy aligns with:

- NSW Child Safe Standards
- NSW Reportable Conduct Scheme
- Working With Children Check legislation
- ACNC Governance Standards

To the extent practicable for a small church, it also aligns with the Churches of Christ NSW & ACT Safe Church Package which adopts some requirements that exceed legislative minimums.

21.2 Scope

This Policy applies to:

- Ministers Board Members and staff
- Volunteers/workers and ministry leaders
- Contractors and external hirers
- Participants in Church programs
- Anyone representing Illawarra Church of Christ in the community

Clarification: Where children are in the direct care of their parent or guardian, the Child-Safe procedures do not apply. However, the Church will err on the side of caution and treat any activity where children are functionally in the care of the Church as a Children's Program.

21.3 Definitions and Glossary

21.3.1 Safe Church Terms

- **Child** — Person under 18 including infants, children and youth.
- **Vulnerable Person** — Adult unable to protect themselves
- **Safe Church** — Environment free from abuse or harm
- **Safe Church Team** — Oversees screening, training, reporting
- **WWCC** — NSW Working with Children Check
- **Safe Ministry Training** — Accredited child safety training
- **Code of Conduct** — Behaviour expectations
- **Two-Adult Rule** — Minimum two screened adults present
- **Disclosure** — Sharing of concerning information
- **Grooming** — Manipulative behaviour to facilitate abuse
- **Mandatory Reporting** — Legal reporting requirement
- **PSU** — CoC NSW ACT Professional Standards Unit
- **Reportable Conduct** — Misconduct requiring reporting

21.3.2 Ministry & Governance Terms

- **Ministry Leader** — Oversees a ministry area
- **Volunteer** — Unpaid ministry worker
- **Worker** — Any person who undertakes duties in a Children's Program.
- **Leader** — Person supervising others
- **Board** — Governing body
- **Approval to Work with Children** — Screening clearance
- **External Hirer** — Facility user
- **Contractor** — Tradesperson or service provider
- **Confidential Information** — Sensitive information requiring protection

21.3.3 Behaviour & Boundary Terms

- **Boundary** — Limit protecting safe relationships
- **Inappropriate Behaviour** — Breaches boundaries
- **Physical Contact (Appropriate)** — Child-initiated, non-intrusive
- **Physical Contact (Inappropriate)** — Lap-sitting, tickling, etc.
- **Pastoral Care** — Supportive, non-clinical care
- **Dual Relationship** — Multiple roles with one person

21.3.5 Documentation Terms

- **Safe Church Register** — Master compliance record
- **Incident Report Form** — Records incidents
- **Hazard Register** — Records hazards
- **WHS Audit** — A safety systems and compliance review
- **Safe Church Health Check** — Denominational compliance review
- **Policy Adoption** — Board approval

21.4 Our Commitments

Illawarra Church of Christ commits to:

- **protecting children and vulnerable people** from abuse, neglect, and exploitation
- **creating safe physical, emotional, and spiritual environments** in all ministries
- **screening, training, and supervising** all workers appropriately
- **responding promptly and transparently** to concerns, disclosures, complaints or allegations
- **supporting survivors** with compassion and confidentiality
- **maintaining compliance with and legislative requirements.**

21.5 Safe Church Team

21.5.1 The Church Board

The Board is responsible for:

- approving and maintaining this Policy
- appointing and resourcing the Safe Church Team (SCT)
- ensuring compliance with legislation and agreed denominational requirements
- receiving governance-level reports from the SCT

Additional governance requirement: All Children's and Youth Programs must be authorised by the Board. A register of approved programs is be maintained by the Church Secretary.

21.5.2 The Safe Church Team (SCT)

The SCT is responsible for:

- receiving and assessing safety-related concerns
- determining escalation pathways and protective actions
- ensuring mandatory reporting compliance
- maintaining safety-related documentation
- liaising with PSU, Police, DCJ, and other agencies
- overseeing screening, training, and supervision
- implementing the Safe Church Policy

Composition: The Church Board has adopted the role of SCT

21.6 Screening, WWCC Verification and Training

21.6.1 Screening

A person with a verified WWCC, who has signed the code of conduct and who has committed to training may be considered screened and hence be permitted to work with children and, or vulnerable persons.

21.6.2 Code of Conduct

All staff and volunteers must sign the Illawarra Church of Christ Safe Church Code of Conduct., which outlines:

- Behaviour expectations
- Boundaries
- Prohibited conduct
- Reporting responsibilities

21.6.3 WWCC Check and Verification.

- All child-related workers must hold a valid WWCC.
- WWCCs shall be verified online by the Church Secretary or delegate. Paper evidence is not accepted as verification.
- A WWCC Register must be maintained and periodically reverified. The WWCC Register is part of the Safe Church Register
- The Church verifies WWCCs for any person with significant contact with children, and even if not legally required.

21.6.4 Safe Ministry Training

- All workers in child-related or vulnerable-person roles must complete “Creating Safe Spaces” course or equivalent.
- Refresher training must be completed as required.
- The SCT will coordinate **periodic** training, refreshers and role-specific training.

21.7 Safe Ministry Practice

21.7.1 Supervision and Presence

- The ‘two-adult rule’ applies to all children’s and youth programs.
- Age-appropriate supervision ratios should be applied. These are:

Age Group	Recommended Ratio	Notes
0–2 years	1:3	High-needs care
3–5 years	1:5	Preschool-age
5–7 years	1:6	Early primary
8–12 years	1:8	Primary
13–17 years	1:10	Youth programs
Mixed ages	Use youngest ratio	Always

- Private, unsupervised meetings with a child are not permitted.
- Programs must never operate with only one Worker present.
- Visitors to programs must be supervised by a Worker.
- A role shall be kept by the program leader for each children's program on each occasion it meets. It shall list date time and duration and all those present: children, workers, visitors, others.

21.7.2 Physical Contact

- Only appropriate, non-intrusive, child-initiated contact is permitted.
- No tickling, wrestling, lap-sitting, or physical discipline.

21.7.3 Communication

- No private messaging with children (including youths).
- Use group-based communication channels with parental visibility.
- Workers must maintain boundaries in all communication.

21.7.4 Transport

- No worker shall transport a child alone.
- Transport should be avoided where practicable.
- Parental/guardian consent is required.

21.8 Concerns, Disputes, Complaints Reporting, and Response

21.8.1 What must be reported

- Abuse or neglect,
- Disclosures
- Concerning behaviour,
- Boundary violations,
- Misconduct by staff or workers

21.8.2 How to Report

Concerns must be reported to:

- The program leader or our Pastor, or a church minister, or a church board member, or the Police, or the Department of Communities & Justice, as seems fit.

A program leader, Our Pastor, church minister or Board Member will report to the Board/SCT.

21.8.3 Follow-up and Resolution/

- The Board/SCT will notify Police, DCJ, or PSU as required.
- Reports will be handled sensitively and confidentially.
- Support will be provided to affected persons.
- Resolution will be in accordance with Church Concerns, Disputes and Complaints Procedures, (which include formal procedures as required).

21.8.4 Confidentiality

Reports are handled sensitively and shared only with those who need to know.

21.9 Risk Assessment and Activity Controls

- All ministry programs must have a documented risk assessment. These ministries include:
 - Sunday service children's program
 - Youth gatherings (if restarted)
 - Small groups in homes
 - Community events in the control of the church
- External hirers using the building where activities are unusual
- High-risk activities require enhanced controls and approval by the SCT and WHS Officer.
- Risk assessments shall be stored in the Risk Assessment Register.

21.10 Record Keeping and Reporting

21.10.1 Record Keeping

The Church Secretary will maintain and securely store:

- Safe Church Register
- Concern, Dispute and Complaint Reports
- Training Records
- Risk Assessment Register
- Board safety reports in Church Board Minutes
- Records shall be retained.

21.10.2 Reporting

The Church Board, as SCT shall include a Safe Church agenda item at each board meeting and hence stay current with all Safe Church activities and requirements.

21.11 Safe Church Handbook

The Safe Handbook supplements this Procedure and Policy. It contains detailed operational procedures, templates, forms, response processes, some training documents, and risk assessment tools. It may be updated by the Board or SCT without amending this Policy.

21.12 Review

This Policy will be reviewed at least every three years or sooner if required.

Appendix 21 A 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 20B: Safe Church Register

Name	Position	Address	Date of Birth	WWC Number	Expiry Date	Verified By	Date

22 Illawarra Church of Christ – Work Health & Safety (WHS) Policy (2026)

22 1. Purpose

Illawarra Church of Christ is committed to providing a **safe, healthy, and hazard-free environment** for all workers, volunteers, congregants, visitors, and contractors. This policy outlines how we meet our obligations under:

- **NSW Work Health & Safety Act 2011**
- **NSW Work Health & Safety Regulation 2017**
- **Churches of Christ NSW & ACT WHS expectations**
- **ACNC Governance Standards**

To the extent practicable for a small church, it also aligns with the Churches of Christ NSW & ACT Safe Church Package which adopts some requirements that exceed legislative minimums.

Our goal is simple: **no harm to anyone on our premises or participating in our ministries.**

22 2. Scope

This policy applies to:

- Ministers, elders, staff
- Volunteers and ministry leaders
- Contractors and tradespeople
- External hirers
- All attendees at church programs
- Anyone using the church property

22 3, WHS Terms

- **WHS** — Work Health & Safety
- **WHS Officer** — Oversees safety systems
- **Hazard** — Potential source of harm
- **Risk** — Likelihood + severity of harm
- **Risk Assessment** — Evaluation of hazards
- **Control Measures** — Actions to reduce risk
- **Incident** — Injury, illness, or near miss
- **Near Miss** — Incident that almost caused harm
- **Notifiable Incident** — Must be reported to SafeWork NSW
- **Emergency Plan** — Documented emergency procedures
- **Evacuation Warden** — Directs evacuation

22 3. WHS Responsibilities

22 3.1 Church Board

The Board holds responsibility for WHS compliance and must:

- Ensure WHS systems are implemented and resourced
- Review WHS reports quarterly
- Approve WHS policies and procedures
- Ensure risks are identified and controlled
- Ensure incidents are reported and investigated

22 3.2 WHS Officer

Appointed annually by the Board. Responsible for:

- Conducting hazard inspections
- Maintaining WHS registers
- Coordinating emergency procedures
- Managing contractor safety
- Reporting hazards and incidents to the Board

22 3.3 Ministry Leaders

Must:

- Conduct risk assessments for their programs
- Require volunteers to follow safe practices
- Report hazards and incidents promptly

22 3.4 Workers & Volunteers

Must:

- Take reasonable care for their own safety
- Follow WHS instructions and procedures
- Report hazards, unsafe behaviour, or incidents
- Use equipment safely and responsibly

22 4. Hazard Management

Illawarra Church of Christ will maintain a **Hazard Identification and Risk Register** and undertake audits covering:

22A 4.1 Common Church Hazards

- Slips, trips, and falls (older flooring, uneven surfaces)
- Electrical hazards (testing & tagging required)
- Fire safety (extinguishers, alarms, emergency lighting)
- Kitchen hazards (hot surfaces, knives, food safety)
- Carpark and traffic flow
- Manual handling (chairs, tables, equipment)
- Asbestos (if applicable to building age)
- Working at heights (ladders, roof access)
- Lighting, including Emergency lighting
- First aid kit condition
- Building Condition

- Accessibility

22 4.2 Hazard Control

We follow the WHS hierarchy of control:

1. Eliminate
2. Substitute
3. Isolate
4. Engineer
5. Administer
6. PPE

Hazards must be recorded, assessed, and addressed promptly.

22 5. Incident Reporting & Investigation

5.1 What Must Be Reported

- Injuries
- Near misses
- Property damage
- Unsafe behaviour
- Equipment failure
- Fire or electrical issues

22 5.2 Reporting Process

1. Notify the **WHS Officer** immediately
2. Complete an **Incident Report Form**
3. WHS Officer investigates and recommends controls
4. Board reviews and approves corrective actions

22 5.3 Notifiable Incidents

The WHS Officer must notify **SafeWork NSW** immediately if an incident involves:

- Serious injury or illness
- Dangerous incident
- Death

22 6. Emergency Management

In conjunction with the building owner, Illawarra Church of Christ will maintain:

- A written **Emergency Plan**
- **Evacuation diagrams** in key locations
- **Trained wardens** for Sunday services and major events
- **Annual evacuation drills**
- **First aid kits** and designated first aiders

Emergency procedures must be reviewed annually.

22 7. Contractor & Hirer Safety

22A 7.1 Contractors

All contractors must:

- Sign in
- Provide evidence of insurance
- Follow WHS instructions
- Use safe work practices

22 7.2 External Hirers

Hirers must:

- Sign a **Facility Hire Agreement**
- Follow emergency procedures
- Use the building safely
- Report hazards or incidents

22 8. Safe Ministry & WHS Integration

WHS and Safe Church responsibilities overlap in areas such as:

- Supervision ratios
- Safe physical environments
- Emergency response
- Incident reporting

The WHS Officer and Safe Church Team must collaborate on shared risks.

22 9. Training & Induction

Illawarra Church of Christ will provide:

- WHS induction for all new workers and volunteers
- Role-specific safety training (e.g., kitchen, children's ministry, first aid)
- Annual refresher briefings
- Emergency procedure training for wardens

22 10. Record Keeping

The WHS Officer maintains:

- Hazard Register
- Incident Register
- Contractor Register
- Test & Tag Register

- Fire Safety Certificates
- Annual WHS Audit reports
- Electrical test & tag register

Records are stored securely and retained according to legal requirements.

22 11. Review

This policy is reviewed **each three years** or sooner if:

- Legislation changes
- The building changes
- A significant incident occurs
- Churches of Christ NSW & ACT updates its WHS guidance

23. Illawarra Church of Christ – Privacy Policy

23.1 Purpose of this Policy

Illawarra Church of Christ is committed to protecting the privacy of all members, visitors, volunteers, staff, and anyone who interacts with our ministries. We follow the **Privacy Act 1988 (Cth)** and the **Australian Privacy Principles (APPs)**.

This policy explains how we collect, use, store, and protect personal information.

23.2 What Personal Information We Collect

We only collect information that is reasonably necessary for church ministry, pastoral care, safety, and administration. This may include:

- Name, address, phone number, email
- Family details of minors
- Attendance information
- Working With Children Check (WWCC) details
- Emergency contact information
- Giving records (not public)
- Pastoral care notes (minimal and confidential)
- Photos or video taken at church events (with consent)

We do **not** collect unnecessary sensitive information unless required for ministry or legal compliance.

23.3 How We Collect Information

We collect information in ways such as:

- Online forms, paper forms, or sign-ups
- Pastoral conversations (only minimal notes kept)
- Children's and youth ministry registration
- Volunteer onboarding and Safe Church screening

- Emails, phone calls, or messages
- Church events and programs

Where reasonable, we collect information **directly from the individual**.

23.4 Why We Collect Personal Information

We collect information for purposes such as:

- Providing pastoral care and support
- Running ministries, programs, and events
- Safe Church and child safety compliance
- Volunteer screening and training
- Communicating with members and families
- Managing rosters, teams, and groups
- Meeting legal and insurance obligations
- Financial giving administration and receipts

We do **not** use personal information for commercial purposes.

23.5 How We Store and Protect Information

We take reasonable steps to keep information secure, including:

- Password-protected digital systems
- Restricted access to sensitive records
- Secure storage of paper documents
- Safe Church training for staff and volunteers
- Regular review of who has access to data

Pastoral notes are kept **minimal**, confidential, and accessible only to authorised ministry staff.

23.6 Disclosure of Personal Information

We only share personal information when:

- Required by law (e.g., child safety reporting)
- Necessary for Safe Church screening (e.g., WWCC verification)
- Needed for ministry purposes (e.g., rosters, small groups)
- Consent has been given (e.g., photos, testimonies)

We do **not** sell or rent personal information.

We may use trusted third-party services (e.g., church management software, email systems) that store data securely in Australia or overseas.

23.7 Photos, Video, and Online Services

We may take photos or video at church events for ministry communication. We will:

- Seek consent where individuals are identifiable
- Honour requests not to be photographed
- Avoid posting images of children without parental consent
- Remove images upon request

23.8 Access and Correction

Individuals may request:

- Access to their personal information
- Correction of inaccurate or outdated information
- Removal from mailing lists or communication channels

Requests can be made by contacting the Church Office.

23.9 Children and Young People

We collect children's information only with parental or guardian consent. We comply with:

- NSW Child Safe Standards
- WWCC requirements

23.10 Contact and Complaints

If you have a question or concern about privacy, or wish to make a complaint, please contact our pastor, our Church Secretary or and church board member.

We will respond promptly and in line with the Australian Privacy Principles.

23.11 Updates to This Policy

This policy may be updated from time to time. The current version will always be available on request or on our website.

JPP