

D4 POLICY, PROCEDURES AND PROTOCOL MANUAL



W A G G A
W A G G A
BAPTIST
CHURCH

Policy, Procedures and Protocol (PP&P) Manual

D4

Introduction

Governance Documents WWBC

There are four key documents governing Wagga Wagga Baptist Church (WWBC).

- WWBC Constitution. 'D1' The first and key document and alongside of that, is
- WWBF Inc. (our legal entity)'s Constitution, 'D2'
- The Operations Manual. 'D3"
- The Policy, Procedures and Protocol (PP&P) Manual 'D4' (this document).

The Policy, Procedures and Protocol (PP&P) Manual, this document, contains all WWBC's adopted policies, procedures & protocols. As such, it represents a reference manual for staff, leaders & those wishing to understand how WWBC operates. It is meant to be a living document and it is expected that all the Policy, Procedures and Protocol will be periodically reviewed, updated and amended. Indeed, it is expected that a key component of the yet to be developed control system will be the requirement to continually review and update the material in this manual.

Notes:

- This document, which in due course will be published on the Church Web--Site, is still being developed and will eventually, be the repository of all Church policy, agreed procedures & protocol. As such, it needs to be subject to a control and access system yet to be developed.
- Policy to be relevant and meaningful needs to be current & up to date. It is essential that all documents in this manual are regularly reviewed and updated. To that end, a policy on policy needs to be developed. This policy will set out the format that policies need to be in, the review process (when & by who?) and a retention practice (see point 4 below)
- Policy, Procedure & Protocols need to be set and maintained at the lowest appropriate level in the organization, however as a principle that, as far as possible, the persons affected or controlled by the policy should not be the ones writing, reviewing, or amending it. Policy, procedures, etc. need to be "controlled" by the next level in the organization. i.e., procedures for handling collections should not be set, reviewed, or amended by the cashiers, but probably by the treasurer, and signed off by the diaconate.
- In today's legal environment it needs to be recognised that litigation is possible, A significant part of any defence, is being able to show that we, as an organisation had thought about the issue and had current clear well thought out policies and procedures in place and that we were following these at the time. However, it also needs to be recognized legal action could take place years after the event. Accordingly, it is necessary to be able to show what was in place at the time of the event being challenged. A clear retention policy needs to be developed, however until such time as this is in place, the Church Administrator shall at the beginning of each year take and store both a pdf & a hard printed copy of this Manual, as a record of Policy & procedures being followed at that time. This record shall be maintained for a minimum of 40 years.
- In developing policy, it is necessary to ask the questions: 'Who is this meant to apply to?' 'How it is to be monitored?' 'Who should review the policy and how often?' As well as 'How it will be

applied?' Policies will state who they are meant to apply to. E.g., the whole church, office staff, or perhaps the diaconate.

- Experts advise that to be effective, policies need to be:
 - Written, but kept as simple as is possible.
 - Available for the users to read (and find).
 - Stored in a fashion that ensures users have access to all policies (not hidden somewhere else).
 - They also advise that policies should, where possible be nested, a major or master policy and then lower-level policies. It is expected that this manual will be developed in this manner.

e.g., The master policy might be:

- “WWBC will be a safe place with every member being responsible to work towards a no risk environment.” With next level policies about. Building safety, risk management and child safety. Or
 - “WWBC will be financially responsible and ensure that all financial dealing meet the highest level of accountability.” With next level policies about budgeting, cash handling & petty cash, etc.
- Using this structure people can gather the big picture by reading the master, or top-level policies, or delve as deeply as they wish rather than having to wade through reams of what to them, could be irrelevant policy.

Overview

Introduction 3

Overview 5

Table of Contents..... 6

Section One - Finance Policy 10

1. Finance Master Policy 12

Section Two Health and Safety 49

2. Health and Safety - Master Policy 50

Section Three - Information, Confidentiality & Copyright 216

3. Information, Confidentiality & Copyright - Master Policy 217

Section Four Elders & Deacons 242

4. Elders and Deacons Master Policy 247

Section Five - Baptism & Membership..... 264

5. Master Policy: Baptism & Membership 265

Section Six Administration and Governance..... 275

6. Church Administration – Master Policy 277

Section Seven Ministries 308

7. Ministries – Master Policy..... 311

Section Eight Communications. 333

8. Communications – Master Policy 334

Table of Contents

Introduction	3
Overview	5
Table of Contents.....	6
Section One - Finance Policy	10
1. Finance Master Policy	12
1.1. General Finance and Money Policy.....	15
1.1.1. Finance Committee Terms of Reference	17
1.1.2. Finance Delegations	19
1.1.3. Financial Calendar	22
1.1.4. Procedures for Handling Cash.....	28
1.1.5. Prepaid Credit Card Instructions	33
1.1.6. Petty Cash Instructions	35
1.2. Aims Fund Policy and Procedure	39
1.3. Receipt of Gifts.....	43
1.4. Procedures for Ministerial benefits and Non-cash Benefit Accounts.....	45
Section Two Health and Safety	49
2. Health and Safety - Master Policy	50
2.1. Emergency Management Plan	53
2.2. Hazardous Substances & Dangerous Goods	56
2.3. Safe Church	59
2.3.1. Safe Church Policy.....	59
2.3.2. Safe Church Team Role Description.....	69
2.3.3. Procedure for Staff and Volunteers	74
2.3.4. Staff and Volunteer Application and Registration Form and Safe Ministry Screening Questionnaire ...	86
2.3.5. Code of Conduct.....	94
2.3.6. Procedure for Conflict Resolution.....	101
2.3.7. Procedure for Handling Complaints.....	108
2.3.8. Procedure for Responding to Child Protection Concerns	117
2.3.9. Safe Church Concerns Form	128
2.3.10. Declaration Regarding Ministry with Persons of Concern	133
2.3.11. Appointment of leaders	138
2.3.12. Bullying, Harassment & Violence Policy.....	141
2.3.13. Managing Challenging Behaviour Policy	144
2.3.14. Managing Challenging Behaviour Procedure.....	148
2.3.15. Guidelines for Activities with Children and Young People.....	150
2.3.16. Procedure for Helping Visitors	159

2.4.	Safe Programs	162
2.4.1.	Safe Programs Activity & Events Guide.....	164
2.4.2.	Health & Safety Rules.....	176
2.4.3.	Workplace Health & Safety Committee/Team	179
2.4.4.	Return to Work Policy	183
2.4.5.	Duty Officer/Building Fire, Safety & Evacuation Wardens.....	186
2.4.6.	Duty Officer/Building Warden	189
2.4.7.	Duty Officer’s/Building Warden Checklist.....	194
2.4.8.	Defibrillator Use	198
2.5.	Risk Management	202
2.5.1.	Tool for First Level and Major Activity assessment	207
2.5.2.	Incident/Hazard Report Form	213
Section Three - Information, Confidentiality & Copyright		216
3.	Information, Confidentiality & Copyright - Master Policy	217
3.1.	Notes on Copyright	219
3.2.	Protocol for Confidential Information	221
3.3.	Copyright & Music.....	222
3.4.	Confidentiality and Non-Disclosure Agreement	224
3.5.	Pastoral Care Software: System and Access	227
3.6.	Cyber Security Policy.....	229
3.7.	Ownership of material produced by staff and members.....	242
Policy 3.8	Conflict of Interest	Error! Bookmark not defined.
3.8.	Introduction	Error! Bookmark not defined.
3.9.	Definitions	Error! Bookmark not defined.
3.9.1.	Pecuniary interests.....	Error! Bookmark not defined.
3.9.2.	Non-pecuniary conflicts of interest	Error! Bookmark not defined.
3.10.	Policy	Error! Bookmark not defined.
Section Four Elders & Deacons		242
4.	Elders and Deacons Master Policy	247
4.1.	Ministry Descriptions - Deacons	248
4.2.	Church Officer & Deacon Selection.....	251
4.3.	The Role of Elders	253
4.4.	Ministry Description: Elders.....	255
4.5.	Duty Elder’s Duty Statement.....	257
4.5.1.	How Elders Function	259
4.5.2.	Notes & suggestions on the Decision Making process for Elders	261
4.6.	Elders Portfolios	263

Section Five - Baptism & Membership..... 264

5. Master Policy: Baptism & Membership 265

 5.1. Baptism 266

 5.2. The Membership Process..... 267

 5.3. Becoming a Member..... 269

 5.4. When People leave. 273

Section Six Administration and Governance..... 275

6. Church Administration – Master Policy 277

 6.1. Governance Structure..... 278

 6.2. Administration 281

 6.3. Church Record keeping 283

 6.4. Church Services - Organization 285

 6.5. Political Material 287

 6.5.1. Event (especially AGM) Planning Tool 288

 6.6. Use of Church Facilities..... 290

 6.7. Guidelines for the Use & Hire of Church Facilities..... 292

 6.8. Guidelines for the Use & Hire of Church Facilities..... 294

 6.9. Church Logo & Style Guide 295

 6.10. Funeral policy..... 296

 6.11. Procedure for Office Security - Visitors to church 299

 6.12. Vehicle Use Policy 300

 6.13. Vehicle Use Procedure 306

Section Seven Ministries 308

7. Ministries – Master Policy..... 311

 7.1. Establishing New Ministries 312

 7.2. New Ministry Proposal..... 314

 7.3. Review of Ministries..... 316

 7.4. Ministries Descriptions 317

 7.4.1. Senior Pastor 318

 7.4.2. Ministry Description: Ministry Groups and Ministry Group Coordinators 323

 7.4.3. Ministry Description: Church Officers..... 325

 7.4.4. Finance 327

 7.4.5. Building & Grounds Maintenance Team..... 328

 7.4.6. Mission 329

 7.4.7. Draft example of a ministry statement..... 330

 7.5. Ministries 331

 7.5.1. Ministry Description: Helping Hands 331

7.5.2. Ministry Description: Yong Adults Ministry (2019).....	332
7.5.3. Senior Sisters.....	332
Section Eight Communications.	333
8. Communications – Master Policy	334
Policy	334
8.1. Communications – Spokesperson.....	335
8.2. Guidelines for WWBC Website and Internet	336

Section One - Finance Policy

1. Finance Master Policy	12
Sub Policies	13
1.1. General Finance and Money Policy.....	15
1.1.1. Finance Committee Terms of Reference	17
Membership.....	17
Authority	17
Finance Committee	17
Role	17
Reporting Structure	18
Quorum.....	18
Regularity	18
1.1.2. Finance Delegations	19
1.1.3. Financial Calendar	22
1.1.4. Procedures for Handling Cash.....	28
Background	28
Handling of cash.....	28
Offerings, tithes and donations	28
Fundraising.....	Error! Bookmark not defined.
Banking of cash	Error! Bookmark not defined.
Segregation of duties	Error! Bookmark not defined.
Bank reconciliations	Error! Bookmark not defined.
1.1.5. Prepaid Credit Card Instructions	33
Policies:	33
Prepaid credit card top ups.....	33
Prepaid credit card restrictions.....	33
Procedures	33
Responsibilities: WWBC Staff (who have a prepaid credit card) are responsible for correctly operating the card in accordance with the above policies and procedures.....	34
1.1.6. Petty Cash Instructions	35
Policies:	35
Petty cash limits/security.....	35
Petty cash restrictions.....	36
Procedures:	36
Issuance of petty cash.....	36
Recording disbursement of petty cash (completing the petty cash voucher).....	36

Recouping the petty cash float	37
Responsibilities:	37
1.2. Aims Fund Policy and Procedure	39
Scope:.....	39
Scriptural basis:.....	39
Overview:	39
Objectives:	40
Issues:.....	40
Policies:	40
<u>Usage Guidelines</u>	40
Procedures:	41
<u>Identifying the Needs</u>	41
<u>Recording Disbursement of Cash</u>	42
1.3. Reception of Gifts	43
Monetary Giving	43
Other Giving	43
Support for Missionaries, Students, etc.....	43
Legacies, Bequests, ect.	43
Special Giving	43
1.4. Procedures for Ministerial benefits and Non-cash Benefit Accounts.....	45
1. Purpose	45
2. Eligibility	45
3. Ministers remuneration	45
4. Allowable expenses.....	46
5. Disallowed expenses	46
6. Social security	47
7. Set up of non-cash benefit accounts.....	47
8. Monthly reconciliations	47
9. Accumulated unspent balances	48

1. Finance Master Policy

Policy – Finances F1	Authorship – Prepared by Adrian Lindner Jan 2017 Owner/responsible - WWBFInc	Next Revision Date – 23 August 2022.
Status – Approved Finance Committee – 1 Feb 2017 WWBC Deaconate – 24 Feb 2017 Reviewed Finance Committee – 5 May 2021 WWBC Deaconate – 23 August 2021	Applies to – All church and WWBFInc activities	Precis – Defines financial requirements for all church and WWBFInc activities

We will recognize that church funds belong to God and will attempt to treat them appropriately:

- The Church operates on a financial year of 1 July to 30 June.
- A committee of people from within the church, with financial expertise, shall be called together from time to time to advise the Treasurer and assist in developing financial advice and governance, insurance, borrowings, or investment strategies. This Finance Committee meets quarterly, and its terms of reference are in the document “WWBC Finance Committee TOR”
- Cash handling requires thorough security and strict procedures to safeguard cash. The policy and procedures are contained in the document “WWBC Cash Handling Procedure”
- Petty Cash requires thorough security and strict procedures. To safeguard cash, it should be stored in a locked safe place. An appropriate petty cash book shall be kept recording all dealings with petty cash. The policy and procedures are contained in the document “WWBC Petty Cash Procedures”
- All church expenditure will be made by either cheque or preferably bank transfer (apart from small items of expenditure made through the petty cash)
- When a member is seeking reimbursement for expenditure they must provide the original receipts, for amounts over \$50 receipts are to be made out to WWBC and include the suppliers ABN
- Before paying invoices, a check is undertaken to ensure that the invoices are made out to WWBC, are a valid tax invoice with the amount of GST stated and include the suppliers ABN. When a member is seeking reimbursement for expenditure, they must provide the original receipts.
- The church cheque account requires two signatories to operate the account. Signatories will be four deacons (two of whom should be the Secretary and Treasurer), selected annually by the deacons.
- Financial reports shall be presented at all regular diaconate meetings. This will comprise a Budget Analysis (MYOB report “Profit and Loss - Budget Analysis”) comparing actual to budget year-to-date, and a schedule of the payments made by the church (MYOB report “Cash Disbursements”) since the last meeting.
- The treasurer shall present a financial overview to every regular church member's meeting.
- An annual budget shall be prepared and adopted by the church at a church members' meeting in June each year for the next financial year 1 July to 30 June.

- Any significant variations to the budget shall be reported to the diaconate in the first instance and any recommendations for budget variations will be referred to the church for approval at the earliest possible date.
- The church shall engage an independent qualified auditor to conduct a review of the church accounts and procedures at least annually. The appointment of the auditor for the coming year will be from a recommendation from the Finance Committee to the AGM of Wagga Baptist Facilities Inc. Every five years the church should go out to tender for the audit function.
- The church auditor's written management letter shall be presented at the first available Finance Committee meeting following its receipt. The Finance Committee will assess the auditor's recommendations for adoption or make suitable notations for not accepting recommendations.
- The church's audited financial statements will be presented at the next meeting of the Finance Committee.
- In the event that the auditor's report contains significant recommendations or adverse findings, they shall be invited to address a joint Finance Committee and Deacons meeting called for that purpose.
- Two people should be involved in counting offerings. Since the COVID19 pandemic, those counting the offering should thoroughly wash or sanitise their hands afterwards to reduce the risk of passing on the COVID19 virus.
- Monies will be banked at the earliest opportunity. Since the COVID19 pandemic, the person doing the banking should thoroughly wash or sanitise their hands afterwards to reduce the risk of passing on the COVID19 virus.
- Church leaders shall absent themselves from decisions within the life of the church where a conflict of interest arises.

Sub Policies

A series of specific policies and procedures addressing these matters and other finance related issues will be developed.

Related Policies Finance policy 1. Finance Master Policy	History Updated July 2021 Adopted 2020
1.1. General Finance policy	Date Adopted Approved June 2019
1.1.1. Finance Committee Terms of Reference	Replaces None
1.1.2. Finance Delegations 1.1.3. Financial Calendar 1.1.4. Procedures for handling cash 1.1.5. Prepaid Credit Card Instructions	Revised July 2021

D4 Policy Procedures & Protocol Document

1.1.6. Petty Cash Instructions 1.2. Aims Policy 1.3. Receiving of Gifts	
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1.1. General Finance and Money Policy

Policy – Finances F1.1	Authorship – Owner/responsible – Treasurer and Finance Committee	Next Revision Date – 12 months.
Status – Existing (name change)	Applies to – All church and WWBFinc activities	Precis – Sets out general rules for handling monies and finances

We will recognize that church funds belong to God and will attempt to treat them appropriately:

- A minimum of two people are always to be involved in counting offerings.
- Monies will be banked at the earliest opportunity.
- Petty cash (if any) will always be stored in a locked safe place.
- An appropriate petty cash book shall be kept recording all dealings with petty cash.
- Church expenditure will be made by cheque, or bank transfer (apart from small items of expenditure made through the petty cash).
- When a member is seeking reimbursement for expenditure, they must provide the original receipts, for amounts over \$50 receipts are to be made out to WWBC and include the suppliers ABN.
- All church cheque accounts shall require two signatories to operate the account.
- Financial reports shall be presented at all regular diaconate meetings.
- The treasurer shall present a financial report to every regular congregational meeting.
- An annual budget shall be prepared and adopted by the church at a congregational meeting each year
- Any significant variations to the budget shall be reported to the church at the earliest possible date
- The church shall engage an independent qualified auditor to conduct a review of the church accounts and procedures at least annually.
- the church auditor's written report shall be presented at the first available diaconate meeting following its receipt
- The Treasurer shall advise of the auditor's report at the first available congregational meeting following its receipt
- In the event that the auditor's report contains significant recommendations or adverse findings, they shall be invited to address a diaconate meeting called for that purpose
- A committee of people from within the church, with financial expertise, shall be called together from time to time to advise the Treasurer and assist in developing financial management, borrowing or investment strategies.

D4 Policy Procedures & Protocol Document

- Church leaders shall absent themselves from decisions within the life of the church where a conflict of interest arises.

<p>Related Policies</p> <p>Finance policy</p> <p>1. Master Finance Policy</p> <p>1.1. General Finance policy</p> <p>1.1.1. Finance Committee Terms of Reference</p> <p>1.1.2. Finance Delegations</p> <p>1.1.3. Financial Calendar</p> <p>1.1.4. Procedures for handling cash</p> <p>1.1.5. Prepaid Credit Card Instructions</p> <p>1.1.6. Petty Cash Instructions</p> <p>1.2. Aims Policy</p> <p>1.3. Receiving of Gifts</p>	<p>History</p> <p>Existing – New name</p>
	<p>Date Adopted</p>
	<p>Replaces</p>
	<p>Revised</p>

1.1.1. Finance Committee Terms of Reference

Policy – Finances F1.1.1	Owner/responsible – Treasurer and Finance Committee	Revision Date – 36 months.
Status – Existing (name change)	Applies to – Finance Committee	Precis – Sets out terms of reference for the Finance Committee

This group known as WWBC Finance Committee (FC) will meet on a regular basis to discuss financial compliance and financial best practice policies and procedures for the Wagga Wagga Baptist Church.

Membership

This Committee will comprise:

- WWBC Treasurer (present incumbent Adrian Lindner) and FC Chairman
- WWBC Assistant to Treasurer (present incumbent Louise Bryder)
- WWBC member with financial expertise (Jonathan Tasker)
- WWBC second member with financial expertise (Cheryl King)

An invited guest may be asked to attend for a specific meeting or topic. This guest may be from WWBC or elsewhere.

Authority

At the Annual General Meeting of the Wagga Wagga Baptist Facilities Incorporated in November 2013, the following minutes were recorded:

Finance Committee

It was noted that the Church had agreed to the formation of the finance Committee as required by its Administration Manual. The committee would have the task of assisting the Treasurer in assessing and reviewing the current financial situation and developing policies and procedures for the future financial management, financial control and financial risk management.

The Admin manual requires that the Treasurer be the chair and convenor of the committee and that it consist of those members of the church with appropriate expertise in financial management (with the right to seek external input if seen appropriate).

Role

- To advise the treasurer on financial risk management including the structure of books, procedures, investments, borrowings, and compliance with superannuation, insurance, taxation and statutory requirements.

- To assist in developing and reviewing budgets, particularly in regard to compliance with church policy and accounting procedures.
- To bring nominations for the Treasurer's Position.
- To propose financial policies and procedures to the Deaconate.
- To analyse the Church's finances and financial management practices including the potential need for professional input.
- To review the scope and provider of the church's audit and make appropriate recommendations to the Deaconate.
- To undertake special financial projects as requested by the Deaconate.
- The committee will report through the treasurer to the Diaconate.

Reporting Structure

This committee will report directly to the Deaconate of WWBC through a written or verbal report by the Chairman.

Quorum

A meeting quorum will consist of two members present.

Regularity

The chairman will distribute an agenda and any discussion papers to members prior to the meeting. The FC meets quarterly from 2015. The timing of meetings coincides with the financial calendar as determined by the FC.

Meetings will be of one to two hour's duration and be held primarily at WWBC on a Wednesday commencing at 7.30pm.

Special committee meetings can be called on a needs basis on a particular topic, for instance when an invited guest is available to address the committee.

Related Policy Finance policy 1. Master Finance Policy 1.1. General Finance policy 1.1.1. Finance Committee Terms of Reference 1.1.2. Finance Delegations 1.1.3. Financial Calendar 1.1.4. Procedures for handling cash	History Existing – New name
	Date Adopted 22 August 2016
	Replaces Earlier version with same name adopted 17 March 2014
	Revised 22 August 2016

1.1.5. Prepaid Credit Card Instructions	
1.1.6. Petty Cash Instructions	
1.2. Alms Policy	
1.3. Receipt of Gifts	

1.1.2. Finance Delegations

Policy – Finances F1.1.2	Owner/responsible – Treasurer and Finance Committee	Revision Date – 12 months.
Status – Existing (name change)	Applies to – All church and WWBFInc activities	Precis – Details all finance delegations

The following authorities and powers are conferred by Wagga Wagga Baptist Facilities Inc.

No	Category	Function	Delegate	Special Conditions
1	Budget	AUTHORITY TO approve Annual Budget (including allocations to ministry and primary areas).	Church Meeting	Drafted by Treasurer then on recommendation of Finance Committee to Deaconate.
2		AUTHORITY TO approve a variation to an annual allocation to a ministry and primary budget area.	Deaconate	Within the total budget allocated in the Annual Budget by the Church.
3	Financial Reviews	AUTHORITY TO conduct periodic financial review of ministry and primary areas.	Treasurer	With review by Finance Committee and reported to Deaconate.
4	Annual Accounts	AUTHORITY TO certify Annual Accounts as true and correct.	Treasurer	Following review by Finance Committee.
5		AUTHORITY TO certify the draft Annual Accounts for review by the Auditors.	Secretary and Treasurer	
6		AUTHORITY TO approve final audited Annual Accounts for submission to the Church AGM and lodge annual financial summaries in the approved form with the Director-General, NSW Fair Trading within 1 month after the AGM	Secretary and Treasurer	Per NSW Associations Incorporated Act 2009
7	Bank Accounts	AUTHORITY TO approve opening and closing of bank accounts.	Deaconate	On recommendation of Finance Committee.
8	Investments	AUTHORITY TO APPROVE asset allocations to comply with asset allocation targets and ranges.	Secretary and Treasurer	On recommendation of Finance Committee.
9	Financial Loans	AUTHORITY TO approve opening of loan accounts.	Church Meeting	After recommendation by Finance Committee then Deaconate to the Church.
10		AUTHORITY TO approve closing of loan accounts.	Deaconate	After recommendation by Finance Committee.
11	Plant and Equipment	AUTHORITY TO approve the adjustment of plant and equipment	Deaconate	

D4 Policy Procedures & Protocol Document

		records (disposal, lost, stolen, damaged)		
12	Inventory Records	AUTHORITY TO adjust inventory records	Deaconate	On the recommendation of the ministry or primary area
13	Loan or Hire of Rooms & Equipment	AUTHORITY TO establish a list of Church property and equipment for loan or hire to an outside organisation or person.	Deaconate	
14		AUTHORITY TO approve the hire, terms and conditions for the loan or hire of rooms and equipment to outside organisations or person.	Church Administrator	
15	Fees and Charges	AUTHORITY TO set fees, charges, sale price of Church goods and services (e.g. publications, meals) to church or non-church organisations and individuals.	Deaconate	On recommendation of Finance Committee.
16		AUTHORITY TO apply fees, charges, sale price of Church goods and services for each request.	Church Administrator	
17	Taxation	AUTHORITY TO certify and submit Church taxation returns to the Australian Taxation Office where taxation compliance arises (e.g. BAS and PAYG returns).	Treasurer	
18	Credit Cards	AUTHORITY TO approve issuance of credit cards to staff for purchasing and/or travel.	Deaconate	On recommendation of Treasurer.
19	Quotes and Tenders	AUTHORITY TO seek Quotations, Public Tender, Request for Proposal, Request for Information, or Expressions of Interest for individual capital projects, major goods and services.	Deaconate	
20	Authorised Signatories	AUTHORITY TO approve a Schedule of Authorised Signatories (including signatory to Bank Accounts, electronic funds transfers).	Deaconate	
21	Insurance	AUTHORITY TO appoint an insurer to the Church.	Deaconate	On recommendation of Finance Committee.
22		AUTHORITY TO negotiate and approve insurance contracts from the approved insurer.	Treasurer	
23	General Expenditure	AUTHORITY TO order goods and services, make procurements and incur expenditure on behalf of the Church.	Ministry and primary area leaders	Within their budget allocated in the Annual Budget approved by the Church.
24	Bad Debt Write-Off	AUTHORITY TO write-off of bad debts as irrecoverable and to adjust debtor accounts.	Deaconate	Following review and recommendation by Finance Committee.
25	Capital Projects	AUTHORITY TO incur expenditure for individual goods and services for capital projects.	Project Manager	Total expenditure must be within the relevant allocation in the Capital Plan approved by the Church.

D4 Policy Procedures & Protocol Document

26	Consultants	AUTHORITY TO approve engagement and payment of fees for Consultants.	Deaconate	Within the total budget allocated in the Annual Budget approved by the Church.
27	Contractors	AUTHORITY TO approve engagement and payment of contractors.	Deaconate	Within the total budget allocated in the Annual Budget approved by the Church.
28	Audit	AUTHORITY TO appoint an external auditor and approve expenses related to external audit.	WWBF Inc	On recommendation of Finance Committee.
29	Staff	AUTHORITY TO add a staff position to the staff establishment.	Church Meeting	Following recommendations from the Deaconate
30		AUTHORITY TO recruit and appoint staff to a vacant position.	Deaconate	
31	Payroll	AUTHORITY TO incur expenditure for regular payment of payroll, including salary and wages, employee leave, superannuation, allowances.	Secretary	Including the engagement of casual staff.

<p>Related Policies</p> <p>Finance policy</p> <p>1. Master Finance Policy</p> <p> 1.1. General Finance policy</p> <p> 1.1.1. Finance Committee Terms of Reference</p> <p> 1.1.2. Finance Delegations</p> <p> 1.1.3. Financial Calendar</p> <p> 1.1.4. Procedures for handling cash</p> <p> 1.1.5. Prepaid Credit Card Instructions</p> <p> 1.1.6. Petty Cash Instructions</p> <p> 1.2. Alms Policy</p> <p> 1.3. Receiving of Gifts</p>	<p>History</p> <p>Existing – New name</p>
	<p>Date Adopted</p>
	<p>Replaces</p>
	<p>Revised</p>

1.1.3. Financial Calendar

Policy – Finances F1.1.3	Owner/responsible – Treasurer and Finance Committee	Revision Date – 12 months.
Status – Existing (name change)	Applies to – Treasurer and Finance Committee	Precis – Sets out the time line for financial management activities

ACTIVITY	JUL	AUG	SEP T	OCT	NOV	DEC	JAN	FEB	MA R	APR	MAY	JUN
Finance Committee		meeting			meeting			meeting			meeting	
Bank Reconciliation of all accounts	Completed by Assistant to Treasurer	Completed by Assistant to Treasurer	Completed by Assistant to Treasurer	Completed by Assistant to Treasurer	Completed by Assistant to Treasurer	Completed by Assistant to Treasurer	Completed by Assistant to Treasurer	Completed by Assistant to Treasurer	Completed by Assistant to Treasurer	Completed by Assistant to Treasurer	Completed by Assistant to Treasurer	Completed by Assistant to Treasurer
Reconciliation of Visa Cards			Recoup by Assistant to Treasurer			Recoup by Assistant to Treasurer			Recoup by Assistant to Treasurer			Recoup by Assistant to Treasurer before 30 June
Reconciliation of Petty Cash	Recoup by Office Co-Ordinator	Recoup by Office Co-Ordinator	Recoup by Office Co-Ordinator	Recoup by Office Co-Ordinator	Recoup by Office Co-Ordinator	Recoup by Office Co-Ordinator	Recoup by Office Co-Ordinator	Recoup by Office Co-Ordinator	Recoup by Office Co-Ordinator	Recoup by Office Co-Ordinator	Recoup by Office Co-Ordinator	Verify cash count by Assistant to Treasurer before 30 June
End of year accruals	Completed by Treasurer for prior year				Reversals by Treasurer post audit for current year							
ACTIVITY	JUL	AUG	SEP T	OCT	NOV	DEC	JAN	FEB	MA R	APR	MAY	JUN

D4 Policy Procedures & Protocol Document

Annual Accounts		Drafted by Treasurer										
		Reviewed at Finance Committee	Sent to Auditor	Return from Auditor	Approved at Church AGM							
				Approved at Diaconate								
				Preparation of Annual Report								
Audit Management letter				Received from Auditor	Reviewed at Finance Committee							
Annual Returns to ASIC					Lodgement by Public Officer							
Annual Information Statement to ACNC					Lodgement by Treasurer							
Budget Development	Input by Treasurer on MYOB									Draft prepared by Treasurer	Discussed at Finance Committee	Approved at Church meeting
											Approved at Diaconate	
Budget Maintenance					Reviewed at Finance Committee							

D4 Policy Procedures & Protocol Document

						Mini-budget approved at Diacornate						
ACTIVITY	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Annual payments to missionaries, etc.	Payments made by Assistant to Treasurer											
Quarterly payment of WICCET allocation	Payments made by Assistant to Treasurer			Payments made by Assistant to Treasurer			Payments made by Assistant to Treasurer			Payments made by Assistant to Treasurer		
May Mission payments										Donations received		Assistant to Treasurer to submit payment details to GIA by 10 June

D4 Policy Procedures & Protocol Document

Easter Appeal									Donations received	Donations received. Assistant to Treasurer to submit payment details within 2 weeks of Easter		
ACTIVITY	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Christmas Appeal						Donations received	Donations received. Assistant to Treasurer to submit payment details within 2 weeks of Christmas					
Payments Report	Tabled at Diaconate	Tabled at Diaconate	Tabled at Diaconate	Tabled at Diaconate	Tabled at Diaconate	Tabled at Diaconate						

D4 Policy Procedures & Protocol Document

Finance Reports		Reviewed at Finance Committee			Reviewed at Finance Committee			Reviewed at Finance Committee			Reviewed at Finance Committee	
	Tabled at Diaconate	Tabled at Diaconate	Tabled at Diaconate	Tabled at Diaconate	Tabled at Diaconate	Tabled at Diaconate	Tabled at Diaconate	Tabled at Diaconate	Tabled at Diaconate	Tabled at Diaconate	Tabled at Diaconate	Tabled at Diaconate
			Tabled at Church meeting					Tabled at Church meeting				Tabled at Church meeting
Quarterly ATO Business Activity Statement	Treasurer to complete			Treasurer to complete			Treasurer to complete			Treasurer to complete		
Quarterly superannuation fund payments	Treasurer to submit			Treasurer to submit			Treasurer to submit			Treasurer to submit		
ACTIVITY	JUL	AUG	SEP T	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
ATO Payment Summaries	Treasurer to provide to staff by 14th	Treasurer to provide with Summary to ATO by 14th										
Insurances			Property & liability values reviewed and		Lodgement of Workers Compensation renewal							

			renewed									
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<p>Related Policies</p> <p>Finance policy</p> <p>1. Master Finance Policy</p> <p> 1.1. General Finance policy</p> <p> 1.1.1. Finance Committee Terms of Reference</p> <p> 1.1.2. Finance Delegations</p> <p> 1.1.3. Financial Calendar</p> <p> 1.1.4. Procedures for handling cash</p> <p> 1.1.5. Prepaid Credit Card Instructions</p> <p> 1.1.6. Petty Cash Instructions</p> <p> 1.2. Alms Policy</p> <p> 1.3. Reival of Gifts</p>	<p>History</p> <p>Existing – New name</p>
	<p>Date Adopted</p>
	<p>Replaces</p> <p>Wagga Wagga Baptist Church Financial and Money Handling Policy</p>
	<p>Revised</p>

1.1.4. Procedures for Handling Cash

<p>Policy – Finances F1.1.4</p>	<p>Authorship – Prepared by Adrian Lindner Sept 2018 Owner/responsible – Treasurer and Finance Committee</p>	<p>Revision Date – 23 August 2022</p>
<p>Status – Approved Finance Committee – 1 Aug 2018 WWBC Deaconate - 2018 1st REVIEW Finance Committee - 5 May 2021 WWBC Deaconate - 23 Aug 2021 2nd REVIEW Finance Committee – 2 Feb 2022 WWBC Deaconate – 28 Feb 2022</p>	<p>Applies to – All church and WWBFinc activities unless especially exempted (See F1)</p>	<p>Precis – Sets out terms for the handling of cash</p>

Background and Issues

The major source of income for the church is through offerings and tithes at Sunday church services and via Electronic Funds Transfers at any time. Safeguards should be in place for church offerings to minimise the risk of loss.

To a lesser extent cash may be received ad hoc. These may be spontaneous donations, payment for goods and services, and fundraising events. Safeguards should be in place for the accurate and timely receipt of these moneys, however, could involve handling large amounts of cash at a major event.

Receiving cash is a very sensitive area and attracts regular audit scrutiny. It is important that all Office staff, Assistant to Treasurer and Treasurer are aware of the policy and procedures relating to their responsibilities to safeguard the staff, volunteers and the Church.

Objectives

To document a clear policy and procedures for the receipt and recording of cash:

- facilitate the proper performance of the Office staff duties,
- to safeguard the interests of the WWBC staff and volunteers,
- to issue a written receipt, and
- to ensure the security of the cash received.

Policy

These cash handling procedures should minimise the risk of loss. To further minimise the risk of cash handling, a progression to electronic funds transfers is occurring.

With the COVID19 pandemic, cash and cheque handling are major risks for spreading the virus. Therefore, the church should discourage giving with cash and cheques by continuing the move to electronic funds transfers.

When cash or cheques are received during the week, a cash receipt book will meet the key requirement in having a written record of money handed to the office. The

receipt book will contain numbered receipts with an original and duplicate (book) copy.

PROCEDURES

Offerings and tithes during church services

- Cash should be collected by two people after the church service, from the collection boxes at the rear of the church auditorium.
- This money should be taken to the church office and counted by these two people, who are usually the duty deacon plus an assistant. The amount of money collected is recorded in the red collection folder located in the Treasurer's desk drawer.
- This cash should then be placed in the office safe following the service.
- A copy of the count sheet should be kept with the money in the safe, so that it can be used to reconcile to the cash banked.
- Records of any designated funds received e.g. donations for special missions, buildings etc. should be kept to ensure that these funds are directed to their intended purposes.
- Rotation of collection staff should be considered to avoid the risk of collusion.

Cash received during the week

When cash is received (in currency or cheques), the office staff will write a receipt from the receipt book, clearly noting on the receipt the person, organisation or anonymous provider, and what the funds were for. They will then undertake the following procedure;

- Provide the original receipt to the person. Or, if the funds have come in the mail, then place the original receipt in the Treasurer's tray for filing. If a request is received for a written receipt, then the office staff will mail out the original receipt.
- Place the cash in the office safe together with the receipt book.

Banking of cash

All cash is banked each Tuesday with the procedure being;

- A copy of the bank deposit slip should be placed in the offering desk drawer.
- A notation should be made where cash banked is different to the offerings collected.

Segregation of duties

Where possible, the person banking the cash should not be the person counting the cash or the Treasurer.

Recording of cash receipts

When the Assistant to Treasurer reconciles the bank account, they will cross match the cash receipt book with the banking summaries to validate the bank statement entries. The Assistant will also record the receipt on the appropriate MYOB account. If it is a payment from a debtor, they will update the debtor's account balance.

Responsibilities

Office Staff are responsible for correctly issuing receipts for cash received in accordance with the above policies and procedures. The Office Staff must also ensure the physical security of the cash received in the office safe and ensure that no unauthorised person has access to it.

The Assistant to Treasurer is responsible for recording the receipt against the debtor's account and on the MYOB system.

The Treasurer is responsible for the proper compliance of cash receipts practices according to these policies and procedures. The Treasurer is also responsible for liaising with the Church auditors regarding the audit of cash transactions and controls.

Appendix A – Example of cash count form

ABC Baptist Church

Cash count for 12 / 9 / 2014

Cash

Denomination	Unit	Total
\$100	1	100.00
\$50	1	50.00
\$20		
\$10		
\$5	5	25.00
\$2		
\$1	10	10.00
50c		
20c	2	0.40
10c		
5c		
Cheques	<i>Details below</i>	500.00
Total		\$685.40

B

A

Cheques

Date	Drawer	Bank	Details	Amount
11/9/2014	Homer Simpson	CBA	Building donation	500.00
Total				\$500.00

B

Designated funds

Description	Amount
Designated funds	
Building fund	500.00
Undesignated funds	185.40
Total	685.40

A

Counted by:

Name, position
Date

Name, position
Date

Banked by:

 Name, position
 Date

 Name, position
 Date

Related Policies Finance policy 1. Master Finance Policy 1.1. General Finance policy 1.1.1. Finance Committee Terms of Reference 1.1.2. Finance Delegations 1.1.3. Financial Callander 1.1.4. Procedures for handling cash 1.1.5. Prepaid Credit Card Instructions 1.1.6. Petty Cash Instructions 1.2. Alms Policy 1.3. Reival of Gifts	History Existing – New name
	Date Adopted
	Replaces
	Revised

1.1.5. Prepaid Credit Card Instructions

Policy – Finances F1.1.5	Authorship - Prepared by Louise Bryder May 2014 Owner/responsible – Treasurer and Finance Committee	Revision Date – 23 August 2022
Status – Approved for implementation 1 June 2014 Finance Committee - 7 May 2014 WWBC Deaconate - 19 May 2014 REVIEWED Finance Committee - 5 May 2021 WWBC Deaconate - 23 Aug 2021	Applies to – Staff issues with prepaid credit cards	Precis – Sets out rules and guidelines for use of prepaid credit cards

Scope: These instructions are intended to address most situations encountered when using VISA Prepaid Credit Cards. Any exceptions should be referred to the Treasurer.

Objectives: To document clear policy and procedures for the use of Prepaid Credit Cards to:

- safeguard the interests of the WWBC staff and volunteers.
- to ensure the security of credit cards issued to WWBC.

Issues: Credit card payments are a very sensitive area, and can be prone to defrauding by criminals falsifying purchases; thus attracting regular audit scrutiny. It is important that all staff who have a card, Assistant to Treasurer and Treasurer are aware of the policy and procedures relating to their responsibilities to safeguard the staff, volunteers and the Church.

Policies:

Prepaid credit card top ups

- Each card will commence with the sum of \$4000 paid into it. Each top up will be for \$4000 unless a large upcoming expense is known.
- The owners of each card will request a top up, when funds are low, to Assistant to Treasurer or Treasurer.

Prepaid credit card restrictions

- Credit cards are to be used for Church business only – no personal expenditure.
- Each credit card purchase is to be managed within the annual budget allocation for that ministry.

Procedures

- The cardholder each month will print out the list of transactions for that month from Baptist Financial Services (BFS) online, along with a receipt for each withdrawal. They will validate the transactions, checking for unauthorized entries. They will certify the transactions are

correct and identify the relevant budget allocations for each transaction. They will then provide the documentation to the Assistant to Treasurer or Treasurer.

- To ensure that WWBC complies with GST legislation, purchases require a tax invoice or a receipt for the supply or service that must include the Australian Business Number in order to support the input tax credit/s claimed by WWBC from the ATO.

Responsibilities: WWBC Staff (who have a prepaid credit card) are responsible for correctly operating the card in accordance with the above policies and procedures.

The Treasurer is responsible for the proper compliance of Prepaid Credit Card practices according to these policies and procedures.

The Treasurer is responsible for liaising with the Church auditors regarding the audit of Prepaid Credit Card transactions and controls.

Related Policies Finance policy 1. Master Finance Policy 1.1. General Finance policy 1.1.1. Finance Committee Terms of Reference 1.1.2. Finance Delegations 1.1.3. Financial Calendar 1.1.4. Procedures for handling cash 1.1.5. Prepaid Credit Card Instructions 1.1.6. Petty Cash Instructions 1.2. Alms Policy 1.3. Receival of Gifts	History Existing – New name
	Date Adopted 19 May 2014
	Replaces
	Revised

1.1.6. Petty Cash Instructions

Policy – Finances F1.1.6	Authorship - Prepared by Adrian Lindner April 2014 Owner/responsible – Treasurer and Finance Committee	Revision Date – 23 August 2022
Status – Approved for implementation from 1 May 2014. Finance Committee - 9 April 2014 WWBC Deaconate - 21 April 2014 REVIEWED Finance Committee - 5 May 2021 WWBC Deaconate - 23 Aug 2021	Applies to – Office Staff	Precis – Sets out rules and guidelines for managing petty cash

Scope: These instructions are intended to address most situations encountered when dealing with Petty Cash. Any exceptions should be referred to the Treasurer.

Objectives: To document clear policy and procedures for the use of petty cash to:

- facilitate the proper performance of the Office staff duties
- to safeguard the interests of the WWBC staff and volunteers, and
- to ensure the security of the cash float.

Issues: The handling of cash is a very sensitive area and attracts regular audit scrutiny. It is important that all Office staff, Assistant to Treasurer and Treasurer are aware of the policy and procedures relating to their responsibilities to safeguard the staff, volunteers and the Church.

With the COVID19 pandemic, cash handling is a major risk for spreading the virus. Those staff and volunteers counting petty cash should thoroughly wash or sanitise their hands afterwards to reduce the risk of passing on the COVID19 virus.

Policies:

Petty cash limits/security

- Each individual Petty Cash purchase is limited to \$150. Claims for reimbursement in excess of this amount must be processed through the Procurement system. The total of the petty cash float is limited to \$500 for security reasons.
- The minimum security requirement for safekeeping of a Petty Cash Float is that it must be kept in a locked money tin in a locked filing cabinet when not attended.

Petty cash restrictions

- Petty Cash is only to be used for the cash purchase of minor items. It can be used for purchases by mail, e-mail or over the internet provided a receipt or tax invoice is obtained for the goods.
- Individuals must not be paid through Petty Cash for work performed.

Procedures:

Issuance of petty cash

- The claim must be for less than \$150.
- An advance may be issued from the Petty Cash float, to be used for purchases if it is not convenient for the staff member or volunteer to make the purchase then claim reimbursement.
- An advance may only be issued if the advance is recorded on the Petty Cash Recoup Voucher (refer below) prior to issuance.
- The total amount of advances issued to a staff member at any one time should not exceed \$150.
- The staff member must acquit the advance within seven days, by returning the receipts and any change to the petty cash tin.
- To ensure that WWBC complies with GST legislation, purchases require a tax invoice or a receipt for the supply or service that must include the Australian Business Number so that the Petty Cashier can reimburse the claim, and to support the input tax credit/s claimed by WWBC from the ATO.

Recording disbursement of petty cash (completing the petty cash voucher)

- At the time when petty cash is disbursed, attach the original of the receipt(s) to the Petty Cash Voucher. The receipt(s) must indicate that the purchase has been paid for (i.e. the document must not be a tax invoice which has not yet been paid).
- The detail of petty cash purchase is recorded on the Petty Cash Voucher.
- The total cost of the petty cash purchase including GST is recorded on the Petty Cash Voucher.
- The Petty Cash Voucher is then signed as 'Petty Cash Received'.
- When a cash advance is taken from the petty cash tin, record the detail as 'cash advance', and record the amount of the cash advance on the Petty Cash Voucher. Ensure that the advance is signed as received. This ensures that the total of cash and the Petty Cash Voucher (receipts) equal the amount of the float issued at all times.

- When the staff member acquits a cash advance, ensure that the receipt(s) are attached to the Petty Cash Voucher and that any change is returned to the petty cash tin. Verify that the total of the receipt(s) and the change returned to the tin equal to the cash advance given.
- The cash advance transaction recorded on the voucher can then be simply ruled out and the details of the petty cash purchase can be entered as normal. Alternatively, a separate document can be drafted and kept in the petty cash tin to record any cash advances taken and returned, and a record of the petty cash purchase can be made on the Petty Cash Voucher when the cash advance has been acquitted.
- The Office Staff would record each petty cash disbursement in a spread sheet (Appendix A).

Recouping the petty cash float

- When a Petty Cash float is nearly depleted, the Office Staff will complete and total the spread sheet (Appendix A) then inform the Assistant to Treasurer or Treasurer to arrange for reimbursement of the petty cash. The Assistant to Treasurer or Treasurer undertakes the following steps:

- Step 1: Office Staff total the claim amounts recorded on the Petty Cash Vouchers and record the total to be recouped on a separate summary spread sheet (Appendix A).
- Step 2: Determine from the vouchers the total amount of the claims for each account in the Chart of Accounts (e.g., stationery, postage, etc.) and record these on the sheet.
- Step 3: After the next Sunday service, arranges for a WWBC cheque to be drawn for the total of the recoup.
- Step 4: The cheque is placed in the banking and cash to the same value is taken from the offering and placed in the Petty Cash tin.
- Step 5: The Petty Cash Vouchers are attached to the sheet, included in the Payments folder for that month and retained for audit.

Responsibilities:

At all times the total of cash, docketed for advances, and reimbursed petty cash claims (receipts) must equal the \$500 amount of the float. This check will be done monthly by office staff. The Office Staff must also ensure the physical security of the float and ensure that no unauthorised person has access to it.

Office Staff are responsible for correctly operating the petty cash float in accordance with the above policies and procedures.

The Treasurer is responsible for the proper compliance of Petty Cash practices according to these policies and procedures.

The Treasurer is responsible for liaising with the Church auditors regarding the audit of petty cash transactions and controls.

<p>Related Policy</p> <p>Finance policy</p> <p>1. Master Finance Policy</p> <p> 1.1. General Finance policy</p> <p> 1.1.1. Finance Committee Terms of Reference</p> <p> 1.1.2. Finance Delegations</p> <p> 1.1.3. Financial Callander</p> <p> 1.1.4. Procedures for handling cash</p> <p> 1.1.5. Prepaid Credit Card Instructions</p> <p> 1.1.6. Petty Cash Instructions</p> <p> 1.2. Alms Policy</p> <p> 1.3. Receiving of Gifts</p>	<p>History</p> <p>Existing – New name</p>
	<p>Date Adopted</p> <p>12 April 2014</p>
	<p>Replaces</p>
	<p>Revised</p>

1.2. Aims Fund Policy and Procedure

Policy – Finances F1.2	Authorship - Prepared by Treasurer: Adrian Lindner July 2016, edited by Senior Pastor: David Strong July 2016, edited by Elders Feb 2017 Owner/responsible – Treasurer and Finance Committee	Revision Date – 23 August 2023
Status – Approved for implementation from 1 August 2016. Finance Committee - 8 Feb 2017 WWBC Deaconate - 27 Feb 2017 Reviewed: Finance Committee - 5 May 2021 WWBC Deaconate - 23 Aug 2021	Applies to – Church Alms Fund	Precis – Defines purpose and procedures for Alms fund.

Scope:

This document is intended to address most situations encountered when providing financial support through the church's Alms Fund. Any exceptions should be referred to the Elders and Treasurer.

Scriptural basis:

In the Bible, God speaks often of the needy and vulnerable and commands us to give generously to them and to speak up on their behalf - for example:

* Psalm 72:13 *He will have compassion on the poor and the needy.*

* Proverbs 3:27-28 *Do not withhold good from those to whom it is due, when it is in your power to act. Do not say to your neighbor, "Come back tomorrow and I'll give it to you"—when you already have it with you.*

* Isaiah 1:17 *Learn to do right; seek justice. Defend the oppressed. Take up the cause of the fatherless; plead the case of the widow.*

* Romans 12:11-13 *Never be lacking in zeal, but keep your spiritual fervor, serving the Lord. Be joyful in hope, patient in affliction, faithful in prayer. Share with the Lord's people who are in need. Practice hospitality.*

* 1 Corinthians 10:23-24 *"I have the right to do anything," you say—but not everything is beneficial. "I have the right to do anything"—but not everything is constructive. No one should seek their own good, but the good of others.*

* 1 John 3:17 *If anyone has material possessions and sees a brother or sister in need but has no pity on them, how can the love of God be in that person? Dear children, let us not love with words or speech but with actions and in truth.*

Overview:

The church has a policy of not giving money to people who come to our door in need. However occasionally someone within the church has an unexpected crisis. For example: a self-employed person has a horse-riding accident resulting in a

crushed leg injury. This person is not able to access emergency income cover and thus unable to pay rent or buy food. At the discretion of the Elders the Alms Fund would be accessed in crisis situations for people usually within the church as one off emergency help.

Objectives:

To document a clear policy and procedures for the use of the Alms Fund. to:

- ensure requests for funding are genuine,
- safeguard the interests of the WWBC staff and volunteers, and
- ensure the equitable allocation of a limited pool of church funds.

Issues:

The church leadership will identify, be alerted to, or occasionally be asked for cash by people in need for their general living expenses or a specific purpose.

It can be a sensitive matter or humbling for the person requesting funding. Requester's feelings and anonymity (if sought) should be respected. Confidentiality should be respected. Names of recipients could be recorded by the Pastor and kept safe. Names would not need to be recorded in the Alms Fund.

Giving to people in specific need attracts audit scrutiny as these disbursements are not always supported with a tax invoice or sufficient detail.

It is important that all Pastors, Elders, Deacons, Office staff, Assistant to Treasurer and Treasurer are aware of this document relating to their responsibilities to safeguard the staff, volunteers and the Church.

Policies:

Usage Guidelines

- Recipients would usually be members of the Church congregation.

(Note: People from outside our church family would normally not be considered within the scope of this fund as their needs are met through practical help provided by the 'Caring for Others' ministry.)

- The existence of this fund would neither be hidden nor widely advertised.
- If possible, or relevant the recipient could be asked to provide supporting documentation. Such as a bond payment receipt for rental accommodation.

Cash Limits

- Individual cash disbursements will usually be \$1,000. It will be within the discretion of the Elders to suggest amounts greater than \$1000.00.
- Requesters may make multiple requests from the ALMS Fund, however, the cumulative disbursements to that individual or family should not exceed \$1,000.
- The total funds accumulated within the Alms Fund will not be limited. Donations to the Fund will be accepted from Church members and the Treasurer will also consider annually supplementing the Fund from the Church's operating budget if necessary.

Procedures:

Identifying the Needs

- Pastors or elders may become aware of a significant financial need and access this fund on behalf of the person in need (any direct requests for cash assistance from the Alms Fund will be directed to the Elders).
- Requesters are to stipulate the purpose for seeking cash.
- If possible, the requester should provide supporting documentation for the request. Such as a bond payment receipt for rental accommodation.
- For audit purposes, fund requests will be sought, where possible, in writing from individuals. If this is not possible for confidentiality reasons, then adequate notation from the Elders will be provided as proof of the claim.
- A requester may ask the church verbally or in writing for financial assistance. If verbally then the staff member or volunteer receiving the request will record the requester's name, address and details of the purpose for funding.
- In some circumstances a person within the church may not want to make a 'request', however, the financial crisis becomes known to the Pastors or Elders. In such cases the Pastors or Elders could offer money from this fund and help the beneficiary to fill out the forms.
- Each request will be considered and approved for funding by the Senior Pastor or in his absence the Associate Pastor.
- The Pastor may confer with the Elders before deciding on granting funding.
- To ensure that WWBC complies with GST legislation, if the funding request relates to reimbursement for the supply of goods or services purchased, the requester will provide the tax invoice to the Church to support the input tax credit/s claimed by the Church from the ATO.

Recording Disbursement of Cash

- a) The Church's MYOB accounting system will include an account for the Alms Fund to record donations and disbursements.
- b) The Treasurer will report quarterly to the Deaconate and Elders of donations and disbursements from the Alms Fund.

<p>Related Policies</p> <p>Finance policy</p> <p>1. Master Finance Policy</p> <p> 1.1. General Finance policy</p> <p> 1.1.1. Finance Committee Terms of Reference</p> <p> 1.1.2. Finance Delegations</p> <p> 1.1.3. Financial Callander</p> <p> 1.1.4. Procedures for handling cash</p> <p> 1.1.5. Prepaid Credit Card Instructions</p> <p> 1.1.6. Petty Cash Instructions</p> <p>1.2. Alms Policy</p> <p>1.3. Receival of Gifts</p>	<p>History</p> <p>Been in place Aug 2017</p>
	<p>Date Adopted</p> <p>This document is approved for implementation from 1 August 2016</p>
	<p>Replaces</p> <p>No previous policy</p>
	<p>Revised</p>

1.3. Receiving of Gifts

Policy – Finances F1.3	Owner/responsible – WWBFInc	Revision Date – 24 months.
Status – Current. Adopted in early 1990s	Applies to – All church and WWBFInc activities	Precis – Conditions ensuring giving doesn't inappropriately drive church priorities

Monetary Giving

The church encourages members to make monetary gifts, normally through the weekly offering system, although from time to time the church may decide to hold a special appeal for a specific purpose. In the case of special appeals it is absolutely essential that the appeal and any gifts received be above and separate from regular giving (commitments tithing etc.)

Unless this principle is recognized, it is conceivable that the church's right to congregational choice could be over-ridden by financial manipulation

Other Giving

From time to time members may feel moved to offer gifts of equipment, furniture, etc. for the church's use. The church will normally accept such gifts provide they meet the following criteria

- The gift meets a need in the church.
- The gifts are consistent with the church's image.
- The gifts are consistent with the church's priority of ministry.

In all cases the gifts must be seen as such and once received become the property of the church. There will be no donor identification and the gift will be treated like other church property to be valued, used and/or disposed of as the church may decide.

Support for Missionaries, Students, etc.

Church giving:

Each year in preparing its budget, the church shall make provision for the support of a number of missionaries, students, local fellowships, etc. as decided by the church.

Giving by individuals:

As well as the above direct giving, the church will maintain a list of missionaries and organisations to whom members are encouraged to make designated gifts.

Such lists shall be maintained, not to limit the direction of people's giving, rather, that as the gifts are forwarded in the name of the church, our integrity needs to be maintained.

Legacies, Bequests, ect.

The church is happy to accept any legacies, bequests or other gifts and comply with any reasonable conditions, however principles espoused above must apply.

Special Giving

If someone wants to make a substantial gift towards the establishment of a ministry not currently conducted by the church, the church may, if satisfied that such a ministry is consistent with the goals and direction of the church and worthy of support, at as trustee for such donations, pending:

- c) Finding an appropriate organization to pass the gift to.

- d) Set up such an organization
- e) Decide as a church to take up that ministry

<p>Related Policies</p> <p>Finance policy</p> <p>1. Master Finance Policy</p> <p> 1.1. General Finance policy</p> <p> 1.1.1. Finance Committee Terms of Reference</p> <p> 1.1.2. Finance Delegations</p> <p> 1.1.3. Financial Callander</p> <p> 1.1.4. Procedures for handling cash</p> <p> 1.1.5. Prepaid Credit Card Instructions</p> <p> 1.1.6. Petty Cash Instructions</p> <p>1.2. Alms Policy</p> <p>1.3. Receival of Gifts</p>	<p>History</p> <p>Adopted early 1990's No changes</p>
	<p>Date Adopted</p> <p>Early 1990's</p>
	<p>Replaces</p> <p>No previous policy</p>
	<p>Revised</p> <p>2018</p>

1.4. Procedures for Ministerial benefits and Non-cash Benefit Accounts

Policy – Finances F1.4	Author – Adrian Lindner March 2019 Owner/responsible – WWBFInc	Revision Date – May 2023
Status – Approved March 2019 Reviewed - May 2021	Applies to – All church and WWBFInc activities	Precis – Conditions ensuring giving doesn't inappropriately drive church priorities

1. Purpose

1.1 The purpose of this document is to set out the policies and procedures around the appropriate use of ministerial fringe benefits in remunerating ministerial staff at the Wagga Wagga Baptist Church.

2. Eligibility

2.1 Benefits provided to religious practitioners (or their spouse or child) of a religious institution for primarily pastoral duties are exempt benefits under section 57 of the Fringe Benefits Tax Assessment Act (FBTAA).

2.2 'Religious practitioner' is defined as follows in the FBTAA section 136 (1):

- a) A Minister of religion;
- b) A student at an institution who is undertaking a course of instruction in the duties of a Minister of religion;
- c) A full-time member of a religious order; or
- d) A student at a college conducted solely for training persons to become members of religious orders.

Further characteristics and examples of a religious practitioner are available in Taxation ruling TR 92/17.

2.3 Lay persons acting in the capacity of a Minister of religion or equivalent position may be treated as a Minister while acting in that capacity.

2.4 Ministers whose principle duty is not pastoral, is not eligible for exempt benefits. e.g. ordained minister is employed for reception duties.

3. Ministers remuneration

3.1 Ministers may receive the following components as a part of their remuneration:

- Stipend
- Housing allowance
- Car allowance
- Other allowances

3.2 Up to 50% of the stipend and 100% of the motor vehicle and housing allowances can be paid as an expense fringe benefit. These remuneration components may vary, based upon the annual recommendations from the Baptist Association of NSW and ACT.

3.3 The amount to be used as a fringe benefit is transferred into a “non-cash benefit” account and is used to pay for expenses for the Minister. These amounts are not taxable income for the Minister.

4. Allowable expenses

4.1 Following are examples of allowable expenses to be paid out of the non-cash benefit account, please note that this is not an exhaustive list and is intended as a guide:

- All expenses that would be tax deductible to the Minister
- Home office expenses
- Telephone expenses
- Internet plan expenses
- Education expenses
 - Conferences and seminars
 - Professional publications
 - Study related travel
 - Reference books
- Education expenses for the Ministers Spouse or Child e.g. school fees, uniform costs, excursions
- Motor vehicle expenses
- Entertainment expenses
- Life insurance
- Health Insurance
- Housing expenses
 - Rent or mortgage (some types are disallowed, please see section 5)
 - Utilities e.g. gas, electricity, phone, water
 - Repairs and maintenance
 - Furnishings
 - Insurance
- Un-recouped medical, dental, optical and pharmaceutical expenses. The Minister can claim:
 - the difference between what Medicare pay and the actual cost of medical expenses
 - the difference between private health insurance rebates and the actual claim for medical and dental expenses

4.2 Expenses reimbursed from a Fringe Benefits account are deemed to be payments by the Church on behalf of the Minister and are not claimable as tax deductions.

5. Disallowed expenses

5.1 The following should not be paid from a non-cash benefits account:

- Cash withdrawals and advances and any other instrument that can be converted into cash e.g. travellers cheques
- Contributions into a defined benefit account
- Donations including tithes and offerings
- Fines e.g. parking, speeding

- Mortgage payments into a loan offset account. (However, payment into a redraw facility is deemed to be fine as per Taxation Ruling TR 2000/2.)

6. Social security

6.1 For income tax purposes, exempt benefits may be exempt from tax however under social security legislation, the value of fringe benefits is taken into account when assessing eligibility for various social security payments.

6.2 The Social Security Act 1991 defines income as:

- an income amount earned, derived or received by the person for the sake of one's own use and benefits, or
- a periodical payment by way of gift or allowance, or
- a periodical benefit by way of gift or allowance.

Income amount includes:

- a) valuable consideration; or
- b) personal earnings; or
- c) moneys; or
- d) profits;

6.3 Exempt benefits received by Ministers that are not directly related to ministry will be treated as income under the Social Security Act. E.g. personal travel costs, school fees, mortgage repayment for the family home.

6.4 As Ministers exempt benefits contain both private and ministry related components, Ministers will need to determine the proportion that is for private use.

6.5 Any dealings with Centrelink are the responsibility of the Minister.

7. Set up of non-cash benefit accounts

7.1 Non cash benefit accounts will be set up for each Minister by the Treasurer or Assistant to Treasurer based on the signed employment contract. This will be done through Baptist Financial Services. The sole signatory will be the Minister.

8. Monthly reconciliations

8.1 On a monthly basis, the Minister should download the bank statement for the previous month for their non-cash benefit account and use this as the basis for their monthly reconciliation.

8.2 As part of the process the Minister is to:

- Examine each transaction and attach supporting transaction docketts and Tax Invoices. Where documentation in support of a transaction is not available the cardholder should notate (on the reconciliation) the reason and describe the nature

of the expense. However, cases where there are no available supported documentation are expected to be minimal

- Certify the reconciliation that all charges shown are correct, were incurred for official purposes and are in accordance with this policy
- Once approved, return the certified statement to the Assistant to Treasurer within 15 days of the end of the month.

8.3 Expenses will be reviewed by the Treasurer and any amounts that have been paid which are found to not be in line with this policy will be refunded back to the non-cash benefit account in the next payroll cycle.

9. Accumulated unspent balances

9.1 Any accumulated unspent balance will be treated according to the tax law applicable at the time of payment. For example, upon termination of employment, a Minister may request that the balance be transferred to another personal bank account. In this instance, this amount will be included in the Ministers reportable income for the period.

Note:

Payments from a non-cash benefits account can be made in the following ways:

- Cheque
- EFT
- Direct debit
- BFS Card

For payments for personal debit card or BFS card, a copy of the card statement will be required. If the minister's debit card statement shows GST amounts then GST can be claimed using the debit card statement as supporting evidence. However, where GST amounts are not shown on the statement, GST will not be able to be claimed back. The church will not be requiring individual invoices for each item on the minister's debit card statement, however the church would like to request invoices where there are large payments with GST, that a tax invoice be included, as this would be of a benefit to the church to claim the GST component in its Business Activity Statement.

For payments into allowable mortgage accounts, documentation showing that the account is in line with this policy (i.e. can't be an offset account) will need to be shown. If accounts change, then documentation will need to be provided again.

For all other payments, a tax invoice will be required.

Section Two Health and Safety

Section Two Health and Safety.....	49
2. Health and Safety - Master Policy	50
2.1. Emergency Management Plan.....	53
2.2. Hazardous Substances & Dangerous Goods.....	56
2.3. Safe Church.....	59
2.3.1. Safe Church Policy	59
2.3.2. Safe Church Team Role Description	69
2.3.3. Procedure for Staff and Volunteers.....	74
2.3.4. Staff and Volunteer Application and Registration Form and Safe Ministry Screening Questionnaire.....	86
2.3.5. Code of Conduct	94
2.3.6. Procedure for Conflict Resolution	101
2.3.7. Procedure for Handling Complaints	108
2.3.8. Procedure for Responding to Child Protection Concerns.....	117
2.3.9. Safe Church Concerns Form	128
2.3.10. Declaration Regarding Ministry with Persons of Concern.....	133
2.3.11. Appointment of leaders.....	138
2.3.12. Bullying, Harassment & Violence Policy	141
2.3.13. Managing Challenging Behaviour Policy.....	144
2.3.14. Managing Challenging Behaviour Procedure	148
2.3.15. Guidelines for Activities with Children and Young People	150
2.3.16. Procedure for Helping Visitors.....	159
2.4. Safe Programs.....	162
2.4.1. Safe Programs Activity & Events Guide	164
2.4.2. Health & Safety Rules	176
2.4.3. Workplace Health & Safety Committee/Team	179
2.4.4. Return to Work Policy.....	183
2.4.5. Duty Officer/Building Fire, Safety & Evacuation Wardens	186
2.4.6. Duty Officer/Building Warden	189
2.4.7. Duty Officer's/Building Warden Checklist	194
2.4.8. Defibrillator Use.....	198
2.5. Risk Management	202
2.5.1. Tool for First Level and Major Activity assessment.....	207
2.5.2. Incident/Hazard Report Form.....	213

2. Health and Safety - Master Policy

Policy – SP2 Master Policy	Owner/responsible – WWBFInc.	Revision Date: June 2021
Status: Approved June 2019	Applies to – Entire Church & all Church Programs	Precis – WWBC is committed to being a safe place.

Health and Safety – Master Policy

Wagga Wagga Baptist Church is committed to providing a Safe Place for all people who attend its services, use its facilities, or are otherwise part of its ministry.

Accordingly, the Church is committed to:

- a. Obtaining and maintaining Baptist Association of NSW & ACT Safe Church Certification.
- b. Having a Safe Church Team and following the Association Guidelines on:
 - o Dealing with complaints.
 - o Handling People of Concern.
- c. Training of and appropriate induction and ongoing monitoring of all leaders, volunteers and workers.
- d. Having a WHS Committee or team.
- e. Providing a safe physical environment for ministry.
- f. Ongoing review of risks and risk management practices.

Following Association guidelines and recommendations on Church Safety and Practice

Sub Policies

A series of specific policies and procedures addressing these matters and other safe church related issues will be developed.

<p>Health and Safety</p> <p>2. Health and Safety - Master Policy</p> <p>2.1. Emergency Management Plan</p> <p>2.2. Hazardous Substances & Dangerous Goods</p> <p>2.3. Safe Church</p> <p>2.3.1. Safe Church Policy</p> <p>2.3.2. Safe Church Team Role Description</p> <p>2.3.3. Procedure for Staff and Volunteers</p> <p>2.3.4. Staff and Volunteer Application and Registration Form and Safe Ministry Screening Questionnaire</p> <p>2.3.5. Code of Conduct</p> <p>2.3.6. Procedure for Conflict Resolution</p> <p>2.3.7. Procedure for Handling Complaints</p> <p>2.3.8. Procedure for Handling Complaints</p> <p>2.3.9. Procedure for Responding to Child Protection Concerns</p> <p>2.3.10. Safe Church Concerns Form</p> <p>2.3.11. Declaration Regarding Ministry with Persons of Concern</p> <p>2.3.12. Appointment of leaders</p> <p>2.3.13. Bullying, Harassment & Violence Policy</p> <p>2.3.14. Managing Challenging Behaviour Policy</p> <p>2.3.15. Managing Challenging Behaviour Procedure</p> <p>2.3.16. Guidelines for Activities with Children and Young People</p> <p>2.3.17. Procedure for Helping Visitors</p> <p>2.4. Safe Programs</p> <p>2.4.1. Safe Programs Activity & Events Guide</p> <p>2.4.2. Health & Safety Rules</p> <p>2.4.3. Workplace Health & Safety Committee/Team</p> <p>2.4.4. Return to Work Policy</p>	<p>History New (2018) but reflects existing position.</p>
	<p>Date Adopted June 2019</p>
	<p>Replaces Nil</p>
	<p>Revised September 2020</p>

D4 Policy Procedures & Protocol Document

<ul style="list-style-type: none">2.4.5. Duty Officer/Building Fire, Safety and Evacuation Wardens2.4.6. Duty Officer/Building Warden2.4.7. Duty Officer's/Building Warden Checklist2.4.8. Defibrillator Use 2.5. Risk Management<ul style="list-style-type: none">2.5.1. Tool for First Level and Major Activity assessment2.5.2. Incident/Hazard Report Form	
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2.1. Emergency Management Plan

Policy – SP 2.1	Owner/responsible –	Revision Date.
Status	Applies to – Deacons, WH&S Committee and Building Wardens	Precis – The emergency management plan and its review process & implementation

Emergency Management Plan

An emergency management & evacuation plan shall be prepared for the Church premises. The evacuation component of this plan shall be printed and mounted in appropriate locations around the building. Duty Offices/Building wardens, employed staff and leaders of organizations hiring the premises shall make themselves aware of the evacuation plan & procedures.

The Deacons & WHS committee/team shall review the plan once each year and updated, or amended it as is necessary.

Leaders shall inform user groups, not familiar with the premise, of the basics of the evacuation plan and location of assembly points a part of their welcome to any event held on the premises.

<p>Health and Safety</p> <p>2. Health and Safety - Master Policy</p> <p>2.1. Emergency Management Plan</p> <p>2.2. Hazardous Substances & Dangerous Goods</p> <p>2.3. Safe Church</p> <p>2.3.1. Safe Church Policy</p> <p>2.3.2. Safe Church Team Role Description</p> <p>2.3.3. Procedure for Staff and Volunteers</p> <p>2.3.4. Staff and Volunteer Application and Registration Form and Safe Ministry Screening Questionnaire</p> <p>2.3.5. Code of Conduct</p> <p>2.3.6. Procedure for Conflict Resolution</p> <p>2.3.7. Procedure for Handling Complaints</p> <p>2.3.8. Procedure for Responding to Child Protection Concerns</p> <p>2.3.9. Safe Church Concerns Form</p> <p>2.3.10. Declaration Regarding Ministry with Persons of Concern</p> <p>2.3.11. Appointment of leaders</p> <p>2.3.12. Bullying, Harassment & Violence Policy</p> <p>2.3.13. Managing Challenging Behaviour Policy</p> <p>2.3.14. Managing Challenging Behaviour Procedure</p> <p>2.3.15. Guidelines for Activities with Children and Young People</p> <p>2.3.16. Procedure for Helping Visitors</p> <p>2.4. Safe Programs</p> <p>2.4.1. Safe Programs Activity & Events Guide</p> <p>2.4.2. Health & Safety Rules</p> <p>2.4.3. Workplace Health & Safety Committee/Team</p> <p>2.4.4. Return to Work Policy</p> <p>2.4.5. Duty Officer/Building Fire, Safety and Evacuation Wardens</p> <p>2.4.6. Duty Officer/Building Warden</p> <p>2.4.7. Duty Officer's/Building Warden Checklist</p>	<p>History</p> <hr/> <p>Date Adopted June 2019</p> <hr/> <p>Replaces Nil</p> <hr/> <p>Revised</p>
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<p>2.4.8. Defibrillator Use</p> <p>2.5. Risk Management</p> <p>2.5.1. Tool for First Level and Major Activity assessment</p> <p>2.5.2. Incident/Hazard Report Form</p>	
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2.2. Hazardous Substances & Dangerous Goods

Policy – SP 2.2	Owner/responsible –	Revision Date.
Status	Applies to – everybody involved in purchasing or using chemicals, etc. at the church	Precis – managing & handling hazardous & dangerous substances

Hazardous Substances and Dangerous Goods

There is a requirement for special licences to transport, hold, or use dangerous substances & hazardous substances and as the church is not equipped, nor are its staff & volunteers appropriately trained, or licenced, no goods defined as being 'dangerous goods' or 'hazardous substances' shall be stored, or used at, or on, church property. The only exception being when work is being carried out under a maintenance contractor utilizing appropriately licenced staff.

Dangerous goods and hazardous substances can be identified, by checking labels, or the product safety data sheet (previously called a material's safety data sheet). If these are unclear or there is residual doubt, advice should be sought from the supplier or manufacturer.

Other material (cleaning materials, etc.) which if ingested, or misused, could have significant negative environmental, or health impacts, may from time to time, be used and stored on the premises. In these cases, copies of the labels safety instructions, or the appropriate material safety data sheets, shall be obtained and kept in an easily assessable file separate from the material and available to the staff involved. Any staff (paid & volunteers) using these materials shall be required to inform themselves of safety instructions, prior to using the product.

<p>Health and Safety</p> <p>2. Health and Safety - Master Policy</p> <p>2.1. Emergency Management Plan</p> <p>2.2. Hazardous Substances & Dangerous Goods</p> <p>2.3. Safe Church</p> <p>2.3.1. Safe Church Policy</p> <p>2.3.2. Safe Church Team Role Description</p> <p>2.3.3. Procedure for Staff and Volunteers</p> <p>2.3.4. Staff and Volunteer Application and Registration Form and Safe Ministry Screening Questionnaire</p> <p>2.3.5. Code of Conduct</p> <p>2.3.6. Procedure for Conflict Resolution</p> <p>2.3.7. Procedure for Handling Complaints</p> <p>2.3.8. Procedure for Responding to Child Protection Concerns</p> <p>2.3.9. Safe Church Concerns Form</p> <p>2.3.10. Declaration Regarding Ministry with Persons of Concern</p> <p>2.3.11. Appointment of leaders</p> <p>2.3.12. Bullying, Harassment & Violence Policy</p> <p>2.3.13. Managing Challenging Behaviour Policy</p> <p>2.3.14. Managing Challenging Behaviour Procedure</p> <p>2.3.15. Guidelines for Activities with Children and Young People</p> <p>2.3.16. Procedure for Helping Visitors</p> <p>2.4. Safe Programs</p> <p>2.4.1. Safe Programs Activity & Events Guide</p> <p>2.4.2. Health & Safety Rules</p> <p>2.4.3. Workplace Health & Safety Committee/Team</p> <p>2.4.4. Return to Work Policy</p> <p>2.4.5. Duty Officer/Building Fire, Safety and Evacuation Wardens</p> <p>2.4.6. Duty Officer/Building Warden</p> <p>2.4.7. Duty Officer's/Building Warden Checklist</p>	<p>History</p> <hr/> <p>Date Adopted June 2019</p> <hr/> <p>Replaces Nil</p> <hr/> <p>Revised</p>
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<p>2.4.8. Defibrillator Use</p> <p>2.5. Risk Management</p> <p>2.5.1. Tool for First Level and Major Activity assessment</p> <p>2.5.2. Incident/Hazard Report Form</p>	
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2.3. Safe Church

2.3.1. Safe Church Policy

Policy – SP2.3.1	Owner/responsible – WWBF Inc	Revision Date. 29/9/2020
Status Adopted	Applies to – All church related programs	Precis – Measures to promote physical, emotional and spiritual health and safety



Safe Church Policy

Adopted by Wagga Wagga Baptist Facilities Incorporated on 29 Sep 2020

Commitment

Wagga Wagga Baptist Church (WWBC) is committed to providing places, services and programs that promote physical, emotional and spiritual health and safety and model the love of Christ to all whom we have contact with, particularly children, young people and vulnerable adults.

Purpose

WWBC has adopted the *Safe Church Policy* to:

- help us live out our biblical mandate to ‘Love the Lord your God with all your heart, soul, mind and strength and love your neighbour as yourself’ (Mark 12:30-31);
- implement the 10 Child Safe Standards;
- provide a framework to inform the provision of safe environments and programs for children, young people and vulnerable adults; and
- meet our legal obligations in relation to:
 - staff and volunteers engaged in Child-related Work (or, in ACT, Regulated Activities); and
 - reporting matters, including Child Sexual Abuse, Sexual Misconduct, and Reportable Conduct involving a Child, to government authorities.

The *Safe Church Policy* outlines the commitment of WWBC to principles in various areas. More detail regarding the practical implementation of these commitments is available in the relevant procedures and guidelines.

Scope

This Policy applies to:

- all Church Leadership, staff and volunteers; and
- all people who are involved in or attend WWBC and its programs.

1. Activities and Services for Children at WWBC

As a church, we commit to providing spaces, programs and relationships that are physically, emotionally and spiritually safe.

1.1 Church Leadership:

- a. recognise that children and young people are an integral part of WWBC and talk about this in services, sermons, training events and meetings;
- b. involve children and young people in the routine of church life where appropriate
- c. consider the needs of children and young people when they make decisions about budgets, buildings, renovations, use of property, décor, or catering; and
- d. encourage children and young people to have input in decisions that affect them by including them in church forums and meetings when appropriate.

1.2 Safe Church Team:

- a. talk with children and young people about the fact that they have the right to feel safe, to be listened to and to have their views respected (including discussing what they should do and who they should approach if they feel unsafe or hurt, or they suspect that someone else is unsafe or hurt); and
- b. ensure their contact details are accessible to children

1.3 Staff and volunteers:

- a. listen to children and take seriously what children are saying;
- b. talk with children and young people about the kinds of behaviours, attitudes or 'culture' that they would like to promote in their group;
- c. encourage children and young people to have input regarding the content and activities they would like to be part of their group.

Please see the *Guidelines for Activities with Children and Young People* for more detail.

2. Staff and Volunteers

2.1 Screening, selection and induction of Staff and Volunteers

- a. WWBC will undertake appropriate screening processes for all staff and volunteers
- b. WWBC will engage in fair and transparent selection processes for all staff and volunteers
- c. WWBC will provide appropriate induction for all staff and volunteers
- d. All staff and volunteers are to be recruited, selected and inducted in accordance with the *Procedure for Staff and Volunteers*.

2.2 Training and Resourcing of Staff and Volunteers

- a. WWBC will ensure that staff and volunteers develop the knowledge and skills to create safe spaces for everyone, particularly children and young people.
- b. WWBC will ensure that staff and volunteers have access to information about creating safe spaces and that they all undergo appropriate training regarding the available Procedures, Guidelines and Forms.
- c. WWBC will support staff and volunteers with adequate resources to enable them to maintain and promote safe spaces for everyone, particularly children and young people.
- d. WWBC will implement the *Procedure for Staff and Volunteers*

2.3 Standards of Behaviour for Staff and Volunteers

- a. WWBC will provide spaces, programs and relationships that are physically, emotionally and spiritually safe.
- b. WWBC will expect all staff and volunteers to uphold the *Code of Conduct* which includes expected behaviours for those who engage in ministry with children and/or vulnerable people.
- c. WWBC will expect staff and volunteers to follow *Guidelines for Activities with Children and Young People*.

Please see the *Procedure for Staff and Volunteers* and the *Screening Questionnaire* for more detail.

3. Conflict, Complaints and Concerns

3.1 Responding to Child Protection Concerns

- a. WWBC will ensure appropriate and timely reporting of all child protection concerns and any complaints relating to child sexual abuse and/or sexual misconduct involving a child in accordance with the *Procedure for Responding to Child Protection Concerns*.
- b. WWBC will ensure that all child protection concerns and complaints will be reported to the relevant government departments and, if necessary, Police as soon as possible and in accordance with legislative duties.

3.2 Complaint Handling

- a. WWBC will respond to complaints in accordance with the *Procedure for Handling Complaints against Staff and Volunteers*.
- b. Where there is a complaint that a staff member or volunteer has engaged in abuse, including child sexual abuse and sexual misconduct involving a child, WWBC will treat the allegation as a serious breach of the *Code of Conduct* and respond in accordance with the *Procedure for Handling Complaints Against Staff and Volunteers*.
- c. In the event of receiving a complaint that relates to a minor breach of the Code of Conduct or a grievance, WWBC may determine to respond to the matter in accordance with the *Procedure for Resolving Conflict*.

Please see the *Procedure for Responding to Child Protection Concerns and the Procedure for Handling Complaints against Staff and Volunteers* for more detail.

4. Safe Environments

4.1 Physical Environments

- a. WWBC will ensure that physical and online environments promote safety and wellbeing and minimise the opportunity for children and young people to be harmed
- b. WWBC will comply with Work, Health and Safety requirements.
- c. WWBC will consider the impact of the physical environment on the potential for risk to children and vulnerable people.
- d. WWBC will identify and address risks arising from the physical environment in which programs and activities take place.
- e. If WWBC has any residential property that is identifiable as being church property then WWBC will ensure that all regular adult occupants of that property obtain and hold WWCC or WWVP clearance for the duration of their residence.
- f. WWBC will request any ministries it supports, including overseas ministries, to identify the child protection practices they put in place. WWBC will also consider whether supporting orphanages overseas is appropriate.

4.2 Online Environments

WWBC will promote safe online behaviour in any electronic communication
Please see the *Guidelines for Activities with Children and Young People* for more detail.

5. Risk Management

5.1 Persons of Concern

WWBC will manage any person identified as a Person of Concern in accordance with *An Australian Baptist Response to Persons of Concern*.

5.2 Risk Assessments

- a. WWBC will ensure that Ministry Leaders complete and make a record of a risk assessment in relation to any program or activity undertaken at, for or with WWBC.
 - for regular activities, the risk assessment will be conducted at least annually and whenever there are significant changes in the program activities, attendance or location.
 - for special activities, the Ministry Leader or Safe Church Team will complete a risk assessment, or arrange for one to be completed for their review.
- b. WWBC will ensure that appropriate and reasonable precautions are adopted to address risks identified as part of a risk assessment. When considering what measures are appropriate, WWBC will consider the likelihood of an incident occurring, the seriousness of the consequences and the difficulty of avoiding the risk.
- c. WWBC will store risk assessment forms in a secure location for a period of at least 45 years.

6. Third Parties and Affiliated Entities

- a. WWBC will require any third party (tenant or external party using church property) that provides services to children and/or young people to provide written confirmation of their compliance with the Child Safe Standards at least annually.
- b. WWBC will ensure that any affiliated entities (any entity or program that is, or is represented as, a ministry of WWBC) comply with Child Safe Standards including annual reports to the governance body regarding child safety.

7. Recordkeeping

- a. WWBC will retain all written records for a minimum of 45 years, in hard copy and/or electronically in a secure manner.
 - Where records contain, or may contain, sensitive information, they will be kept in a manner that protects confidentiality and will only be accessed by a limited number of authorised persons.
 - Where records are kept in hard copy, they will be held in a secure location with proper consideration of access, and physical conditions.
 - Where records are kept electronically, they will be monitored to ensure security and ongoing accessibility.
- b. Records to which this item applies includes, but is not limited to:
 - Ministry Information Sheets
 - Staff and Volunteer files
 - Attendance (sign-in/sign-out) sheets
 - Risk assessment forms
 - Safe Church Register
 - Safe Church Concerns forms and any contemporaneous notes regarding reporting decisions
 - Annual Safe Church commitment by third parties and affiliated entities
 - Dated copies of any Safe Church Policy, Procedure, Form or associated document in force at any time

Please see the *Privacy Policy* for more detail.

8. Review and Accountability

8.1 Internal Review

WWBC will review this policy annually or when there is a significant change in legislation and reporting requirements.

8.2 External Accountability

WWBC will seek advice from and communicate with the Baptist Churches of NSW & ACT Ministry Standards Manager in relation to any Reportable Conduct, Child Protection Concerns and/or Complaints against Accredited or Recognised Ministers in accordance the *Procedure for Handling Complaints against Staff and Volunteers* and the *Procedure for Responding to Child Protection Concerns*.

9. Definitions

In the *Safe Church Policy* and associated documents, unless the context otherwise requires:

Church means the local church which adopted this *Safe Church Policy*, as indicated on the cover of the Policy.

complaint includes any allegation, suspicion, concern or report of a breach of WWBC's *Code of Conduct* or the Baptist Churches of NSW & ACT *Code of Ethics and Conduct* (where applicable). It also includes disclosures made to an institution about any child protection concern.

Creating Safe Spaces means Creating Safe Spaces training offered by the Baptist Churches of NSW & ACT or alternative training that is Safe Church Training Agreement approved and has a face-to-face component.

disclosure means a process by which a person conveys or attempts to convey that they are being or have been abused or neglected.

governance body means the body designated by the constitution of WWBC to be responsible for the management of church affairs; Wagga Wagga Baptist Facilities Incorporated.

Mandatory Reporting Legislation means

In NSW, the *Children and Young Persons (Care and Protection) Act 1998 (NSW)*

In the ACT the *Children and Young People Act 2008 (ACT)*].

Pastoral Staff means any pastor or any accredited or recognised minister or any paid or unpaid staff member of WWBC who is engaged in pastoral ministry through WWBC.

Reportable Conduct Legislation means

In NSW the *Children's Guardian Act 2019 (NSW)*

In the ACT the *Ombudsman Act 1989 (ACT)*].

Safe Church Register means the register required to record information relating to

In NSW staff and volunteers who engaged in Child-related Work and their relevant details in accordance with section 9A of the WWCC Legislation.

In the ACT, staff and volunteers who engaged in a Regulated Activity and all relevant WWVP clearances.

vulnerable means the state of being unable to take care of themselves, or unable to protect themselves against harm or exploitation by reason of age, illness, trauma or disability, or any other reason, and includes those that suffer disadvantage such as social and financial hardship.

WWCC Legislation means the *Child Protection (Working with Children) Act 2012 (NSW)*.

WWVP Legislation means the *Working with Vulnerable People (Background Checking) Act 2011 (ACT)*.

young person means a person who is 16 or 17 years old.

<p>Health and Safety</p> <p>2. Health and Safety - Master Policy</p> <p>2.1. Emergency Management Plan</p> <p>2.2. Hazardous Substances & Dangerous Goods</p> <p>2.3. Safe Church</p> <p>2.3.1. Safe Church Policy</p> <p>2.3.2. Safe Church Team Role Description</p> <p>2.3.3. Procedure for Staff and Volunteers</p> <p>2.3.4. Staff and Volunteer Application and Registration Form and Safe Ministry Screening Questionnaire</p> <p>2.3.5. Code of Conduct</p> <p>2.3.6. Procedure for Conflict Resolution</p> <p>2.3.7. Procedure for Handling Complaints</p> <p>2.3.8. Procedure for Responding to Child Protection Concerns</p> <p>2.3.9. Safe Church Concerns Form</p> <p>2.3.10. Declaration Regarding Ministry with Persons of Concern</p> <p>2.3.11. Appointment of leaders</p> <p>2.3.12. Bullying, Harassment & Violence Policy</p> <p>2.3.13. Managing Challenging Behaviour Policy</p> <p>2.3.14. Managing Challenging Behaviour Procedure</p> <p>2.3.15. Guidelines for Activities with Children and Young People</p> <p>2.3.16. Procedure for Helping Visitors</p> <p>2.4. Safe Programs</p> <p>2.4.1. Safe Programs Activity & Events Guide</p> <p>2.4.2. Health & Safety Rules</p> <p>2.4.3. Workplace Health & Safety Committee/Team</p> <p>2.4.4. Return to Work Policy</p> <p>2.4.5. Duty Officer/Building Fire, Safety and Evacuation Wardens</p> <p>2.4.6. Duty Officer/Building Warden</p> <p>2.4.7. Duty Officer's/Building Warden Checklist</p> <p>2.4.8. Defibrillator Use</p>	<p>History Originally prepared as part of the safe church program 2016</p> <hr/> <p>Date Adopted June 2019</p> <hr/> <p>Replaces Nil</p> <hr/> <p>Revised Revised 29 Sep 2020</p>
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<p>2.5. Risk Management 2.5.1. Tool for First Level and Major Activity assessment 2.5.2. Incident/Hazard Report Form</p>	
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2.3.2. Safe Church Team Role Description

Policy – SP2.3.2	Owner/responsible – WWBF Inc	Revision Date .29/9/2020
Status Adopted	Applies to – All church related programs	Precis – Describes the responsibilities of the Safe Church Team



Safe Church Team Role Description

Adopted by Wagga Wagga Baptist Facilities Incorporated on 29 Sep 2020

A person appointed as a Safe Church Team Member should be a mature Christian who has been recruited according to the Procedure for Staff and Volunteers, have a current WWCC / WWVP clearance and have attended a Creating Safe Spaces workshop in the last 3 years. Close and direct liaison with the Senior Pastor / Senior leader and an ability to maintain confidentiality is essential.

The responsibilities of the Safe Church Team include:

- to provide oversight of the church's Safe Church program, including Safe Church Policy and procedures.
- to provide oversight of the management of Safe Church/Child Protection concerns/reports.

Specific Roles:

1. Oversight of *Safe Church Policy* and Procedures

- Preparing *Safe Church Policy* and Procedures for the church in line with legal responsibilities and Baptist Churches of NSW & ACT recommendations
- Implementing *Safe Church Policy* and procedures
- Promoting awareness of and adherence to *Safe Church Policy* and procedures (including ensuring that staff and volunteers have completed National Police Checks, WWCC/WWVP clearances and Creating Safe Spaces training)
- Ensuring that records relating to WWBC's *Safe Church Policy* and procedures are maintained
- Preparing regular reports for Deacons /Elders/church leadership meetings
- Reviewing *Safe Church Policy* and procedures annually or more often if required due to changing legislation
- Receiving feedback from church leaders, children, families and communities regarding *Safe Church Policy* and procedures
- Overseeing the completion of the '*Safe Church Health Check*' every 3 years

2. Management of Safe Church/Child Protection Concerns and Incidents

- Receiving reports of child protection concerns from church staff, volunteers, ministry leaders and/or church members
- Providing support in following the procedure for responding to child protection concerns and incidents
- Contacting the Baptist Churches of NSW & ACT Ministry Standards Manager to discuss action plan/appropriate action
- Making any reporting calls (to Police, Government agencies) as required

D4 Policy Procedures & Protocol Document

- Ensuring reporting in line with relevant Reportable Conduct Legislation
- Ensuring child protection concerns and subsequent responses have been appropriately documented
- Ensuring adequate follow-up and pastoral care of all persons involved in a child protection concern/incident
- Assisting with legal, procedural and risk management issues related to a child protection concern/incident
- Ensuring that records, filing complaints and reports of investigations are kept in a secure file, in accordance with the record-keeping procedure.

<p>Health and Safety</p> <p>2. Health and Safety - Master Policy</p> <p>2.1. Emergency Management Plan</p> <p>2.2. Hazardous Substances & Dangerous Goods</p> <p>2.3. Safe Church</p> <p>2.3.1. Safe Church Policy</p> <p>2.3.2. Safe Church Team Role Description</p> <p>2.3.3. Procedure for Staff and Volunteers</p> <p>2.3.4. Staff and Volunteer Application and Registration Form and Safe Ministry Screening Questionnaire</p> <p>2.3.5. Code of Conduct</p> <p>2.3.6. Procedure for Conflict Resolution</p> <p>2.3.7. Procedure for Handling Complaints</p> <p>2.3.8. Procedure for Responding to Child Protection Concerns</p> <p>2.3.9. Safe Church Concerns Form</p> <p>2.3.10. Declaration Regarding Ministry with Persons of Concern</p> <p>2.3.11. Appointment of leaders</p> <p>2.3.12. Bullying, Harassment & Violence Policy</p> <p>2.3.13. Managing Challenging Behaviour Policy</p> <p>2.3.14. Managing Challenging Behaviour Procedure</p> <p>2.3.15. Guidelines for Activities with Children and Young People</p> <p>2.3.16. Procedure for Helping Visitors</p> <p>2.4. Safe Programs</p> <p>2.4.1. Safe Programs Activity & Events Guide</p> <p>2.4.2. Health & Safety Rules</p> <p>2.4.3. Workplace Health & Safety Committee/Team</p> <p>2.4.4. Return to Work Policy</p> <p>2.4.5. Duty Officer/Building Fire, Safety and Evacuation Wardens</p> <p>2.4.6. Duty Officer/Building Warden</p> <p>2.4.7. Duty Officer's/Building Warden Checklist</p>	<p>History</p> <hr/> <p>Date Adopted 29 Sep 2020</p> <hr/> <p>Replaces Nil</p> <hr/> <p>Revised</p>
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<p>2.4.8. Defibrillator Use</p> <p>2.5. Risk Management</p> <p>2.5.1. Tool for First Level and Major Activity assessment</p> <p>2.5.2. Incident/Hazard Report Form</p>	
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2.3.3. Procedure for Staff and Volunteers

Policy – SP2.3.3	Owner/responsible – WWBF Inc	Revision Date. 29/9/2020
Status Adopted	Applies to – All church related programs	Precis – Procedure for the thorough recruitment, screening, training and resourcing of all staff and volunteers



Procedure for Staff and Volunteers

Adopted by Wagga Wagga Baptist Facilities Incorporated on 29 Sep 2020

Purpose

The *Procedure for Staff and Volunteers* sets out a procedure for the thorough recruitment, screening, training and resourcing of all staff and volunteers, particularly those engaged in Child-related Work (within the meaning of the **WWCC Legislation**) or Regulated Activity (within the meaning of **WWVP Legislation**).

Scope

Part 1 of the Procedure applies to Recruitment and Screening of all staff and volunteers within Wagga Wagga Baptist Church (WWBC).

Part 2 of the Procedure applies to the Induction of all staff and volunteers

Part 3 of the Procedure applies to Training and Resourcing of all staff and volunteers

Part 4 of the Procedure applies to Recordkeeping and Review of documents related to staff and volunteers

This Procedure should be read in conjunction with the *Safe Church Policy* and:

- *Screening Check Questionnaires*
- *Safe Church Register*
- *Code of Conduct*
- *Privacy Policy*

Part 1 – Recruitment and Screening

Category 1 a - Pastoral staff and staff in leadership roles and/or engaged in child-related work or work with vulnerable adults

The screening process for pastoral staff applies

- to any staff member, who undertakes pastoral work in or on behalf of WWBC. (This typically includes any role that includes the word 'Pastor' or 'Minister' but may include other roles);
 - to any staff member in a leadership role (ie considered a 'spiritual officer' of WWBC);
 - to any staff member engaged in child-related work or, in the ACT, work with vulnerable people; and
 - in addition to any requirements of the Baptist Churches of NSW & ACT Committee for the Ministry or WWBC's Constitution
1. Prior to recruitment:
 - a) the **position description** will be reviewed and updated if necessary;
 - b) the position will be advertised appropriately; and
 - c) the position description and/or advertisement will state that any offer of employment is subject to applicants:
 - agreeing to abide by, and upholding, the *Code of Conduct*;
 - completing a *Screening Check Questionnaire*;
 - undergoing a National Police Criminal Record Check; and
 - being eligible for, or holding a current clearance in accordance with **WWCC Legislation** or **WWVP Legislation**.
 - In addition, for pastoral staff,
 - providing evidence of Accreditation or Recognition by the Baptist Churches of NSW & ACT (or an application to be accredited or recognised); and
 - agreeing to abide by and uphold the *Code of Ethics and Conduct*
 2. Applicants for the position will submit a written application including a resume and an outline of their willingness to commit to the mission and values of WWBC.
 3. Shortlisted applicants will:
 - a) complete a *Screening Check Questionnaire*;
 - b) be interviewed by **Church Leadership** or committee appointed by WWBC members;
 - c) undertake a National Police Criminal Record Check;
 - d) provide evidence of a current clearance in accordance with **WWCC Legislation** or **WWVP Legislation**; and
 - e) provide a minimum of 2 references.
 4. Successful applicants will:
 - a) sign and agree to abide by the *Code of Conduct*;
 - b) participate in an induction process to enable them to safely fulfil their position, including being given a copy of the *Safe Church Policy* and all Procedures and guidelines; and
 - c) (in addition, for Pastoral Staff) provide evidence that they are Accredited or Recognised by the Baptist Churches of NSW & ACT (or have applied to be Accredited or Recognised).

Category 1 b - Staff who are not in leadership roles or engaged in child-related work or work with vulnerable adults

The screening process for staff who are not engaged in child-related work or work with vulnerable adults applies

D4 Policy Procedures & Protocol Document

- to any staff member to whom the screening process in Category 1 a does not apply; and
- in addition to any requirements under WWBC's Constitution.

1. Prior to recruitment:

- a) the **position description** will be reviewed and updated if necessary;
- b) the position will be advertised appropriately and in accordance with any constitutional requirements; and
- c) the position description and/or advertisement will state that any offer of employment is subject to applicants:
 - agreeing to abide by, and upholding, the *Code of Conduct*;
 - completing a *Screening Check Questionnaire*;

2. Applicants for the position will:

- a) submit a written application including an outline of their willingness to commit to the mission and values of WWBC and hold to the Christian faith; and
- b) submit their Curriculum Vitae, ensuring that information relevant to the particular position is included.

3. Shortlisted applicants will:

- a) complete a *Screening Check Questionnaire*;
- b) be interviewed by **Church Leadership** or committee appointed by WWBC members;
- c) provide a minimum of 2 references.

4. Successful applicants will:

- a) sign and agree to abide by the *Code of Conduct*; and
- b) Participate in an induction process to enable them to safely fulfil their position, including being given a copy of the *Safe Church Policy* and relevant procedures and guidelines.

*Category 2 a - Volunteers in leadership roles, engaged in child-related work and/or engaged in work with vulnerable adults**

The screening process for volunteers engaged in child-related work or work with vulnerable adults applies to:

- any church leader, deacon or elder (ie/ 'spiritual officer');
- any volunteer involved in ministry to children and/or young people (this may include children's ministry, playgroup, creche, youth ministry, families ministry);
- any volunteer engaged in a role that includes leadership of a ministry area in which children or young people are also part of the ministry team (this may include worship leader, sound/AV coordinator, discipleship coordinator, outreach coordinator etc); and
- any volunteer engaged in ministry to vulnerable adults.*

1. Prior to being appointed, a potential volunteer will:

- a) be provided with a current **position description**
- b) complete a *Screening Check Questionnaire*;
- c) be interviewed by the Ministry Leader
- d) sign and agree to abide by the *Code of Conduct*
- e) provide evidence that that have completed Creating Safe Spaces training within the past 3 years, or complete the online component and commit to attend face-to-face training within 9 months
- f) provide evidence that they hold a current clearance in accordance with **WWCC Legislation*** or **WWVP Legislation** (unless the volunteer is aged under 18).
- g) participate in an induction process to enable them to safely fulfil their position, including being given a copy of the *Safe Church Policy* and relevant procedures and guidelines.

2. Prior to the volunteer commencing in the role, the Safe Church Team (or Ministry Leader) will:

- a) Verify the WWCC number* (if in NSW and over 18 years of age)
- b) Provide an induction process to enable them to safely fulfil their position, including providing a copy of the *Safe Church Policy* and relevant procedures and guidelines.

*In NSW, the WWCC clearance is only required if the person is engaged in 'child-related work'. In religious organisations, this includes leadership roles (those considered to be spiritual officers) but does not include roles involving ministry to vulnerable adults. A volunteer who is involved in ministry to vulnerable adults but not considered a 'spiritual officer' or involved in child-related work should not be required to obtain a WWCC clearance but should still complete CSS training.

Category 2 b - Volunteers not in leadership roles or engaged in child-related work or work with vulnerable adults

The screening process for volunteers not-engaged in child-related work or work with vulnerable adults applies to

- any volunteer who is **not** a Church Leader, Ministry Leader, engaged in child-related work or engaged in work with vulnerable adults. (this may include volunteers on the flower, cleaning or maintenance roster)
1. Prior to being appointed, a potential volunteer will:
 - a) be provided with a current **position description**;
 - b) complete a *Screening Check Questionnaire*;
 - c) be interviewed by the relevant Ministry Leader; and
 - d) sign and agree to abide by the *Code of Conduct*; and
 - e) participate in an induction process to enable them to safely fulfil their position, including being given a copy of the *Safe Church Policy* and relevant procedures and guidelines.
 2. Prior to the volunteer commencing in the role the Safe Church Team (or Ministry Leader) will:
 - a) Obtain written parental consent for the volunteer to undertake the role suggested (if the volunteer's age is less than 18)
 - b) Provide an induction process to enable them to safely fulfil their position, including providing a copy of the *Safe Church Policy* and relevant procedures and guidelines.

Category 3 – Supervised volunteers aged under 18

1. The screening process for supervised volunteers aged under 18 applies to:
 - volunteers who are engaged in junior, trainee, support or helping roles which require that the volunteer is supervised at all times.

Where a volunteer is engaged in a trainee, support or helping role but is aged over 18 they will need to be screened in accordance with category 2 as appropriate in order to meet legal requirements.

*WWBC may determine that specific 16 or 17-year-olds have sufficient maturity to volunteer without direct supervision, despite being under 18 years of age. These volunteers will be screened and trained in accordance with category 2, including Creating Safe Spaces training. **However, note that there should always be at least one adult leader on-site and participating in the program.***

*Please see the *Guidelines for Activities with Children and Young People* for more details on the differences between junior/trainee volunteers and volunteers.'*

2. Prior to being appointed, a potential volunteer will:
 - be provided with a current **position description**;
 - complete a *Screening Check Questionnaire*;
 - be interviewed by the Ministry Leader;
 - sign and agree to abide by the *Code of Conduct*; and
 - participate in an induction process to enable them to safely fulfil their position, including being given a copy of the *Safe Church Policy* and relevant procedures and guidelines.
3. Prior to the volunteer commencing in the role the Safe Church Team (or Ministry Leader) will:
 - obtain written parent/guardian consent for the volunteer to undertake the role suggested if the volunteer is under 16 years old (we also recommend getting parent/guardian consent for 16 and 17-year-olds wherever possible);
 - provide an induction process to enable them to safely fulfil their position, including being given a copy of the *Safe Church Policy* and Procedures; and
 - provide an additional briefing on child protection responsibilities and practices, including the procedures and guidelines relevant to their area of ministry.

<i>Please see category definitions for further detail</i>	Application & Screening questionnaire	BA Code of Ethics and Conduct	Accreditation or Recognised or Minister	Interview, reference checks, induction	Code of Conduct	WWCC*/WWVP	CSS	Police Check
1a: Pastoral Staff	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
1a: Staff engaged in leadership, child-related work or work with vulnerable adults	Yes	No	No	Yes	Yes	Yes	Yes	Yes
1b: Other Staff (not engaged in leadership, child-related work or work with vulnerable adults)	Yes	No	No	Yes	Yes	No	No	Maybe at church discretion
2a: Volunteers in leadership, child-related work or work with vulnerable adults	Yes	No	No	Yes	Yes	Yes	Yes	No
2b: Other Volunteers (not engaged in leadership, child-related work or work with vulnerable adults)	Yes	No	No	Yes	Yes	No	No	No
2b: Volunteers aged 16 or 17 in child-related work	Yes (use under 18 screening)	No	No	Yes	Yes	No	Yes	No
3: Supervised volunteers under 18	Yes (use under 18 screening)	No	No	Yes	Yes	No	No	No

Part 2 – Induction

- 2.1 All staff and volunteers will be provided with an induction appropriate to their role. This induction will include:
- a) an overview of general site health and safety expectations;
 - b) operating procedures that apply to relevant equipment;
 - c) the content of the *Code of Conduct* and expectations and appropriate behaviours for staff and volunteers as set out in the *Safe Church Policy*;
 - d) the role description and any reporting structure;
 - e) expectations regarding Creating Safe Spaces training, if appropriate
 - f) an overview of the *Procedures for Handling Complaints against Staff and Volunteers, Conflict Resolution and Responding to Child Protection Concerns*;
 - g) who to contact in the event of any conflict, concerns or complaints; and
 - h) any Guidelines appropriate to their ministry area.
- 2.2 A record of the induction (including the name of the person giving the induction, the date of the induction and the topics covered) will be kept.

Part 3 – Training and Resourcing

3.1 Creating Safe Spaces Training

- a) All staff and volunteers engaged in leadership and/or child-related work and/or work with vulnerable adults will:
 - attend Baptist Churches NSW & ACT Creating Safe Spaces Training (or other SCTA approved face-to-face training) at least once every 3 years; or
 - if they have not attended such training prior to appointment, will complete the online component of the training prior to commencement and commit to attend the face-to-face component within 9 months of commencement.
- b) The Safe Church Team will ensure that information about staff and volunteer attendance at Creating Safe Spaces Training is recorded in the *Safe Church Register*.

3.2 Other training

Church Leadership (or Ministry Leaders) will arrange ongoing staff and volunteer training as required. (This may include in-house training, attendance at conferences such as Connect Training Days, Activate Children's Ministry Conference or Baptist Youth Ministries State Conference and/or attendance at external training opportunities.)

3.3 Resourcing

Church Leadership will ensure that Church programs are adequately resourced with staff and volunteers and have the required equipment for the safe and effective running of the program.

3.4 Supervision

Church Leadership will provide ongoing support and supervision for all staff and volunteers, to ensure they feel valued, respected and fairly-treated, including:

- a) up to date *Safe Church Policy*, guidelines and procedures;
- b) formal or informal support mechanisms, so that staff and volunteers have a clear understanding of who to go to for support and what type of support is available to them (for example, team meetings, counselling, prayer); and
- c) an annual process of position review to provide an opportunity for mutual feedback and encouragement.

Part 4 – Recordkeeping and Review

4.1 Recordkeeping

For each staff member or volunteer, the following items should be recorded and kept for a minimum of 45 years.

- a) their written application for the position (if applicable);
- b) their completed *Screening Check Questionnaire*;
- c) all notes relating to the interview and reference checks (if applicable);
- d) notes confirming the content and date of their induction;
- e) signed *Code of Conduct*;
- f) signed *Code of Ethics and Conduct* (if required);
- g) a copy of the *National Police Criminal Record Check* (if required);
- h) evidence of their current WWCC or WWVP (if required);
- i) evidence of the date of completion of Creating Safe Spaces training (or equivalent SCTA approved training with a face-to-face component); and
- j) records of all other relevant training, incidents, annual reviews, etc

Any items which contain sensitive information (such as Screening Questionnaires, Safe Church Concerns Forms, investigation notes and reports) must be kept in a manner which protects confidentiality and will only be accessed by a limited number of authorised persons (for example, the current Senior Pastor).

4.2 Safe Church Register

WWBC must maintain a *Safe Church Register* which records a summary of necessary screening and training for all staff and volunteers.

4.3 Review

- a) Pastoral Staff should participate in pastoral or professional supervision in addition to other review processes.
- b) Staff should participate in a formal review process each year. This process should
 - review the position description and make any necessary amendments;
 - provide an opportunity for mutual feedback and encouragement;
 - identify opportunities for training and development in the following twelve months; and
 - consider involving a committee comprising members of the governance body and any other church members who may be appropriate.
- c) Volunteer positions should be reviewed at least annually to identify areas for support or development and to amend role descriptions where appropriate.

<p>Health and Safety</p> <p>2. Health and Safety - Master Policy</p> <p>2.1. Emergency Management Plan</p> <p>2.2. Hazardous Substances & Dangerous Goods</p> <p>2.3. Safe Church</p> <p>2.3.1. Safe Church Policy</p> <p>2.3.2. Safe Church Team Role Description</p> <p>2.3.3. Procedure for Staff and Volunteers</p> <p>2.3.4. Staff and Volunteer Application and Registration Form and Safe Ministry Screening Questionnaire</p> <p>2.3.5. Code of Conduct</p> <p>2.3.6. Procedure for Conflict Resolution</p> <p>2.3.7. Procedure for Handling Complaints</p> <p>2.3.8. Procedure for Responding to Child Protection Concerns</p> <p>2.3.9. Safe Church Concerns Form</p> <p>2.3.10. Declaration Regarding Ministry with Persons of Concern</p> <p>2.3.11. Appointment of leaders</p> <p>2.3.12. Bullying, Harassment & Violence Policy</p> <p>2.3.13. Managing Challenging Behaviour Policy</p> <p>2.3.14. Managing Challenging Behaviour Procedure</p> <p>2.3.15. Guidelines for Activities with Children and Young People</p> <p>2.3.16. Procedure for Helping Visitors</p> <p>2.4. Safe Programs</p> <p>2.4.1. Safe Programs Activity & Events Guide</p> <p>2.4.2. Health & Safety Rules</p> <p>2.4.3. Workplace Health & Safety Committee/Team</p> <p>2.4.4. Return to Work Policy</p> <p>2.4.5. Duty Officer/Building Fire, Safety and Evacuation Wardens</p> <p>2.4.6. Duty Officer/Building Warden</p> <p>2.4.7. Duty Officer's/Building Warden Checklist</p> <p>2.4.8. Defibrillator Use</p>	<p>History</p>
	<p>Date Adopted 29 Sep 2020</p>
	<p>Replaces Nil</p>
	<p>Revised</p>

<p>2.5. Risk Management 2.5.1. Tool for First Level and Major Activity assessment 2.5.2. Incident/Hazard Report Form</p>	
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2.3.4. Staff and Volunteer Application and Registration Form and Safe Ministry Screening Questionnaire

Policy – SP2.3.4	Owner/responsible – WWBF Inc	Revision Date . 29/9/2020
Status Adopted	Applies to – All church related programs	Precis – Application and Registration Form for people wishing to volunteer in church activities and screening questionnaire



2.3.4. Staff and Volunteer Application and Registration Form and Safe Ministry Screening Questionnaire

For staff and volunteers aged 18 and over

Please Note: This is a **sensitive** document that must be stored in a confidential manner accessible only by a limited number of authorised persons.

PERSONAL DETAILS

Surname:

Given Names:.....

Previous Name/s (if applicable):.....

Date of Birth:/...../..... Male/Female

Address:

Phone:Email:

WWCC / WWVP Number (if required):

Do you have any health conditions that we should know about?

.....

How long have you been attending this church?

Which service do you normally attend?

How are you currently involved in church life?

What ministry would you like to be involved in?

What work would you like to perform?

Please describe any ministry groups you have previously been involved in:

(within this church/other churches/schools ministries etc.)

.....

Please indicate any previous training, experience and or qualifications you have that is relevant eg. First aid certificate.....

.....

.....

Please circle either “YES” or “NO” for each of the following questions. If you answer “yes” to any of the following questions, please give details on a separate page or discuss with the Senior Pastor or the person holding an equivalent leadership role in your church. **A ‘yes’ answer will not automatically rule an applicant out of selection.**

Please note that, if you disclose any potentially criminal actions, the church may need to report this information to the police or other relevant government authorities.

For all staff and volunteers

1. Have you ever been charged with and/or convicted of a criminal offence?	Yes / No
2. As an adult (18+ years) have you ever engaged in any of the following conduct:	
<ul style="list-style-type: none"> sexual contact with someone under your care other than your spouse (such as a parishioner, client, patient, student, employee or subordinate) 	Yes / No
<ul style="list-style-type: none"> use, possession, production or distribution of child abuse material? 	Yes / No

• sexual contact with a person under the relevant age of consent	Yes / No
3. To your knowledge, has there ever been any allegations made against you regarding any abuse of a child, physical abuse or sexual misconduct?	Yes / No
4. Have you ever had an apprehended violence order, order for protection or the like issued against you as a result of allegations of violence, abuse, likely harm, harassment, stalking, etc?	Yes / No
5. Have you had a history of alcohol abuse or substance abuse (including prescription, over-the-counter, recreational or illegal drugs)?	Yes / No
6. (If the ministry role may involve driving) Has your driver's licence ever been revoked or suspended?	Yes / No

For staff and volunteers in pastoral ministry, leadership or engaged in child-related work or work with vulnerable adults

7. Have you ever had permission to undertake paid or voluntary work with children or other vulnerable people refused, suspended or withdrawn in Australia or any other country?	Yes / No
8. Has a child or dependent young person in your care ever been removed from your care by relevant authorities?	Yes / No

CHURCHES YOU HAVE ATTENDED REGULARLY IN THE PAST 3 YEARS

Name of church	Location	When (Month/Year)	Any positions held

REFEREES

Please provide details of two referees who are over eighteen years of age and able to give a verbal report on your character and suitability for ministry. Referees may be part of the church.

Referee 1

Name: Phone:

Relationship:

Referee 2

Name: Phone:

Relationship:

Drivers Registration (to be filled in by those providing transport only)

Do you hold a current drivers licence? Yes No

Drivers Licence Number: _____ State of Issue: _____

Licence Expiry Date: _____ Type of Licence: (please circle) Car Bus Truck

Is your vehicle registered and Insured? Yes No

Have you been involved in any motor vehicle accidents or been convicted of any traffic offences (other than parking) in the past five years? Yes No

If yes provide details:

WORKING WITH CHILDREN CHECK AND/OR NATIONAL POLICE CHECK

I consent to * verification of my WWCC number (in NSW, if required)
* a National Police Check (for staff only)

CONSENT TO HOLD INFORMATION

I consent to the information contained in this application, including any subsequent pages, to be kept by our church. I understand that this information will be kept in a confidential file and used only for screening purposes.

DECLARATION

I,..... sincerely declare that:

- The information I have provided in this application is true and correct to the best of my knowledge and belief.
- I understand that if I provide false or misleading information or withhold relevant information from this questionnaire, the church leadership may determine that I am unsuitable to serve in any role in the church.
- I have received a copy of the *Code of Conduct* and *Confidentiality Agreement* and am willing to uphold these documents.

Applicant’s signature:Date:

Church Use Only

CSS Training undertaken: (date of training) _____

WWCC/WWVP No. supplied Yes / NA Expiry date _____

(if in NSW) WWCC Verified by:(name) _____ On (date):_____

Signed *Code of Conduct* received by: (name) _____ On (date):_____

Entered onto Safe Church Register by: (name) _____ On (date):_____

Interview led by: (name) _____ On (date):_____

Referee Checks conducted by: (name) _____ On (date):_____

Volunteer Endorsement* by (name) _____ On (date):_____

Induction led by (name) _____ On (date):_____

**Volunteers must be endorsed by a member of pastoral staff, governance group or safe church team*

. Full records of the above processes (including interview notes, referee check comments and induction content) should be kept in the relevant staff and volunteer admin file.



Safe Ministry Screening Questionnaire

For anyone aged under 18 serving as a volunteer or a junior volunteer/helper.

This is a **sensitive** document that must be stored in a confidential manner accessible only by a limited number of authorised persons.

PERSONAL DETAILS

Surname:

Given Names:.....

Previous Names (if applicable)

Date of Birth:/...../..... Male/Female

Phone/s:

Address:

Email:

Do you have any health conditions that we should know about?

.....

Name of at least one Parent/Guardian:

Contact Phone for Parent/Guardian:

Please circle either “YES” or “NO” for each of the following questions. If the answer to any of the following questions is “yes”, please give details on a separate page or discuss with the Senior Pastor or the person holding an equivalent leadership role in your church.

A ‘yes’ answer will not automatically rule an applicant out of selection.

Please note that, if you disclose any potentially criminal actions, the church may need to report this information to the police or other relevant government authorities.

1. Have you ever been charged with and/or convicted of a criminal offence?	Yes / No
2. Have you a history of alcohol abuse or a history of substance abuse including prescription, over-the-counter, recreational or illegal drugs?	Yes / No
3. To your knowledge, has there ever been any allegations made against you regarding any abuse of a child, physical abuse or sexual misconduct?	Yes / No

CHURCHES YOU HAVE ATTENDED REGULARLY IN THE PAST 3 YEARS

Name of church	Location	When (Month/Year)	Any positions held

REFEREES

Please provide details of two referees who are over eighteen years of age and able to give a verbal report on your character and suitability for ministry. Referees may be part of the church.

Referee 1

Name:Phone:

Referee 2

Name:Phone:

CONSENT TO HOLD INFORMATION

I consent to the information contained in this application, including any subsequent pages, to be kept by our church. I understand that this information will be kept in a confidential file and used only for screening purposes.

DECLARATION

I,..... sincerely declare that:

- The information I have provided in this application is true and correct to the best of my knowledge and belief.
- I understand that if I provide false or misleading information or withhold relevant information from this questionnaire, the church leadership may determine that I am unsuitable to serve in any role in the church.
- I have received a copy of the *Code of Conduct* and am willing to uphold it.

Applicant’s signature:Date:

PARENT GUARDIAN SIGNATURE

Name of parent/guardian:

Signature:Date:.....

Church Use Only

Parental Consent obtained (name): _____ On (date): _____
 WWVP number (16/17 yo in ACT) _____ On (date): _____
 CSS Training undertaken (for 16/17 yo in non-junior roles): _____ On (date): _____
 Interview led by: (name) _____ On (date): _____
 Referee Checks conducted by: (name) _____ On (date): _____
 Senior Leadership Endorsement (name) _____ On (date): _____
 Entered onto Safe Church Register: (name) _____ On (date): _____
 Induction led by (name) _____ On (date): _____

**Volunteers must be endorsed by a member of pastoral staff, governance group or safe church team*

Full records of the above processes (including interview notes, referee checks and induction content) should be kept in the relevant staff and volunteer admin file.

<p>Health and Safety</p> <p>2. Health and Safety - Master Policy</p> <p>2.1. Emergency Management Plan</p> <p>2.2. Hazardous Substances & Dangerous Goods</p> <p>2.3. Safe Church</p> <p>2.3.1. Safe Church Policy</p> <p>2.3.2. Safe Church Team Role Description</p> <p>2.3.3. Procedure for Staff and Volunteers</p> <p>2.3.4. Staff and Volunteer Application and Registration Form and Safe Ministry Screening Questionnaire</p> <p>2.3.5. Code of Conduct</p> <p>2.3.6. Procedure for Conflict Resolution</p> <p>2.3.7. Procedure for Handling Complaints</p> <p>2.3.8. Procedure for Responding to Child Protection Concerns</p> <p>2.3.9. Safe Church Concerns Form</p> <p>2.3.10. Declaration Regarding Ministry with Persons of Concern</p> <p>2.3.11. Appointment of leaders</p> <p>2.3.12. Bullying, Harassment & Violence Policy</p> <p>2.3.13. Managing Challenging Behaviour Policy</p> <p>2.3.14. Managing Challenging Behaviour Procedure</p> <p>2.3.15. Guidelines for Activities with Children and Young People</p> <p>2.3.16. Procedure for Helping Visitors</p> <p>2.4. Safe Programs</p> <p>2.4.1. Safe Programs Activity & Events Guide</p> <p>2.4.2. Health & Safety Rules</p> <p>2.4.3. Workplace Health & Safety Committee/Team</p> <p>2.4.4. Return to Work Policy</p> <p>2.4.5. Duty Officer/Building Fire, Safety and Evacuation Wardens</p> <p>2.4.6. Duty Officer/Building Warden</p> <p>2.4.7. Duty Officer's/Building Warden Checklist</p> <p>2.4.8. Defibrillator Use</p>	<p>History</p>
	<p>Date Adopted 29 Sep 2020</p>
	<p>Replaces Nil</p>
	<p>Revised</p>

<p>2.5. Risk Management 2.5.1. Tool for First Level and Major Activity assessment 2.5.2. Incident/Hazard Report Form</p>	
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2.3.5. Code of Conduct

Policy – SP2.3.5	Owner/responsible – WWBF Inc	Revision Date. 29/9/2020
Status Adopted	Applies to – All church related programs	Precis – Code of Conduct for all staff and volunteers



Code of Conduct For Staff and Volunteers

Adopted by Wagga Wagga Baptist Facilities Incorporated on 29 Sep 2020

Purpose

Wagga Wagga Baptist Church (WWBC) is committed to creating safe spaces where people can be confident that they will be cared for, nurtured and encouraged as they grow and at the same time, protected from spiritual, physical, sexual and emotional abuse.

As part of this commitment, staff and volunteers are required to sign and abide by this *Code of Conduct*.

The *Code of Conduct* sets out the following:

- the ministry commitments of staff and volunteers
- minimum behavioural standards and appropriate boundaries required of staff and volunteers
- the obligation of staff and volunteers to comply with Safe Church Policy and Procedures
- the steps to be taken in the event of a potential breach of this Code.

The *Code of Conduct* seeks to reflect the biblical call to godliness and faithfulness in ministry (eg 1 Timothy 3) but it is not intended as a replacement for the Bible as a fundamental guide for faith and practice.

Scope

The *Code of Conduct* applies to all staff and volunteers aged 16 and over when engaged in a WWBC activity, on the premises and/or representing the church.

The Code of Conduct should be read in conjunction with the *Safe Church Policy* and:

- *Procedure for Staff and Volunteers*
- *Procedure for Responding to Child Protection Concerns*
- *Procedure for Handling Complaints against Staff and Volunteers*
- *Procedure for Conflict Resolution*

1. Staff and Volunteers are encouraged to:

Nurture their own relationship with God

- join regularly in the life and ministry of WWBC;
- study and reflect on the Scriptures in private and in groups;
- pray regularly in private and in fellowship with and for the people and ministry of WWBC; and
- give of your time and finances to the work of WWBC, as an expression of our gratitude to God.

Nurture healthy relationships:

- treat others with respect;
- love and care for your family (including paying attention to the effect of ministry on them);
- be a team player;
- be accountable
- cooperate with other staff and volunteers
- treat every program participant fairly and equitably
- acknowledge when I am out of my depth, or do not possess the required skill set in difficult pastoral situations (such as helping a victim of abuse, or a person who needs professional counselling), and seek help from the Safe Church Team, elders or a Pastor, who may draw on professional support if required.

2. Staff and Volunteers commit to:

As a staff member/volunteer of WWBC, I promise to:

- a) uphold, support and abide by the *Safe Church Policy*;
- b) respond to reasonable directions from the person with responsibility for the ministry I am involved in;
- c) communicate with integrity, including wise and accountable use of electronic communication, including in accordance with *Guidelines for Activities with Children and Young People*
- d) not knowingly make false, misleading, or deceptive statements;
- e) not engage in bullying, harassment, emotional abuse, spiritual abuse, physical abuse, sexual abuse, of any person including my own family;
- f) not act violently or intentionally provoke violence;
- g) upholding confidentiality; not disclosing any confidential information without the consent of the person providing the information (the exception being where there is a legal obligation, or where there are serious concerns about a person's welfare);
- h) report concerns about misconduct and/or abuse according to WWBC's *Safe Church Policy* and relevant procedures;
- i) disclose all relevant information as part of completing the *Screening Check Questionnaire* if I have not already done so;
- j) disclose to the WWBC Leadership if I am investigated for any criminal offences or have any knowledge of serious unlawful activity within the WWBC context.
- k) act with sexual purity, meaning I will:
 - express my sexuality in healthy and God-directed ways according to New Testament scriptural principles;
 - restrict sexual intimacy to the confines of the marriage relationship
 - (where marriage has the same meaning as in the Marriage Rites of the Baptist Union of Australia ie/ 'the union between a man and a woman to the exclusion of all others, voluntarily entered into for life');
 - (if an individual is unwilling or unable to commit to this requirement, church leaders may choose to endorse them as a volunteer for non-leadership roles)
 - recognise that it is inappropriate to access any type of pornographic material and, if I struggle with this addiction, I will seek professional help;
 - ensure that romantic interactions are meaningfully consensual
 - give consideration to any power imbalances in intimate relationships.
- l) act with financial integrity, including:
 - having accountable and transparent systems in place for financial matters.
 - not seeking personal advantage or financial gain from our position (other than in wages, recognised allowances and deductions).
- m) not take or use property belonging to others without express consent, including intellectual property (copyright);
- n) not use any prohibited substance and be responsible in my use of substances that may be addictive (eg. prescriptions, alcohol); and
- o) make alternative arrangements for pastoral ministry for any person with whom I may develop a romantic or intimate relationship.

3. I understand that if there is a complaint against me relating to a breach of this Code of Conduct:

- a) and it is a plausible complaint relating to Child Sexual Abuse or Sexual Misconduct involving a child, WWBC may ask me to step aside from my duties while the complaint is being considered; and/or
- b) if the complaint relates to serious misconduct and/or abuse (including Child Sexual Abuse) it will be reported to relevant government authorities in accordance with relevant legal requirements; and/or
- c) I agree to participate in any process initiated under *the Procedure for Resolving Conflict, Procedure for Handling Complaints against Staff and Volunteers* and/or *Procedure for Responding to Child Protection Concerns* and agree to be bound by the outcomes of any such process, which may include termination of my employment/engagement as a staff member or volunteer with WWBC.

4. If I am a Pastoral staff member, I:

- a) agree to uphold and be bound by the Baptist Churches of NSW & ACT *Code of Ethics and Conduct*
- b) understand that a breach of the Baptist Churches of NSW & ACT *Code of Ethics and Conduct* will be considered a breach of this *Code of Conduct*
- c) (if I am an Accredited or Recognised Minister) agree to participate in, and be bound by the outcomes of, any process initiated under the Baptist Churches of NSW & ACT *Procedures for Handling Allegations*.

I, _____ have read, and agree to be bound by and uphold, the Code of Conduct for Staff and Volunteers.	
Signature	Date

NOTE: the staff member or volunteer should receive a copy of this *Code of Conduct* and WWBC should retain the signed and dated copy of the *Code of Conduct* for at least 45 years.

<p>Health and Safety</p> <p>2. Health and Safety - Master Policy</p> <p>2.1. Emergency Management Plan</p> <p>2.2. Hazardous Substances & Dangerous Goods</p> <p>2.3. Safe Church</p> <p>2.3.1. Safe Church Policy</p> <p>2.3.2. Safe Church Team Role Description</p> <p>2.3.3. Procedure for Staff and Volunteers</p> <p>2.3.4. Staff and Volunteer Application and Registration Form and Safe Ministry Screening Questionnaire</p> <p>2.3.5. Code of Conduct</p> <p>2.3.6. Procedure for Conflict Resolution</p> <p>2.3.7. Procedure for Handling Complaints</p> <p>2.3.8. Procedure for Responding to Child Protection Concerns</p> <p>2.3.9. Safe Church Concerns Form</p> <p>2.3.10. Declaration Regarding Ministry with Persons of Concern</p> <p>2.3.11. Appointment of leaders</p> <p>2.3.12. Bullying, Harassment & Violence Policy</p> <p>2.3.13. Managing Challenging Behaviour Policy</p> <p>2.3.14. Managing Challenging Behaviour Procedure</p> <p>2.3.15. Guidelines for Activities with Children and Young People</p> <p>2.3.16. Procedure for Helping Visitors</p> <p>2.4. Safe Programs</p> <p>2.4.1. Safe Programs Activity & Events Guide</p> <p>2.4.2. Health & Safety Rules</p> <p>2.4.3. Workplace Health & Safety Committee/Team</p> <p>2.4.4. Return to Work Policy</p> <p>2.4.5. Duty Officer/Building Fire, Safety and Evacuation Wardens</p> <p>2.4.6. Duty Officer/Building Warden</p> <p>2.4.7. Duty Officer's/Building Warden Checklist</p> <p>2.4.8. Defibrillator Use</p>	<p>History</p> <hr/> <p>Date Adopted 29 Sep 2020</p> <hr/> <p>Replaces Nil</p> <hr/> <p>Revised</p>
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2.5. Risk Management

2.5.1. Tool for First Level and Major
Activity assessment

2.5.2. Incident/Hazard Report Form

2.3.6. Procedure for Conflict Resolution

Policy – SP2.3.6	Owner/responsible – WWBF Inc	Revision Date. 29/9/2020
Status Adopted	Applies to – All church related programs	Precis – Procedure for resolving conflict between two or more staff, volunteers, members or attendees of Wagga Wagga Baptist Church



Procedure for Conflict Resolution

Adopted by Wagga Wagga Baptist Facilities Incorporated on 29 Sep 2020

Purpose

The Procedure for Conflict Resolution (the **Procedure**) sets out a procedure for resolving conflict between two or more staff, volunteers, members or attendees of Wagga Wagga Baptist Church (WWBC) in a pastoral and restorative manner, rather than through a formal complaint handling procedure.

It is important to identify that some issues cannot be resolved in this manner, and this Procedure is not designed to:

- resolve issues relating to domestic violence, family law matters before the Family Law Court (or similar body),
- resolve complaints or concerns relating to abuse (including Child Sexual Abuse or Sexual Misconduct involving a Child) or other serious breaches of the Code of Conduct that are to be resolved in accordance with the *Complaint Handling Procedure*; or
- replace any process set out in the Constitution of WWBC in relation to the disciplining or removal of members from membership of WWBC.

Scope

The Procedure applies to all staff, volunteers, members and attendees of WWBC.

An attendee is a person who regularly attends (at least once a month) a ministry of WWBC (for example, Sunday services, Bible study, Friday night youth group).

The Procedure should be read in conjunction with the *Safe Church Policy* and:

- *Code of Conduct for Staff and Volunteers*
- *Procedure for Handling Complaints against Staff or Volunteers*
- *Procedure for Responding to Child Protection Concerns*

When does this procedure apply?

Situations to which this policy applies include the following:

- a) a disagreement between two or more staff, volunteers, members or attenders of WWBC;
- b) a perceived offence caused by a staff member, volunteer, member or attendee to another;
- c) a perception by one person that they have been bullied by a staff member, volunteer, member or attendee (and that it is a matter that is able to be resolved in a pastoral manner);
- d) dissatisfaction with the manner in which a staff member or volunteer has fulfilled their ministry role; and
- e) a complaint that a staff member or volunteer has committed a minor breach of the Code of Conduct.

Raising an issue

- a) Anyone may raise an issue
 - with a person directly (see Pathway 1).
 - with the WWBC elders or pastors, or the Safe Church Team in order to seek assistance in resolving the issue (see Pathway 2).
- b) If the concern relates to a member of the WWBC elders, pastors or Safe Church Team, the person should raise their concern with another elder, pastor or member of the Safe Church Team.

Key Principles

In raising an issue, all parties are to be guided by the following key principles:

- Seeking to glorify God in our responses to each other.
- Striving to serve each other even in the midst of our disunity.
- Seeking to be Christ-like in our reactions to each other.
- Extending grace to each other.
- Focusing on forgiveness and restoration of relationships where appropriate.
- Seeking help where needed, to address grievances.

WWBC acknowledges that:

- the nature of relationship breakdown means that it is necessary to respond sensitively and with care for all parties involved;
- in many conflict situations, to help each party understand the key issues and ways forward, the assistance of a neutral third party becomes essential;
- many issues are specific to a particular context and relationship and so must be responsive to this, seeking resolution of substantive issues and where possible, appropriate restoration of relationships between all parties;
- the pathway recommended by the WWBC Leadership will depend upon the nature of the issue, the positions or roles of the parties involved and the skills and capacity of the WWBC Leadership to address the situation.

Pathway 1 – Personal Approach

- a) Where an issue arises between a staff member, volunteer, member or attendee and another and the parties feel able to address their concerns without involving other parties, they are to go to the other person and express their concerns with a view to resolving their differences in accordance with Matthew 18:15-17.
- b) The person initiating the personal approach should consider seeking counsel from a wise and unbiased senior leader (from within the WWBC community or externally) or receiving conflict coaching before approaching the other person.
- c) This approach may be useful for addressing personal disagreements and perceived offences. This pathway will not be appropriate where there are concerns about significant power imbalances.

Pathway 2 – Locally-assisted Approach

- a) In the event of any of the following then the matter should be brought to the attention of the WWBC Leadership:
 - Pathway 1 being unsuccessful in restoring relationship; and/or
 - the issue relates to perceived bullying; and/or
 - the issue relates to dissatisfaction with the manner in which a staff member or volunteer has performed their ministry role.
- b) If an issue is brought to the WWBC Leadership:
 - The WWBC Leadership is to offer support to all parties.
 - Where the WWBC Leadership considers the issue to be sufficiently serious, they are to appoint a suitably skilled person to assist in resolving the conflict. This may be a senior member of the pastoral staff. The WWBC Leadership is to avoid conflicts of interest where possible when selecting this person. In some cases, for example, where the conflict involves the Senior Pastor, a church consultant from the Baptist Churches of NSW & ACT may be requested.
- c) Where all parties involved in the matter are willing to work towards restoring relationships, the person selected to assist in resolving the conflict will:
 - value confidentiality at all times;
 - meet with each person separately to ensure they are given a chance to tell their story in private, working through their underlying concerns in moving towards resolution;
 - clearly communicate the process to be used to each party during resolution meetings;
 - hold a meeting with the parties together to identify common ground, work through the issues and determine the course of action;
 - follow up to ensure that the solutions are being implemented; and
 - if appropriate, monitor the situation over the following weeks, including to check in with the parties to ensure that the situation is resolving and that relationships are being restored.
- d) At any stage throughout the process, the person selected to assist to resolve the issue may contact Baptist Churches of NSW & ACT for assistance or resourcing.

Escalation to Procedure for Handling Complaints against Staff or Volunteers

During the course of resolving a concern in accordance with this Procedure, it may be necessary to escalate the matter in accordance with the *Procedure for Handling*

Complaints Against Staff and Volunteers. There may be several reasons this is required, including:

- that on inquiry into the issue it is identified that the conduct complained of would more appropriately be characterised as a serious breach of the *Code of Conduct* (such as child protection concerns); or
- the subject of the concern is a staff member or volunteer and they are not willing to participate in this Procedure (as required under the *Code of Conduct*).

Escalation to membership removal process

During the course of resolving an issue in accordance with this Procedure, it may be necessary to escalate the matter to the process for removing someone from membership of WWBC as prescribed in the Constitution of WWBC (if any).

<p>Health and Safety</p> <p>2. Health and Safety - Master Policy</p> <p>2.1. Emergency Management Plan</p> <p>2.2. Hazardous Substances & Dangerous Goods</p> <p>2.3. Safe Church</p> <p>2.3.1. Safe Church Policy</p> <p>2.3.2. Safe Church Team Role Description</p> <p>2.3.3. Procedure for Staff and Volunteers</p> <p>2.3.4. Staff and Volunteer Application and Registration Form and Safe Ministry Screening Questionnaire</p> <p>2.3.5. Code of Conduct</p> <p>2.3.6. Procedure for Conflict Resolution</p> <p>2.3.7. Procedure for Handling Complaints</p> <p>2.3.8. Procedure for Responding to Child Protection Concerns</p> <p>2.3.9. Safe Church Concerns Form</p> <p>2.3.10. Declaration Regarding Ministry with Persons of Concern</p> <p>2.3.11. Appointment of leaders</p> <p>2.3.12. Bullying, Harassment & Violence Policy</p> <p>2.3.13. Managing Challenging Behaviour Policy</p> <p>2.3.14. Managing Challenging Behaviour Procedure</p> <p>2.3.15. Guidelines for Activities with Children and Young People</p> <p>2.3.16. Procedure for Helping Visitors</p> <p>2.4. Safe Programs</p> <p>2.4.1. Safe Programs Activity & Events Guide</p> <p>2.4.2. Health & Safety Rules</p> <p>2.4.3. Workplace Health & Safety Committee/Team</p> <p>2.4.4. Return to Work Policy</p> <p>2.4.5. Duty Officer/Building Fire, Safety and Evacuation Wardens</p> <p>2.4.6. Duty Officer/Building Warden</p> <p>2.4.7. Duty Officer's/Building Warden Checklist</p> <p>2.4.8. Defibrillator Use</p>	<p>History</p>
	<p>Date Adopted 29 Sep 2020</p>
	<p>Replaces Nil</p>
	<p>Revised</p>

2.5. Risk Management

2.5.1. Tool for First Level and Major
Activity assessment

2.5.2. Incident/Hazard Report Form

2.3.7. Procedure for Handling Complaints

Policy – SP2.3.7	Owner/responsible – WWBF Inc	Revision Date. 29/9/2020
Status Adopted	Applies to – All church related programs	Precis – Procedure by which a complaint or information relating to a serious breach of the Code of Conduct can be received, investigated and resolved.



Procedure for Handling Complaints Against Staff and Volunteers

Adopted by Wagga Wagga Baptist Facilities Incorporated on 29 Sep 2020

Purpose

The *Procedure for Handling Complaints Against Staff and Volunteers* (the **Procedure**) sets out a procedure by which a complaint or information relating to a serious breach of the Code of Conduct can be received, investigated and resolved.

The Procedure should also be followed in the event of Wagga Wagga Baptist Church (WWBC) receiving a complaint or information relating to Reportable Conduct. WWBC has an obligation in accordance with Reportable Conduct Legislation to have practices and procedures to deal with Reportable Conduct, including:

- for receiving complaints of Reportable Conduct;
- for dealing with Reportable Conduct allegations; and
- for the receipt, handling and disclosure of information relating to Reportable Conduct and investigations.

Scope

This Procedure applies to all staff and volunteers of WWBC.

This Procedure applies to all matters which are a serious breach of the *Code of Conduct*, including complaints relating to:

- In NSW, a Child Abuse Offence, Child Sexual Abuse or Sexual Misconduct involving a Child.
- In the ACT, a sexual offence having been committed against a child, Sexual Misconduct involving a Child or a child or young person that has experienced, or is experiencing, Child Sexual Abuse or non-accidental physical injury.

Please note: Accredited and Recognised Ministers are subject to:

- this procedure in relation to a complaint of a breach of the *Code of Conduct*, (If an Accredited or Recognised Minister is found to have breached the Baptist Association *Code of Ethics and Conduct* that would also constitute a breach of WWBC's *Code of Conduct*); and
- the Baptist Churches of NSW & ACT *Procedures for Handling Allegations* in relation to a complaint of a breach of the Baptist Association *Code of Ethics and Conduct*.

Please note: This Procedure *does not* apply to matters which would more appropriately be dealt with under the *Procedure for Conflict Resolution* (for example, a low-level breach of the *Code of Conduct*).

If you have any doubt as to whether a complaint or information would fall within the scope of the Procedure, or about any of the steps set out in the Procedure, contact the Baptist Churches of NSW & ACT Ministry Standards Manager (1300 647 780).

The Procedure should be read in conjunction with the *Safe Church Policy* and:

- *Code of Conduct for Staff and Volunteers*
- *Procedure for Responding to Child Protection Concerns*
- *Procedure for Conflict Resolution*
- *Privacy Policy*

1. Receiving a complaint or information

Anyone may make a complaint or pass on information that relates to a breach of the Code of Conduct (including Reportable Conduct) by staff or volunteers of WWBC to:

- Church Leadership (pastor, elder, deacon or ministry leader);
- the Safe Church Team Leader and the Safe Church Team; or
- any staff or volunteer.

Complaints or information may be received verbally, however a written outline of the complaint should be encouraged. In all cases, the Safe Church Team should document all complaints and information received in the Safe Church Concerns Form.

2. Reporting information

2.1 Determining appropriate reporting process

- a) Any complaint about a staff member or volunteer which may be considered a serious breach of the Code of Conduct should be reported to the WWBC Leadership. If the complaint or information relates to a member of the WWBC Leadership then it should not be reported to that person, but instead reported to another person in the WWBC Leadership or the Safe Church Team.
- b) On receipt of a complaint or information that may relate to any form of child protection concern, the person that has received the complaint or information is to also follow the *Procedure for Responding to Child Protection Concerns*.
- c) Any person who has knowledge that a serious crime has been committed, whether or not it is related to children, should report that knowledge to the Police.
- d) If a complaint is, or should be, reported to government authorities, the WWBC Leadership will only commence an investigation under this Procedure after consultation with the government authorities that it has been reported to.

2.2 Allegations regarding Reportable Conduct

- a) The Senior Pastor is obligated to notify the NSW Office of the Children's Guardian of Reportable Conduct allegations within 7 business days of receiving the complaint or information (s29(4) of the NSW *Children's Guardian Act* (2019)). The Mandatory Reporter Guide must be followed and a report made to the Child Protection Helpline where necessary.
- b) The Reportable Conduct Scheme covers any staff or volunteers who are required to hold a WWCC.

- c) The notification of the allegation to the Reportable Conduct Scheme must be in writing and should include:
- the name, date of birth and WWCC (or WWVP) number of the person;
 - the name, contact details and head of the relevant entity;
 - details of the allegation;
 - the nature of the relevant entity's initial risk assessment and risk management action,
 - if a report to police has been made, the police report reference number;
 - if a report has been made under **Mandatory Reporting Legislation**, the report reference number; and
 - the names of other relevant entities that employ or engage the employee.

3. Risk Assessment

- a) In addition to considering or making a report under section 2 above, the Safe Church Team and Pastoral Staff must conduct a risk assessment relating to the safety of the complainant or any other children or vulnerable people and take reasonable precautions to minimise those risks.
- b) WWBC should be careful not to prejudice ongoing criminal investigations and so there may be a need to initiate risk management without alerting the person who is the subject of the complaint.
- c) Subject to the view of government authorities, if WWBC has received a plausible complaint (ie not clearly false or vexatious) of Child Sexual Abuse or Sexual Misconduct involving a Child and the complaint relates to a staff member or volunteer who is engaged in 'child-related work' (in NSW), or a 'regulated activity' (in ACT) then the WWBC Leadership is to suspend the person from such duties while the complaint is considered in accordance with this Procedure.

Appointing a person to handle the complaint

- a) Where a matter is to be investigated by WWBC under this Procedure, separate to any other investigation or reporting being undertaken by NSW Government, the WWBC Leadership is to appoint a person to handle the complaint (the Investigator).
- b) In appointing the Investigator, the WWBC Leadership will avoid conflicts of interest (for example where there may be a close personal relationship between the subject of the complaint and the proposed investigator).
- c) For any matters related to any form of harm or abuse of a child, the Investigator should be an external person (unless this is not reasonably practicable and a suitably qualified and independent internal Investigator is available).
- d) Church leaders should contact the Baptist Churches of NSW & ACT Ministry Standards Manager on 1300 647 780 for assistance in identifying an external Investigator.

5. Providing support

WWBC is to ensure that support is provided to both the Complainant and the Respondent, including:

- providing them with a contact person to whom they can direct inquiries about the progress of the complaint;
- offering them a support person; and
- considering giving them help to access counselling and other support services.

6. Investigating the complaint

- a) The Investigator is to investigate the complaint (or concern, or allegation if the investigation arises from information about Reportable Conduct that did not come in the form of a complaint)
- b) In investigating the complaint, the Investigator is to:
 - act in good faith, without bias and without unreasonable delay;
 - collect and document evidence, including by conducting interviews and taking statements from the complainant and other witnesses. This will be in consultation with any legislated authority who may need to investigate the matter; and
 - maintain a record of all relevant evidence obtained and steps taken in the investigation.
- c) If the matter is related to a Reportable Conduct Allegation, the Investigator is to consider matters in division six of the *Children's Guardian Act (2019)* including:
 - the nature of the reportable allegation and any defence;
 - the gravity of the matters alleged; and
 - whether the reportable allegation relates to conduct that is in breach of the Code of Ethics and Conduct, the Code of Conduct and/or accepted community standards.

7. Putting the complaint to the Respondent

- a) The Investigator is to put the complaint in writing to the person whose conduct is subject of the complaint (the respondent).
- b) In doing so, the Investigator is to:
 - set out the complaint with sufficient detail for the respondent to understand the complaint;
 - state the part of the *Code of Conduct* that is alleged to have been breached;
 - set out the potential adverse outcomes for the respondent in the event that there is a finding that the respondent breached the *Code of Conduct*; and
 - provide the respondent with an opportunity to respond to the complaint in writing and within a stated timeframe not exceeding 2 weeks.

8. Putting any further adverse information to the Respondent

If, in the course of the investigation, further adverse information is brought forward in relation to the respondent, the Investigator will:

- advise the respondent in writing of the further adverse information; and
- provide the respondent the opportunity to respond to the information within two weeks of receiving notification of the further adverse information.

9. Investigators findings

- a) The Investigator must provide a written report which sets out:
 - the complaint;
 - the part of the *Code of Conduct* that is alleged to have been breached;
 - the proposed finding
 - the evidence relied upon to make the finding, including the response of the respondent (if any) to the complaint; and
 - a finding about whether the complaint is sustained or not sustained, using the "balance of probabilities" as the standard of proof (for matters relating to child

- protection concerns, reference should be made to Reportable Conduct Legislation)
 - possible outcomes or consequences that the WWBC Leadership may consider implementing
- b) If the matter relates to an allegation of Reportable Conduct, the Investigator should ensure that the report also sets out:
 - information about the facts and circumstances of the reportable allegation;
 - the findings after completing the investigation including an analysis of the evidence and the rationale for the findings,
 - a copy of any written submission made by the employee or volunteer
 - any copies of documents in the relevant entity's possession that are relevant to the report, including transcripts of interviews and copies of evidence.
- c) The Investigator's Report will be provided to:
 - the WWBC Leadership; and
 - Baptist Churches of NSW & ACT Ministry Standards Manager (standards@nswactbaptists.org.au)
- d) A summary of the Investigator's report (considering both confidentiality and procedural fairness) will be provided to the Respondent along with:
 - an invitation to respond in writing to the WWBC Leadership within a defined timeframe
 - written notice of the possible consequences if the Investigator's Report is accepted by the WWBC Leadership. This may include suspension, termination from duties for volunteers, termination of engagement for staff. It may also require notice to Police, Ombudsman and/or the Office of Children's Guardian, which may impact WWCC or WWVP clearance.

10. Determination of Complaint and Outcomes

- a) The WWBC Leadership is to consider the report of the Investigator and to decide whether to accept the finding put forward by the Investigator.
- b) In doing so, the WWBC Leadership is to consider all relevant material available.
- c) If the WWBC Leadership makes a determination that a complaint is sustained and the *Code of Conduct* has been breached, they are to determine an outcome for the respondent, which may include, but is not limited to:
 - termination of employment/engagement;
 - suspension from employment/engagement for a period of time; and/or
 - imposing conditions on the employment/engagement.
- d) If the WWBC Leadership does not accept the Investigator's finding, the WWBC Leadership should decide whether there is another available finding on the basis of the evidence presented to it, and record written reasons for departing from the Investigator's finding (and if relevant, propose an outcome for the respondent as above).

11. Communication of Outcome

- a) The respondent will be informed in writing of the:
 - determination of the complaint
 - any consequences arising from the determination
 - the reasons for the decision.
- b) The person who raised the complaint will be informed of the outcome of the complaint.
- c) The Baptist Churches of NSW & ACT Ministry Standards Manager will be informed of the outcome of the investigation.

- d) If the matter constitutes a **Child Abuse Offence** or other serious criminal offence, a report must be made to the local police station (unless a report has already been made).
- e) If the matter is Reportable Conduct, the 'Head of Entity', must notify the Reportable Conduct Scheme (in NSW, the Office of Children's Guardian) in accordance with Reportable Conduct Legislation, including the:
- Investigator's report;
 - any deviation made by the WWBC Leadership from the Investigator's findings, including reasons for the deviation; and
 - the proposed course of action in response.
- f) In NSW, if the matter relates to a finding that a staff member or volunteer has engaged in a **Child Abuse Offence**, Child Sexual Abuse or Sexual Misconduct involving a Child, WWBC is to make a report to the NSWOCG in accordance with WWCC Legislation. The respondent should be provided with written notice of this report having been made.

Church leaders should seek advice from the Baptist Churches of NSW & ACT Ministry Standards Manager on 1300 647 780 to ensure that the determination and outcome is consistent with the evidence gathered.

<p>Health and Safety</p> <p>2. Health and Safety - Master Policy</p> <p>2.1. Emergency Management Plan</p> <p>2.2. Hazardous Substances & Dangerous Goods</p> <p>2.3. Safe Church</p> <p>2.3.1. Safe Church Policy</p> <p>2.3.2. Safe Church Team Role Description</p> <p>2.3.3. Procedure for Staff and Volunteers</p> <p>2.3.4. Staff and Volunteer Application and Registration Form and Safe Ministry Screening Questionnaire</p> <p>2.3.5. Code of Conduct</p> <p>2.3.6. Procedure for Conflict Resolution</p> <p>2.3.7. Procedure for Handling Complaints</p> <p>2.3.8. Procedure for Responding to Child Protection Concerns</p> <p>2.3.9. Safe Church Concerns Form</p> <p>2.3.10. Declaration Regarding Ministry with Persons of Concern</p> <p>2.3.11. Appointment of leaders</p> <p>2.3.12. Bullying, Harassment & Violence Policy</p> <p>2.3.13. Managing Challenging Behaviour Policy</p> <p>2.3.14. Managing Challenging Behaviour Procedure</p> <p>2.3.15. Guidelines for Activities with Children and Young People</p> <p>2.3.16. Procedure for Helping Visitors</p> <p>2.4. Safe Programs</p> <p>2.4.1. Safe Programs Activity & Events Guide</p> <p>2.4.2. Health & Safety Rules</p> <p>2.4.3. Workplace Health & Safety Committee/Team</p> <p>2.4.4. Return to Work Policy</p> <p>2.4.5. Duty Officer/Building Fire, Safety and Evacuation Wardens</p> <p>2.4.6. Duty Officer/Building Warden</p> <p>2.4.7. Duty Officer's/Building Warden Checklist</p> <p>2.4.8. Defibrillator Use</p> <p>2.5. Risk Management</p>	<p>History</p> <hr/> <p>Date Adopted 29 Sep 2020</p> <hr/> <p>Replaces Nil</p> <hr/> <p>Revised</p>
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2.5.1. Tool for First Level and Major Activity assessment 2.5.2. Incident/Hazard Report Form	
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2.3.8. Procedure for Responding to Child Protection Concerns

Policy – SP2.3.8	Owner/responsible – WWBF Inc	Revision Date. 29/9/2020
Status Adopted	Applies to – All church related programs	Precis – Procedure to follow when a complaint or information about any form of child protection concern is received



Procedure for Responding to Child Protection Concerns

Adopted by Wagga Wagga Baptist Facilities Incorporated on 29 Sep 2020

Purpose

The ***Procedure for Responding to Child Protection Concerns*** (*the Procedure*) sets out a procedure to follow when a complaint or information about any form of child protection concern is received. In NSW this includes a Child Abuse Offence, Child Sexual Abuse, Sexual Misconduct involving a Child, or any case where a child is at Risk of Significant Harm.

Wagga Wagga Baptist Church (WWBC) and its staff and volunteers have legal obligations to report certain information to government authorities. This includes duties under the *Crimes Act 1900* (NSW), *Ombudsman Act 1974* (NSW), *Children and Young Persons (Care and Protection) Act 1998* (NSW) and the *Children's Guardian Act 2019*.

Some of these duties apply to WWBC as an organisation or to church leaders, and some of the duties apply to individuals. In some circumstances, failing to report knowledge of child abuse incidents to NSW Police may be a criminal offence. Baptist Churches of NSW & ACT have developed this ***Procedure*** to address all relevant duties in a way that is both thorough and practical.

Scope

This Procedure applies to all staff and volunteers of WWBC.

If you have any doubt as to whether a complaint or information would fall within the scope of the Procedure, or about any of the steps set out in the Procedure, contact the Baptist Churches of NSW & ACT Ministry Standards Manager (1300 647 780).

The Procedure should be read in conjunction with the *Safe Church Policy* and:

- *Procedure for Handling Complaints Against Staff and Volunteers*
- *Safe Church Concerns Form*

1. Receiving a complaint or identifying a child protection concern

A child protection concern may include concerns regarding:

- A child at Risk of Significant Harm
- A Child Abuse Offence,
- Child Sexual Abuse,
- Sexual Misconduct involving a child,
- Physical abuse of a child,
- Serious neglect of a child,
- Behaviour which may psychologically harm the child
- Inappropriately personal or intimate communication and/or behaviours which may constitute grooming
- Exposure of a child to Domestic and Family Violence
- Any other reason for concern.

A child protection concern may be received:

- from a child who has been directly involved
- from an adult who has been directly involved (including personal disclosures of wrongdoing)
- from another person with information about a child or adult
- from another organisation with information about a child or adult
- from staff or volunteers who have concerns based on their observations and interactions with one or more children or adults.

If someone raises a concern or reports an allegation:

- DON'T promise not to report the information
- DON'T ask leading questions
- DON'T attempt to assess the validity of the concern, or seek to investigate any allegation yourself
- DO clarify information reported to you if appropriate (for example, 'Can you tell me more about that?')
- DO assure the person that appropriate action will be taken
- If a child, DO reassure them that they are not at fault and that they will not be in trouble for sharing this information

If a staff member or volunteer has a concern about a child's wellbeing but has not received any specific information they may report the concern using the *Safe Church Concerns Form*.

2. Consider whether there is an immediate danger to a child

Where there is an **immediate** danger to a child:

- contact the Police immediately on (131 444 or 000) and report the information
- follow any instructions given by the Police
- address any immediate safety needs of others present
- organise support for the person who has disclosed the complaint or information.

3. Internal Reporting

a) Complete Safe Church Concern Form

If a staff member or volunteer has been, or is, notified of a child protection concern they should complete a *Safe Church Concerns Form* as soon as possible. This form should include relevant details of the concern, contact information, and the signature of the person completing the form.

b) Notify the Safe Church Team

- If a staff member or volunteer has been, or is, notified of a child protection concern, they must inform the Safe Church Team as soon as possible. The Safe Church Team is responsible for ensuring WWBC fulfils its legal obligations and ensuring that all concerns are managed appropriately.
- If there is any delay before the Safe Church Team can be contacted, the individual should consider whether it is necessary to report their concerns to external government agencies as outlined in step 4 below. They may contact the Ministry Standards Hotline on 1300 647 780 for advice.
- Staff and volunteers should ensure they do not discuss any concerns raised with the accused person at this point in time. Doing so may impede future investigation processes.
- If the concern raised would create a conflict of interest for a member of the Safe Church Team, consider contacting the Baptist Churches of NSW & ACT Ministry Standards Hotline on 1300 647 780 for advice.

4. External Reporting to Government Agencies

a) Safe Church Team responsibilities

The Safe Church Team should:

- ensure all necessary reports are made. Reports to different government agencies is required for different purposes and therefore multiple reports may be required.
- keep detailed contemporaneous notes of all information and steps taken.
- should also follow all relevant steps outlined in the *Procedures for Handling Complaints Against Staff and Volunteers*.

b) Report Risk of Significant Harm to Department of Communities and Justice (formerly known as FACS or DOCS)

- If the Safe Church Team determines that there is a child at Risk of Significant Harm, they are to make a report as soon as possible to the Child Protection Helpline via 132 111 or an e-report.
- If there is any doubt whether a concern would be considered a Risk of Significant Harm, the Safe Church Team should complete the Mandatory Reporter Guide (MRG) at <https://reporter.childstory.nsw.gov.au/s/mrg>
- If the MRG results in 'Immediate Report to the Child Protection Helpline', make a report as soon as possible via 132 111 or an e-report.
- The MRG result may suggest other actions be taken. Please contact the Baptist Churches of NSW & ACT Ministry Standards Hotline on 1300 647 780 if any assistance is required.
- The Safe Church Team should keep a copy of the MRG report for their records.

Children and Young Persons (Care and Protection) Act 1998 (NSW)

27 Mandatory reporting

(1) This section applies to—

- a person who, in the course of his or her professional work or other paid employment delivers health care, welfare, education, children's services, residential services, or law enforcement, wholly or partly, to children, and
- a person who holds a management position in an organisation the duties of which include direct responsibility for, or direct supervision of, the provision of health care, welfare, education, children's services, residential services, or law enforcement, wholly or partly, to children.
- a person in religious ministry, or a person providing religion-based activities to children, and
- a registered psychologist providing a professional service as a psychologist.

(2) If—

- a person to whom this section applies has reasonable grounds to suspect that a child is at risk of significant harm, and
- those grounds arise during the course of or from the person's work, it is the duty of the person to report, as soon as practicable, to the Secretary the name, or a description, of the child and the grounds for suspecting that the child is at risk of significant harm.

23 Child or young person at risk of significant harm

- (1) For the purposes of this Part and Part 3, a child or young person is at risk of significant harm if current concerns exist for the safety, welfare or well-being of the child or young person because of the presence, to a significant extent, of any one or more of the following circumstances—
- (a) the child's or young person's basic physical or psychological needs are not being met or are at risk of not being met,
 - (b) the parents or other caregivers have not arranged and are unable or unwilling to arrange for the child or young person to receive necessary medical care,
 - (b1) in the case of a child or young person who is required to attend school in accordance with the [Education Act 1990](#)—the parents or other caregivers have not arranged and are unable or unwilling to arrange for the child or young person to receive an education in accordance with that Act,
 - (c) the child or young person has been, or is at risk of being, physically or sexually abused or ill-treated,
 - (d) the child or young person is living in a household where there have been incidents of domestic violence and, as a consequence, the child or young person is at risk of serious physical or psychological harm,
 - (e) a parent or other caregiver has behaved in such a way towards the child or young person that the child or young person has suffered or is at risk of suffering serious psychological harm,
 - (f) the child was the subject of a pre-natal report under section 25 and the birth mother of the child did not engage successfully with support services to eliminate, or minimise to the lowest level reasonably practical, the risk factors that gave rise to the report.
- (2) Any such circumstances may relate to a single act or omission or to a series of acts or omissions.

c) Report Child Abuse Offences to Police

- If the Safe Church Team considers that a Child Abuse Offence may have been committed, they must report this to the NSW Police regardless of whether the victim of the alleged abuse wants this report to be made.
- The requirement to report to NSW Police includes both recent incidents and allegations of historic abuse. The Safe Church Team should notify the Baptist Churches of NSW & ACT Ministry Standards Hotline (1300 647 780) of any allegations of a Child Abuse Offence.
- Failing to Report a Child Abuse Offence to NSW Police without a reasonable excuse may be considered a Concealing Child Abuse Offence, which is punishable by up to two years imprisonment.

Concealing Child Abuse (Failure to Report) Offence

If an adult fails to report a Child Abuse Offence to the NSW Police this may constitute a Concealing Child Abuse Offence under s316A of the Crimes Act if they:

- believe, know or reasonably ought to know that a Child Abuse Offence has been committed against another person; and
- believe, know or reasonably ought to know that they have information that might be of material assistance to the NSW Police in securing the apprehension, prosecution or conviction of the person who has committed that offence; and
- do not have a 'reasonable excuse' not to report the information.

Reasonable excuses for not reporting to Police may include

- If you believe (on reasonable grounds) that the information is already known to Police;
- If you have made a Report/ to another government body such as Department of Communities and Justice, Ombudsman or the Office of the Children's Guardian
- If the alleged victim is no longer a child and you have reasonable grounds to believe that the person does not want the information reported to Police;
- If you have reasonable grounds to fear for the safety of the alleged victim or any other person (other than the offender) if the information is reported to Police

d) Report Allegations of Reportable Conduct to the Office of Children’s Guardian

Under section 66(2) of the *Children’s Guardian Act 2019*, churches may nominate a Head of Entity for the purposes of the Reportable Conduct Scheme. The Head of Entity for WWBC is the Senior Pastor. The Senior Pastor may choose to delegate responsibilities under the Reportable Conduct Legislation to the Safe Church Team in accordance with section 65 of the *Children’s Guardian Act 2019*.

In the event of receiving any allegations that any staff or volunteer who is required to hold a Working With Children Check has engaged in Reportable Conduct, the Senior Pastor must:

- Notify the Reportable Conduct Scheme (administered by the Office of the Children’s Guardian) as soon as practicable, but within a maximum of 7 days from receiving the complaint or information (see Section 2.2 of the *Procedures for Handling Complaints Against Staff and Volunteers*)
- As soon as practicable, conduct an investigation or appoint a suitable person to conduct an investigation regarding the reportable allegation (see Section 6 of the *Procedures for Handling Complaints Against Staff and Volunteers*)
- Provide a written “entity report” to the Reportable Conduct Scheme within 30 days of receiving information about the Reportable Allegation (see Section 11 of the *Procedures for Handling Complaints Against Staff and Volunteers*)

Children’s Guardian Act 2019

20 Meaning of “reportable conduct”

Reportable conduct means the following conduct, whether or not a criminal proceeding in relation to the conduct has been commenced or concluded—

- a) a sexual offence,
- b) sexual misconduct,
- c) ill-treatment of a child,
- d) neglect of a child,
- e) an assault against a child,
- f) an offence under section 43B or 316A of the Crimes Act 1900,
- g) behaviour that causes significant emotional or psychological harm to a child.

5. Accountability Measures

a) Report back to person making initial notification

- As soon as is practicable (no longer than 48 hours after notification), the Safe Church Team must inform the person completing the initial *Safe Church Concerns Form* of what action they have taken, including any reports made and the 'report number' for reports to NSW Police or the Child Protection Helpline.
- If the Safe Church Team determines that it is not necessary to make a report to NSW Police, or the Child Protection Helpline, the person who completed the initial *Safe Church Concerns Form* may choose to make a report to NSW Police, or the Child Protection Helpline on their own initiative to ensure that they have not breached s316A of the *Crimes Act 1900* (NSW), or obligations under the Mandatory Reporting legislation.

b) Report to Baptist Churches of NSW & ACT

If a Child Protection Concern has been reported to any government agency, the Safe Church Team should advise the Baptist Churches of NSW & ACT Ministry Standards Manager via email on standards@nswactbaptists.org.au of the matter for the Association's confidential records, and to seek confirmation that the matter has been managed appropriately.

6. Recordkeeping

The Safe Church Concerns Form, Mandatory Reporters Guide report (if completed) and detailed notes of action taken in relation to any Child Protection Concern must be kept secure for a minimum of 45 years.

7. Advice and Support

If you have questions about whether a report should be made, please contact the Baptist Churches of NSW & ACT Ministry Standards Manager on 1300 647 780 for advice, guidance and support.

<p>Health and Safety</p> <p>2. Health and Safety - Master Policy</p> <p>2.1. Emergency Management Plan</p> <p>2.2. Hazardous Substances & Dangerous Goods</p> <p>2.3. Safe Church</p> <p>2.3.1. Safe Church Policy</p> <p>2.3.2. Safe Church Team Role Description</p> <p>2.3.3. Procedure for Staff and Volunteers</p> <p>2.3.4. Staff and Volunteer Application and Registration Form and Safe Ministry Screening Questionnaire</p> <p>2.3.5. Code of Conduct</p> <p>2.3.6. Procedure for Conflict Resolution</p> <p>2.3.7. Procedure for Handling Complaints</p> <p>2.3.8. Procedure for Responding to Child Protection Concerns</p> <p>2.3.9. Safe Church Concerns Form</p> <p>2.3.10. Declaration Regarding Ministry with Persons of Concern</p> <p>2.3.11. Appointment of leaders</p> <p>2.3.12. Bullying, Harassment & Violence Policy</p> <p>2.3.13. Managing Challenging Behaviour Policy</p> <p>2.3.14. Managing Challenging Behaviour Procedure</p> <p>2.3.15. Guidelines for Activities with Children and Young People</p> <p>2.3.16. Procedure for Helping Visitors</p> <p>2.4. Safe Programs</p> <p>2.4.1. Safe Programs Activity & Events Guide</p> <p>2.4.2. Health & Safety Rules</p> <p>2.4.3. Workplace Health & Safety Committee/Team</p> <p>2.4.4. Return to Work Policy</p> <p>2.4.5. Duty Officer/Building Fire, Safety and Evacuation Wardens</p> <p>2.4.6. Duty Officer/Building Warden</p> <p>2.4.7. Duty Officer's/Building Warden Checklist</p> <p>2.4.8. Defibrillator Use</p> <p>2.5. Risk Management</p>	<p>History</p> <hr/> <p>Date Adopted 29 Sep 2020</p> <hr/> <p>Replaces Nil</p> <hr/> <p>Revised</p>
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2.5.1. Tool for First Level and Major Activity assessment 2.5.2. Incident/Hazard Report Form	
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2.3.9. Safe Church Concerns Form

Policy – SP2.3.9	Owner/responsible – WWBF Inc	Revision Date. 29/9/2020
Status Adopted	Applies to – All church related programs	Precis – Form to use when reporting a child protection concern to the church leadership



Safe Church Concerns Form

The completed form should be given to a member of your Safe Church Team who will follow the *Procedure for Responding to Child Protection Concerns*.

This documentation is to be kept in a locked filing cabinet and/or in secure electronic format for at least 45 years from the date of completion.

Please do not discuss the concern with anyone other than the Safe Church Team or your Ministry Team Leader.

If there is immediate danger please contact police immediately.

Church Name: _____

DETAILS ABOUT PERSON COMPLETING THIS FORM (either the victim, the person bringing a concern, or the safe church team)	
Name:	
Role:	
Relationship to the victim and/or the person allegedly causing harm:	
Address:	
Email	
Phone:	

DETAILS OF ALLEGED VICTIM (if applicable)		
Name:		
Date of Birth:	Age:	Gender:
Address:		
Parent/guardian name and contact phone number:		

DETAILS OF THE PERSON AGAINST WHOM THE ALLEGATION HAS BEEN MADE (if applicable)	
Name	
Date of birth if known otherwise approximate age:	
Home address:	
Email	
Phone:	
Position/title at time of allegation (if any):	
Is the person aware of the existence of the allegations? Yes / No	

NATURE OF THE ALLEGATION

Provide details of the allegations that were made known to you – what has been alleged, when it was alleged to have occurred, other relevant details (if necessary use additional page/s and attach to this form).

Are there additional pages attached to this form? Yes / No

Number of pages:

Names and contact details of any witness/es:

Have written accounts from witnesses been attached? Yes No If yes, number of pages
(written accounts should be received from each person who received a disclosure or observed a concern, however, do not start an investigation at this stage)

19. Who else knows about the alleged abuse?

Signature (of person bringing concern):

Date:

Sign

Part two - Safe Church Team to complete the following information

In NSW, Mandatory Reporter Guide completed? Yes / No
 If yes, please attach report printout

Other government agencies or departments involved:

Agency	Date	Reference/Event Number	Name of contact
Police			
DCJ (FaCS)/ CYPS			
OCG/Ombudsman			

Contact with Ministry Standards Hotline 1300 647 780

Date and time:

Emailed copy of Safe Church Concerns Form to standards@nswactbaptists.org.au

Date and time:

Safe Church Team provides feedback to the person bringing the concern about church response and any reports made. (include tick box and date and time) : Yes / No

Signature of Safe Church Team Member

Date:

Sign

<p>Health and Safety</p> <p>2. Health and Safety - Master Policy</p> <p>2.1. Emergency Management Plan</p> <p>2.2. Hazardous Substances & Dangerous Goods</p> <p>2.3. Safe Church</p> <p>2.3.1. Safe Church Policy</p> <p>2.3.2. Safe Church Team Role Description</p> <p>2.3.3. Procedure for Staff and Volunteers</p> <p>2.3.4. Staff and Volunteer Application and Registration Form and Safe Ministry Screening Questionnaire</p> <p>2.3.5. Code of Conduct</p> <p>2.3.6. Procedure for Conflict Resolution</p> <p>2.3.7. Procedure for Handling Complaints</p> <p>2.3.8. Procedure for Responding to Child Protection Concerns</p> <p>2.3.9. Safe Church Concerns Form</p> <p>2.3.10. Declaration Regarding Ministry with Persons of Concern</p> <p>2.3.11. Appointment of leaders</p> <p>2.3.12. Bullying, Harassment & Violence Policy</p> <p>2.3.13. Managing Challenging Behaviour Policy</p> <p>2.3.14. Managing Challenging Behaviour Procedure</p> <p>2.3.15. Guidelines for Activities with Children and Young People</p> <p>2.3.16. Procedure for Helping Visitors</p> <p>2.4. Safe Programs</p> <p>2.4.1. Safe Programs Activity & Events Guide</p> <p>2.4.2. Health & Safety Rules</p> <p>2.4.3. Workplace Health & Safety Committee/Team</p> <p>2.4.4. Return to Work Policy</p> <p>2.4.5. Duty Officer/Building Fire, Safety and Evacuation Wardens</p> <p>2.4.6. Duty Officer/Building Warden</p> <p>2.4.7. Duty Officer's/Building Warden Checklist</p> <p>2.4.8. Defibrillator Use</p> <p>2.5. Risk Management</p>	<p>History</p> <hr/> <p>Date Adopted 29 Sep 2020</p> <hr/> <p>Replaces Nil</p> <hr/> <p>Revised</p>
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2.5.1. Tool for First Level and Major Activity assessment 2.5.2. Incident/Hazard Report Form	
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2.3.10. Declaration Regarding Ministry with Persons of Concern

Policy – SP2.3.10	Owner/responsible – WWBF Inc	Revision Date. 29/9/2020
Status Adopted	Applies to – All church related programs	Precis – Commitment to following the Australian Baptist Response to Persons of Concern process

Declaration Regarding Ministry with Persons of Concern

Wagga Wagga Baptist Church commits to following the process set out in the Australian Baptist Response to Persons of Concern process by (please tick as appropriate):

- A. ensuring that no person who is known to be a person of concern attends church premises or participates in any church programs, activities or events.
- B. notifying the Baptist Churches of NSW & ACT Ministry Standards Manager when any person of concern is identified and following the risk management process they advise.

In making this decision, we understand that:

- 1) The Persons of Concern process is developed on a case by case basis with careful attention to risk management principles. There will be some instances in which the risk of harm to others cannot be appropriately managed and, in these circumstances, the person of concern may be directed not to attend any church programs, activities or events.
- 2) Baptist Insurance Services **does not provide insurance** cover for claims made in relation to harm caused by any known offender, or person who should reasonably have been identified as a known offender.
- 3) As an alternative to insurance coverage and to mitigate risk to churches, access to a contingency fund, managed by Baptist Churches of NSW & ACT Finance and Risk Committee, is available in the event of a claim against the church in relation to harm caused by a known offender:
 - a) The fund will cover **legal fees only** up to a maximum of \$75,000
 - b) The church will be required to pay an excess of \$5000
 - c) Access to this fund is dependent on the church having adhered to the Persons of Concern process as advised by the Baptist Churches of NSW & ACT Ministry Standards Manager.
- 4) The church will be asked to make a financial contribution towards establishment costs if a Person of Concern risk management process proceeds to include a written Individual Accountability and Safety Agreement. This contribution does not represent the full cost of administering a Persons of Concern process and is subsidised by Baptist Churches of NSW & ACT.

Typical Church Attendance (including children)	Financial contribution*:
0 – 50	\$250
51 – 100	\$500
101 – 150	\$1000
151 – 250	\$1500
251 – 350	\$2000
351+	\$2500

*2019 figures, subject to change

I declare that the relevant governance body of the church has read and understood this statement and on [date] agreed to adopt the Persons of Concern process as indicated above.

Signed: _____

Name: _____

Role: _____

Who is a person of concern?

A person of concern is someone who:

1. has pleaded guilty to, been convicted of, or has admitted to a sexual criminal offence.
2. has been found to have sexually offended, arising through due diligence checks related to recruitment (screening).
3. is currently charged with a sexual offence.
4. has been the subject of an allegation of a sexual offence and this was not appropriately investigated.
5. has been found to have received an adverse risk assessment arising from sexual misconduct
6. is deemed to be a risk to the safety of children and/or vulnerable adults because of an adverse risk assessment relating to sexual misconduct.
7. exhibits constant wandering across other peoples' sexual boundaries.

Explanation of the 'Known offender' exclusion clause

Explanation of the Insurance position

Currently with the General Liability Insurance Policy that covers all Baptist Churches in Australia, there is an exclusion clause which states that the insurer will not cover any compensation claims, damages or legal costs associated with any claims in respect of injury sustained by a third person (i.e. a victim) where:

Part 1 - the injury arises either directly or indirectly from sexual abuse; and the perpetrator of the sexual abuse was a representative, member, employee or service provider of the insured.

Part 2 - and the insured knew or ought reasonably to have known that the perpetrator of the sexual abuse had previously: committed sexual abuse; and/or been convicted of sexual abuse; and/or whilst being a representative, member, employee or service provider of the insured, been the subject of a prior complaint in respect of sexual abuse, which has not been appropriately investigated. (Numbers 1-4 of POC list above)

If this process is followed for the POC who fits into the exclusion clause category, then the Church is eligible to access the Contingency Fund managed by Baptist Churches of NSW & ACT Finance and Risk Committee to help fund legal costs incurred if the Church is sued over a POC re-offending.

Other Persons of Concern

There are also other persons of concern who do not fall within the exclusion clause and so are covered by the General Liability Insurance Policy (Numbers 5-7 of POC list above). They are included in the person of concern definition, as this process, perhaps in a modified way, is necessary and will help manage the situation in a clear, transparent and pastoral way, as well as reducing the risk of the person of concern causing harm.

<p>Health and Safety</p> <p>2. Health and Safety - Master Policy</p> <p>2.1. Emergency Management Plan</p> <p>2.2. Hazardous Substances & Dangerous Goods</p> <p>2.3. Safe Church</p> <p>2.3.1. Safe Church Policy</p> <p>2.3.2. Safe Church Team Role Description</p> <p>2.3.3. Procedure for Staff and Volunteers</p> <p>2.3.4. Staff and Volunteer Application and Registration Form and Safe Ministry Screening Questionnaire</p> <p>2.3.5. Code of Conduct</p> <p>2.3.6. Procedure for Conflict Resolution</p> <p>2.3.7. Procedure for Handling Complaints</p> <p>2.3.8. Procedure for Responding to Child Protection Concerns</p> <p>2.3.9. Safe Church Concerns Form</p> <p>2.3.10. Declaration Regarding Ministry with Persons of Concern</p> <p>2.3.11. Appointment of leaders</p> <p>2.3.12. Bullying, Harassment & Violence Policy</p> <p>2.3.13. Managing Challenging Behaviour Policy</p> <p>2.3.14. Managing Challenging Behaviour Procedure</p> <p>2.3.15. Guidelines for Activities with Children and Young People</p> <p>2.3.16. Procedure for Helping Visitors</p> <p>2.4. Safe Programs</p> <p>2.4.1. Safe Programs Activity & Events Guide</p> <p>2.4.2. Health & Safety Rules</p> <p>2.4.3. Workplace Health & Safety Committee/Team</p> <p>2.4.4. Return to Work Policy</p> <p>2.4.5. Duty Officer/Building Fire, Safety and Evacuation Wardens</p> <p>2.4.6. Duty Officer/Building Warden</p> <p>2.4.7. Duty Officer's/Building Warden Checklist</p> <p>2.4.8. Defibrillator Use</p> <p>2.5. Risk Management</p>	<p>History</p> <hr/> <p>Date Adopted 29 Sep 2020</p> <hr/> <p>Replaces Nil</p> <hr/> <p>Revised</p>
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2.5.1. Tool for First Level and Major Activity assessment 2.5.2. Incident/Hazard Report Form	
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2.3.11. Appointment of leaders

Policy – SP2.3.11	Owner/responsible – WWBF Inc	Revision Date. June 2019
Status Adopted	Applies to – All church related programs	Precis – Principles for appointment of leaders

Wagga Wagga Baptist Church is committed to ensuring its leadership and the leaders appointed to its programs are appropriately recruited, trained, monitored and mentored accordingly we commit to:

- a) Selection and appointment of leaders.
- b) Safe recruitment of leaders.
- c) The requirement that all leaders to attend an introduction to Creating Safe Spaces.
- d) Adequate training of leaders.
- e) Ongoing leadership training, supervision and support for leaders.
- f) Having all people in leadership positions to agree to follow our leader's Conduct Covenant.
- g) All leaders being required to sign the Volunteer Code of Conduct.
- h) Continued supervision of leaders.
- i) Ongoing role and leadership training, supervision & support for leaders.
- j) Responding to allegations of risk of harm (abuse) and ministry misconduct.
- k) A requirement for all leaders to report disclosures or suspicion of child abuse according to NSW legislation in relation to mandatory reporting.
- l) Where a leader has an allegation of ministry misconduct made against them, the Baptist Association Complaints policy shall be followed.

<p>Health and Safety</p> <p>2. Health and Safety - Master Policy</p> <p>2.1. Emergency Management Plan</p> <p>2.2. Hazardous Substances & Dangerous Goods</p> <p>2.3. Safe Church</p> <p>2.3.1. Safe Church Policy</p> <p>2.3.2. Safe Church Team Role Description</p> <p>2.3.3. Procedure for Staff and Volunteers</p> <p>2.3.4. Staff and Volunteer Application and Registration Form and Safe Ministry Screening Questionnaire</p> <p>2.3.5. Code of Conduct</p> <p>2.3.6. Procedure for Conflict Resolution</p> <p>2.3.7. Procedure for Handling Complaints</p> <p>2.3.8. Procedure for Responding to Child Protection Concerns</p> <p>2.3.9. Safe Church Concerns Form</p> <p>2.3.10. Declaration Regarding Ministry with Persons of Concern</p> <p>2.3.11. Appointment of leaders</p> <p>2.3.12. Bullying, Harassment & Violence Policy</p> <p>2.3.13. Managing Challenging Behaviour Policy</p> <p>2.3.14. Managing Challenging Behaviour Procedure</p> <p>2.3.15. Guidelines for Activities with Children and Young People</p> <p>2.3.16. Procedure for Helping Visitors</p> <p>2.4. Safe Programs</p> <p>2.4.1. Safe Programs Activity & Events Guide</p> <p>2.4.2. Health & Safety Rules</p> <p>2.4.3. Workplace Health & Safety Committee/Team</p> <p>2.4.4. Return to Work Policy</p> <p>2.4.5. Duty Officer/Building Fire, Safety and Evacuation Wardens</p> <p>2.4.6. Duty Officer/Building Warden</p> <p>2.4.7. Duty Officer's/Building Warden Checklist</p> <p>2.4.8. Defibrillator Use</p> <p>2.5. Risk Management</p>	<p>History</p>
	<p>Date Adopted June 2019</p>
	<p>Replaces Nil</p>
	<p>Revised</p>

<p>2.5.1. Tool for First Level and Major Activity assessment 2.5.2. Incident/Hazard Report Form</p>	
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2.3.12. Bullying, Harassment & Violence Policy

Policy – SP2.3.12	Owner/responsible – Diaconate	Revision Date.
Status: Adopted	Applies to – Whole church	Precis – Principles for managing bullying, violence, intimidation or harassment

Wagga Wagga Baptist Church is committed to providing a work environment that is free from bullying, harassment and occupational violence.

Bullying, violence, intimidation or harassment are not acceptable behaviours at this church, and are not part of our work culture.

Bullying is repeated and unreasonable behaviour directed towards a worker or a group of workers, that creates a risk to health and safety. This can include deliberately changing work rosters to victimise particular employees, verbal abuse, physical abuse, advances or innuendo that has a sexual basis, and ridiculing someone's work or opinions.

Anyone who experiences or witnesses bullying, violence, intimidation or harassment in the church should report it as soon as possible.

When bullying, violence, intimidation or harassment is reported, it will be investigated without delay, in accordance with organisational policies and procedures.

Where necessary, a formal investigation will be undertaken, which may result in disciplinary action being taken which could include dismissal from service. Violence in the workplace is against the law and perpetrators will be referred to police.

Complainants and witnesses will not be victimised in any way for making a complaint or providing evidence in an investigation.

Every manager, leader and worker has responsibility to comply with this Policy, and to treat everyone who works or volunteers in the church with dignity and respect.

<p>Health and Safety</p> <p>2. Health and Safety - Master Policy</p> <p>2.1. Emergency Management Plan</p> <p>2.2. Hazardous Substances & Dangerous Goods</p> <p>2.3. Safe Church</p> <p>2.3.1. Safe Church Policy</p> <p>2.3.2. Safe Church Team Role Description</p> <p>2.3.3. Procedure for Staff and Volunteers</p> <p>2.3.4. Staff and Volunteer Application and Registration Form and Safe Ministry Screening Questionnaire</p> <p>2.3.5. Code of Conduct</p> <p>2.3.6. Procedure for Conflict Resolution</p> <p>2.3.7. Procedure for Handling Complaints</p> <p>2.3.8. Procedure for Responding to Child Protection Concerns</p> <p>2.3.9. Safe Church Concerns Form</p> <p>2.3.10. Declaration Regarding Ministry with Persons of Concern</p> <p>2.3.11. Appointment of leaders</p> <p>2.3.12. Bullying, Harassment & Violence Policy</p> <p>2.3.13. Managing Challenging Behaviour Policy</p> <p>2.3.14. Managing Challenging Behaviour Procedure</p> <p>2.3.15. Guidelines for Activities with Children and Young People</p> <p>2.3.16. Procedure for Helping Visitors</p> <p>2.4. Safe Programs</p> <p>2.4.1. Safe Programs Activity & Events Guide</p> <p>2.4.2. Health & Safety Rules</p> <p>2.4.3. Workplace Health & Safety Committee/Team</p> <p>2.4.4. Return to Work Policy</p> <p>2.4.5. Duty Officer/Building Fire, Safety and Evacuation Wardens</p> <p>2.4.6. Duty Officer/Building Warden</p> <p>2.4.7. Duty Officer's/Building Warden Checklist</p> <p>2.4.8. Defibrillator Use</p> <p>2.5. Risk Management</p>	<p>History</p>
	<p>Date Adopted June 2019</p>
	<p>Replaces Nil</p>
	<p>Revised</p>

<p>2.5.1. Tool for First Level and Major Activity assessment 2.5.2. Incident/Hazard Report Form</p>	
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2.3.13. Managing Challenging Behaviour Policy

Policy – SP2.3.13	Owner/responsible – Diaconate	Revision Date.
Status: Adopted	Applies to – Staff and people dealing with public on behalf of church	Precis – Policy for managing challenging behaviours (including work-related violence)

Introduction

WWBC recognizes it has a primary duty of care to ensure the health and safety of their workers and volunteers in the work place. It must also consider the ministries and events that occur on the premises and its responsibility towards its visitors. As a facility for hire it also has obligations to uphold Work, Health and Safety Standards for those patrons.

This policy is one of a group of policies that address Work, Health and Safety (WH&S).

Purpose

WWBC welcomes new and regular visitors into the church throughout the week through its various ministries. These ministries are an opportunity for the church to provide an accessible and hands-on service to the local community. However, working with the public increases the likelihood of having to manage challenging behaviours (including, work-related violence). WWBC also recognises that within its congregation there are those who may also present with difficult behaviour.

The following definitions describe challenging behaviours, work-related violence and its possible root cause(s):

Challenging behaviours are defined as, 'any behaviour that is culturally abnormal behaviour(s) of such intensity, frequency or duration that the physical or psychological safety of the person or others is placed in serious jeopardy. Challenging behaviour describes negative behaviour that is often complex, erratic, unpredictable, and difficult to work with and/or control' (CDDHV, 2005).

'Work-related violence is any incident in which a person is abused, threatened or assaulted in circumstances relating to their work. It includes a broad range of actions and behaviours that can create a risk to the health and safety of workers' (SafeWork NSW, 2017).

These behaviours are commonly encountered because of clinical conditions, these include: cognitive impairment, mental illness, and substance abuse but can also be caused by extreme stress due to emergency, traumatic or emotional situations (SA Health, 2015).

This policy aims to address the church's response to managing challenging behaviours.

Responsibilities

In accordance with *WH&S Act 2011 No 10*, WWBC's Elders & Deacons have a primary duty of care to ensure the health and safety of their workers, volunteers and visitors. They must provide and maintain, so far as is reasonably practicable, a safe and healthy working environment. And they must consult with their workers, volunteers and with other leadership members about WH&S issues.

WWBC is also required to be suitably insured to cover personal injury and property damage for its workers, volunteers and visitors. Furthermore, the legislation directs workers, volunteers and visitors to take reasonable care of their own health and safety in the workplace, and the health and safety of others who may be affected by their actions. They must also cooperate with reasonable instructions given by those in leadership.

Principles of Managing Challenging Behaviours

1. As a church we apply biblical principles to our policies, in accordance with the WWBC Constitution.

In Colossians 3:12-14, Paul is referring to the church members' behaviour towards each other (workers and volunteers).

Col 3:12 Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with

compassion, kindness, humility, gentleness and patience. 13 Bear with each other and forgive one another if any of you has a grievance against someone. Forgive as the Lord forgave you. 14 And over all these virtues put on love, which binds them all together in perfect unity.

In Chapter 4:5, Paul gives instructions to how Christians should behave towards 'outsiders' (visitors).
Col 4:5 Be wise in the way you act toward outsiders; make the most of every opportunity. 6 Let your conversation be always full of grace, seasoned with salt, so that you may know how to answer everyone.

This first principle underpins our behaviour towards every person who enters the church premises.

2. Challenging behaviours can be an indicator of mental health issues and will be managed on an individual basis.

3. Work-related violence is not acceptable and will not be tolerated.

4. All incidents of work-related violence will be recorded and investigated to identify the cause(s) to prevent future incidences.

5. Restrictions on the person causing harm will be enforced and all workers will be expected to follow these restrictions (with no exceptions).

6. Control measures, workplace prevention strategies and incident management specific to managing challenging behaviours (including work-related violence) will be implemented and adhered to by all workers and volunteers.

7. There is a level of risk with every incident and we ask those involved to act cautiously; to adhere with the procedures; and to recognise that there is not one definitive strategy that will always work – every time. With this in mind, Individuals have a responsibility to their own safety and the safety of others when responding.

Compliance

WWBC, in accordance with WH&S Act 2011 No 10 and SafeWork NSW advice is supported by a Risk Management Policy and Procedure that act in conjunction with this policy and its related documentation.

References

- The Bible, Colossians 3:12-14, 4:5
- Wagga Wagga Baptist Church Constitution, 2003

Work Health and Safety Act 2011 No 10

- Preventing and Responding to Work-Related Violence, June 2017 - SafeWork NSW
- Challenging Behaviour, 2005 - Centre for Developmental Disability Health Victoria (CDDHV)
- Taking Care of Challenging Behaviour, May 2015 – SA Health

Related Documents

- Risk Management Policy
- Risk Management Procedures
- Managing Challenging Behaviours (MCB) Procedures
- MCB in Practice (Training materials)
- MCB Response Plan

<p>Health and Safety</p> <p>2. Health and Safety - Master Policy</p> <p>2.1. Emergency Management Plan</p> <p>2.2. Hazardous Substances & Dangerous Goods</p> <p>2.3. Safe Church</p> <p>2.3.1. Safe Church Policy</p> <p>2.3.2. Safe Church Team Role Description</p> <p>2.3.3. Procedure for Staff and Volunteers</p> <p>2.3.4. Staff and Volunteer Application and Registration Form and Safe Ministry Screening Questionnaire</p> <p>2.3.5. Code of Conduct</p> <p>2.3.6. Procedure for Conflict Resolution</p> <p>2.3.7. Procedure for Handling Complaints</p> <p>2.3.8. Procedure for Responding to Child Protection Concerns</p> <p>2.3.9. Safe Church Concerns Form</p> <p>2.3.10. Declaration Regarding Ministry with Persons of Concern</p> <p>2.3.11. Appointment of leaders</p> <p>2.3.12. Bullying, Harassment & Violence Policy</p> <p>2.3.13. Managing Challenging Behaviour Policy</p> <p>2.3.14. Managing Challenging Behaviour Procedure</p> <p>2.3.15. Guidelines for Activities with Children and Young People</p> <p>2.3.16. Procedure for Helping Visitors</p> <p>2.4. Safe Programs</p> <p>2.4.1. Safe Programs Activity & Events Guide</p> <p>2.4.2. Health & Safety Rules</p> <p>2.4.3. Workplace Health & Safety Committee/Team</p> <p>2.4.4. Return to Work Policy</p> <p>2.4.5. Duty Officer/Building Fire, Safety and Evacuation Wardens</p> <p>2.4.6. Duty Officer/Building Warden</p> <p>2.4.7. Duty Officer's/Building Warden Checklist</p> <p>2.4.8. Defibrillator Use</p> <p>2.5. Risk Management</p>	<p>History</p>
	<p>Date Adopted Draft</p>
	<p>Replaces Nil</p>
	<p>Revised</p>

<p>2.5.1. Tool for First Level and Major Activity assessment 2.5.2. Incident/Hazard Report Form</p>	
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2.3.14. Managing Challenging Behaviour Procedure

Policy – SP2.3.14	Owner/responsible – Diaconate	Revision Date.
Status	Applies to – Staff and people dealing with public on behalf of church	Precis – Procedure for managing challenging behaviours (including work-related violence)

Currently being developed.

<p>Health and Safety</p> <p>2. Health and Safety - Master Policy</p> <p>2.1. Emergency Management Plan</p> <p>2.2. Hazardous Substances & Dangerous Goods</p> <p>2.3. Safe Church</p> <p>2.3.1. Safe Church Policy</p> <p>2.3.2. Safe Church Team Role Description</p> <p>2.3.3. Procedure for Staff and Volunteers</p> <p>2.3.4. Staff and Volunteer Application and Registration Form and Safe Ministry Screening Questionnaire</p> <p>2.3.5. Code of Conduct</p> <p>2.3.6. Procedure for Conflict Resolution</p> <p>2.3.7. Procedure for Handling Complaints</p> <p>2.3.8. Procedure for Responding to Child Protection Concerns</p> <p>2.3.9. Safe Church Concerns Form</p> <p>2.3.10. Declaration Regarding Ministry with Persons of Concern</p> <p>2.3.11. Appointment of leaders</p> <p>2.3.12. Bullying, Harassment & Violence Policy</p> <p>2.3.13. Managing Challenging Behaviour Policy</p> <p>2.3.14. Managing Challenging Behaviour Procedure</p> <p>2.3.15. Guidelines for Activities with Children and Young People</p> <p>2.3.16. Procedure for Helping Visitors</p> <p>2.4. Safe Programs</p> <p>2.4.1. Safe Programs Activity & Events Guide</p> <p>2.4.2. Health & Safety Rules</p>	History
	Date Adopted Draft
	Replaces Nil
	Revised

<ul style="list-style-type: none">2.4.3. Workplace Health & Safety Committee/Team2.4.4. Return to Work Policy2.4.5. Duty Officer/Building Fire, Safety and Evacuation Wardens2.4.6. Duty Officer/Building Warden2.4.7. Duty Officer's/Building Warden Checklist2.4.8. Defibrillator Use 2.5. Risk Management<ul style="list-style-type: none">2.5.1. Tool for First Level and Major Activity assessment2.5.2. Incident/Hazard Report Form	
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2.3.15. Guidelines for Activities with Children and Young People

Policy – SP2.3.15	Owner/responsible – WWBF Inc	Revision Date. 29/9/2020
Status Adopted	Applies to – All church related programs	Precis – Guidelines for managing risks in activities with children and young people

Guidelines for activities with children and young people

Principles

Risk management

It is not possible to eliminate all risk from activities. However, we have a responsibility to be aware of possible risks and to take appropriate action in response. This is what risk assessment involves. Identify possible risks and consider how likely they are, how serious they are and how difficult they are to avoid. For example, a risk of minor injury or inconvenience does not require as much precautionary action as a risk of serious injury.

Never alone

As a general rule, Church staff and volunteers should never be alone (outside of line of sight of another person) with any child or young person unless they are family members. This protects the child or young person from risk of harm, and it also protects the leader. This rule is applicable for Church programs and social contact outside of Church programs. Exception may be made for family or domestic arrangements which are distinct from any role at the Church, such as babysitting, if this is authorised by the parent or guardian responsible.

Accountability

Procedures and systems help staff and volunteers to avoid difficult situations with children and young people. This protects the children and young people and also protects the leaders. When making decisions about activities involving children and young people it is important to maintain accountability. This often takes place through visibility (for example clear panels in doors) and communication (for example documented reporting procedures). Documenting any potential incident as soon as possible provides both accountability and protection for those involved.

Awareness

It is important for everyone involved in ministry with children or young people to maintain an awareness of potential risks and issues.

Ministry with children and young people involves building relationships of trust, but staff and volunteers should also be aware of the potential for healthy relationships to be misunderstood as an inappropriate grooming relationship. Similarly, staff and volunteers should remain alert to potentially dangerous grooming behaviour by any other staff or volunteer.

Particular issues

Attendance, permission and roll keeping

The two main principles to be worked out are firstly, how you will get permission from parents or carers for children/young people to take part in programs and secondly, how you will record who was present (including leaders) at an activity.

Permission could be gained by a registration process at the beginning of each year or when a child/young person joins the program and updated as needed. Additional permission can be requested for specific events. Alternatively, you could ask parents to sign their children into the program each week.

Attendance could be recorded by parents/ carers signing children/young people into an activity or program or where permission has already been given by the marking of a role by program leaders. The leaders who were present at an activity also need to be recorded. Some larger churches have the parents record that the child has arrived at the church service and then when the kid's program begins the children are gathered in the foyer and a role marked before they walk together to their program space.

Both permission/ registration forms and attendance records for every activity/event need to be held on file for at least 45 years.

It is also important to make clear to everyone (children, parents and leaders) the process for children re-joining parents/ carers. (Eg all children are returned to the auditorium at the end of the service, parents come and collect their children, parents need to sign their children out.) This procedure may vary according to the ages of the children. It is important to use a sign-in/ sign out process where there are legal orders around custody of children.

Leader / participant ratios

When determining how many leaders are required for an activity, you should begin by considering how many leaders are needed to build relationship and provide good discipling of children/young people. Once you have considered those factors, you can then go on to consider whether there is an adequate number of leaders to provide supervision and protect children/young people from harm. The exact number of leaders will depend on your setting. How old are the children/young people? What size is the group? What activities are part of the program? What is the layout of your space?

Enough leaders are needed to make sure a space is safe for both the leaders and the children/young people. As a general guideline, you will need a minimum of two fully screened and trained leaders on-site and participating in all programs. If you have more than 16 participants, you should have additional leaders to provide a minimum ratio of 1:8 (one leader for every eight participants). This is a starting point. You will need to adapt this ratio to your specific context. You will need more leaders the younger the children are, or if there are children with additional needs or if you are doing a lot of activities outside. For older teens, you may need less leaders, depending on the activity/program.

There are other questions to ask as well, like 'how well do we know these children?', 'How familiar are the children with the space and the leaders?' For example, a weekly kids club compared with a holiday kids club. For Sunday programs, where is the room for the children's program in relation to where the adults are listening to the sermon? If one leader gets hurt and the other leader has to go for help, who will supervise the children? You may find you need a lot more than one leader per eight children.

These leadership ratios do not prevent breaking up into smaller discussion groups with one leader or assistant leader in each group, provided there are enough responsible people (who have been

screened and trained) in the room to look out for each other, the leaders and the children/young people.

Junior leaders, who are under 18 years old, can be a wonderful and key part of the team! Junior leaders can take responsibility for many facets of the program: opening the Bible with the kids, planning activities, and leading small groups. However, typically, leaders under 18 will be assistants and not count towards the ratio of leaders to participants. You may decide that a particular 16 or 17-year old has outstanding maturity and is able to take on full leadership responsibilities. In such instances, the individual should be screened and trained (including Creating Safe Spaces training) as though they were an adult volunteer (see the Procedure for Staff and Volunteers). Even if they are fully screened and trained, leaders aged 16 or 17 should not lead groups of their own peer group and there should always be at least one adult (over 18 years) leader involved in any program or activity.

Driving

Time alone in cars

No staff member or volunteer should be in a car alone with a child or young person (unless they are family members). Exception may be made for family or domestic arrangements which are distinct from any role at the Church, such as babysitting, if this is authorised by the parent or guardian responsible.

If there are extraordinary circumstances where no one else is available, and the child or young person may be at greater risk of harm if they were not transported in the car, the time spent alone in the car should be minimised as far as possible and some additional measures may be taken, for example:

- the staff member or volunteer receives express permission from the child's parent or carer for the specific occasion;
- a phone call is placed to another leader and maintained throughout the journey (where legal to do so).

If it has been necessary for a staff member or volunteer to spend time alone in a car with a child or young person, the situation and the circumstances giving rise to the situation should be recorded and the Safe Church Team and/or Ministry Leader should be notified.

Overnight activities

Where there are activities involving overnight accommodation, consideration should be given to some of the additional risk factors involved, including:

- transport arrangements
- sleeping arrangements
- bathroom configuration
- safety and instruction on activities
- third parties involved
- physical safety of external locations

Decisions regarding these issues will depend on various contextual factors such as the physical location and facilities of the venue. It is important that a thorough risk assessment, including consideration of the items listed, is conducted and recorded. The list of activities, leaders and sleeping arrangements should also be recorded. These records should be stored, along with permission and attendance records for the event, for a minimum of 45 years.

Social contact

In person communication outside Church programs

Fruitful Christian ministry with children and young people involves healthy, appropriate relationships. This can at times involve contacting them outside of Church programs and can include meeting in person. However, it is important that relationships between staff/volunteers and children/young people are transparent, and that parents, families and program leaders are appropriately informed and have given permission for this contact.

Staff and volunteers, when meeting with a child or young person, should:

- have parental or guardian consent, where practicable;
- meet with them in a public place (for example, a café) in line of sight of other people;
- not have children or young people alone in your home, or visit children or young people alone in their home when no other adult is present; and
- make a record of the time, location, duration and circumstances of any face to face meetings with any child or young person.

Telephone and online communication outside Church programs

For many church programs, telephone and online communication are a useful tool for building community and pastoral care and support. However, telephone and online communication may be used by those seeking to harm children, young people and vulnerable people. Telephone and online communication may be used to test or step over relational boundaries. We need to be mindful of the positional power dynamic that exists between staff and volunteers and the children and young people under their care.

Contact with all children and young people

- Where possible and practical, parents will be informed of any possible telephone or online communication with children and young people.
- Staff and volunteer leaders must not engage in any telephone or online communication that:
 - constitutes unlawful discrimination
 - is harassing, threatening or derogatory
 - is obscene, sexually explicit or pornographic
 - is inappropriately personal or intimate
 - attempts to hide the identity of the sender or represent the sender as someone else
 - is defamatory.

Contact with primary-aged children

- *Telephone contact:* staff and volunteers should first contact parents and then, if appropriate, speak with the child. If the child answers the phone, the staff member or volunteer should ask to speak to the parent first and explain to the parent why they are calling. Staff and volunteers should never call a primary-aged child on their mobile phone (unless there is a serious emergency relating to the safety and wellbeing of the child).
- *SMS (or other messaging service) contact:* must be limited to conveying information about church programs.
- *Online contact:* must be limited to conveying information about church programs. Staff and volunteers should never communicate directly (privately or one-or-one) with primary-aged children on a social networking site.
- *Email contact:* must be limited to conveying information about church programs. More significant conversations should be held in person.
- *In-person contact outside of programs:* It is never appropriate to meet primary-aged children socially without written or verbal permission from their parents or carer. It is also important to ensure that a leader is never alone with a child (see the principles above).

Contact with children in Years 7 and 8

- *Phone contact:* staff and volunteers should first contact the parents or carer of the child and then, if appropriate, speak with the child. If the child answers the phone the staff member or volunteer should ask to speak to the parent first and explain to the parent why they are calling. Staff and volunteers should never call a child in Year 7 to 8 on their mobile phone (unless there is a serious emergency relating to the safety and wellbeing of the child).
- *Email contact:* should be limited to conveying information about church programs and basic encouragement. More significant conversations should be held in person.
- *In person contact outside of programs:* It is never appropriate to meet children in Years 7 & 8 socially without written or verbal permission from the parents and discussing it with your ministry supervisor first.
- Private video calls (skype/facetime) are not appropriate for children in years 7 & 8.
- *SMS (or other messaging service) contact:* must be limited to conveying information about church programs.
- *Online contact:* Caution must be used when participating with children on social networking sites. You must maintain transparency and be accountable for what you say. You must also take care with the message you intend to communicate through both the words and images you use as it may be perceived differently by those who view it. Staff and volunteers should consider limiting social media contact with children in years 7 & 8, however, if social media contact is made with children in years 7 & 8 the following guidelines are recommended:
 - Limit contact to group discussions that can be read by others.
 - Consider gender dynamics. For example, you should never have a group discussion where the group of students are all of the opposite gender (for example a male leader should not have an online chat with four of the year 8 girls).
 - The history of the chat should be kept. Staff and volunteers should not communicate using social media which cannot be retained.
 - Consider privacy settings which prevent personal contacts from seeing or interacting with child contacts connected to your ministry.
 - Ensure any text is beyond reproach and cannot be misconstrued.
 - Ensure all photos are beyond reproach and cannot be misconstrued.
 - Private contact or conversations with children in years 7 & 8 should be limited to conveying information about church programs and basic encouragement.

Contact with young people in years 9-12

- *Phone contact:* Phone contact is permissible.
- *SMS (or other messaging service) contact:* is permissible and can include conveying information about church programs and encouragement (e.g. praying for you this week). Messages should be retained for accountability.
- *Email:* can include logistics and private conversations. If possible, more significant conversations should be held in person. Messages should be retained for accountability.
- *In person contact outside of programs:* Leaders may meet with same gender students or in mixed groups in public places (eg café). Parents and the relevant ministry leader should be informed of this meeting occurring ahead of time.
- Private video calls (skype/facetime) are not appropriate, however, group video calls may be appropriate in some circumstances (eg small group bible study context).
- *Online contact:* Caution must be used when participating with young people on social networking sites. You must maintain transparency and be accountable for what you say. You must also take care with the message you intend to communicate through both the words and images you use as it may be perceived differently by those who view it.:
If social media contact is made with young people in years 9 – 12 the following guidelines are recommended:
 - Ideally, communicate through group discussions that can be read by multiple other people.
 - Consider gender dynamics. For example, you should never have a group discussion where the group of students are all of the opposite gender (for example a male leader should not have an online chat with four of the year 8 girls).
 - The history of any chat should be kept. Staff and volunteers should not communicate using social media which cannot be retained.
 - Consider privacy settings which prevent personal contacts from seeing or interacting with child contacts connected to your ministry.
 - Ensure any text is beyond reproach and cannot be misconstrued.
 - Ensure all photos are beyond reproach and cannot be misconstrued.

<p>Health and Safety</p> <p>2. Health and Safety - Master Policy</p> <p>2.1. Emergency Management Plan</p> <p>2.2. Hazardous Substances & Dangerous Goods</p> <p>2.3. Safe Church</p> <p>2.3.1. Safe Church Policy</p> <p>2.3.2. Safe Church Team Role Description</p> <p>2.3.3. Procedure for Staff and Volunteers</p> <p>2.3.4. Staff and Volunteer Application and Registration Form and Safe Ministry Screening Questionnaire</p> <p>2.3.5. Code of Conduct</p> <p>2.3.6. Procedure for Conflict Resolution</p> <p>2.3.7. Procedure for Handling Complaints</p> <p>2.3.8. Procedure for Responding to Child Protection Concerns</p> <p>2.3.9. Safe Church Concerns Form</p> <p>2.3.10. Declaration Regarding Ministry with Persons of Concern</p> <p>2.3.11. Appointment of leaders</p> <p>2.3.12. Bullying, Harassment & Violence Policy</p> <p>2.3.13. Managing Challenging Behaviour Policy</p> <p>2.3.14. Managing Challenging Behaviour Procedure</p> <p>2.3.15. Guidelines for Activities with Children and Young People</p> <p>2.3.16. Procedure for Helping Visitors</p> <p>2.4. Safe Programs</p> <p>2.4.1. Safe Programs Activity & Events Guide</p> <p>2.4.2. Health & Safety Rules</p> <p>2.4.3. Workplace Health & Safety Committee/Team</p> <p>2.4.4. Return to Work Policy</p> <p>2.4.5. Duty Officer/Building Fire, Safety and Evacuation Wardens</p> <p>2.4.6. Duty Officer/Building Warden</p> <p>2.4.7. Duty Officer's/Building Warden Checklist</p> <p>2.4.8. Defibrillator Use</p> <p>2.5. Risk Management</p>	<p>History</p>
	<p>Date Adopted 29 Sep 2020</p>
	<p>Replaces Nil</p>
	<p>Revised</p>

2.5.1. Tool for First Level and Major Activity assessment 2.5.2. Incident/Hazard Report Form	
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2.3.16. Procedure for Helping Visitors

Policy – SP2.3.16	Owner/responsible – Office Coordinator	Revision Date – June 2019
Status – Approved	Applies to – Office Staff, Volunteers	Precis – Measures for reducing the risks associated with caring for visitors

Due to the increasing amount of visitors to WWBC during the week, we have had to put some procedures in place to be able to serve them lovingly and safely when our pastors are not on the premises.

Please read through the information below and ask the office coordinator if you have any questions.

- When the Senior Pastor or the Pastor for the Community are not on the premises the door handle is to be removed from the exit doors and the doors are to remain locked.
 - Signs have been provided to explain the premises are closed and additional signs have been made for each regular event to indicate they can ring the bell for access. These signs can be found on the wall in the copy room.
- If someone does ring the bell or knock please use the security monitor to see if you know who they are.
 - If you know them and/or feel safe opening the door to them, you can open it and find out what they need.
 - Unless they are a member of WWBC or have a meeting organised please do not let them in.
 - If they are in need of a food bag, ask for their details and ask them to wait outside while you get the bag for them.
 - If you do not know them and/or are not comfortable opening the door to them just stay in the office until they leave.
 - If the person seems agitated, aggressive, or even unusually docile please do not answer the door, let them in or go out to them.
- Showers are not permitted on the premises during the week.
 - If someone is in need of a shower they are welcome to come back on a Wednesday evening when Community Kitchen is on and the Community Kitchen Coordinator may be able to give them access.
- If an incident occurs but you are ok and able to deal with the person, please note the incident in the office day book and if you need to talk ring either the office coordinator, senior pastor or community pastor or an elder.
 - If it is urgent and a problem has accelerated to more than you are able to cope with please ring the police on 000 if no other staff are on the premises and available to help you immediately. Then ring the office coordinator and/or the senior pastor. If you are able after you have made these calls please note what has happened in the day book.

<p>Health and Safety</p> <p>2. Health and Safety - Master Policy</p> <p>2.1. Emergency Management Plan</p> <p>2.2. Hazardous Substances & Dangerous Goods</p> <p>2.3. Safe Church</p> <p>2.3.1. Safe Church Policy</p> <p>2.3.2. Safe Church Team Role Description</p> <p>2.3.3. Procedure for Staff and Volunteers</p> <p>2.3.4. Staff and Volunteer Application and Registration Form and Safe Ministry Screening Questionnaire</p> <p>2.3.5. Code of Conduct</p> <p>2.3.6. Procedure for Conflict Resolution</p> <p>2.3.7. Procedure for Handling Complaints</p> <p>2.3.8. Procedure for Responding to Child Protection Concerns</p> <p>2.3.9. Safe Church Concerns Form</p> <p>2.3.10. Declaration Regarding Ministry with Persons of Concern</p> <p>2.3.11. Appointment of leaders</p> <p>2.3.12. Bullying, Harassment & Violence Policy</p> <p>2.3.13. Managing Challenging Behaviour Policy</p> <p>2.3.14. Managing Challenging Behaviour Procedure</p> <p>2.3.15. Guidelines for Activities with Children and Young People</p> <p>2.3.16. Procedure for Helping Visitors</p> <p>2.4. Safe Programs</p> <p>2.4.1. Safe Programs Activity & Events Guide</p> <p>2.4.2. Health & Safety Rules</p> <p>2.4.3. Workplace Health & Safety Committee/Team</p> <p>2.4.4. Return to Work Policy</p> <p>2.4.5. Duty Officer/Building Fire, Safety and Evacuation Wardens</p> <p>2.4.6. Duty Officer/Building Warden</p> <p>2.4.7. Duty Officer's/Building Warden Checklist</p> <p>2.4.8. Defibrillator Use</p> <p>2.5. Risk Management</p>	<p>History</p>
	<p>Date Adopted June 2019</p>
	<p>Replaces Nil</p>
	<p>Revised</p>

<p>2.5.1. Tool for First Level and Major Activity assessment 2.5.2. Incident/Hazard Report Form</p>	
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2.4. Safe Programs

Policy – SP 2.4	Owner/responsible – WWBFInc.	Revision Date. May 2024
Status - Approved	Applies to – All church programs & activities	Precis – Programs are to be appropriate, safe and well managed.

Wagga Wagga Baptist Church is committed to ensuring its programs are appropriate, safe and well managed.

Note. This may, on occasions, mean that a program may need to be suspended due to lack of appropriately trained leaders or appropriate resources.

We commit to:

a) Safe Physical environments:

- o All leaders will follow the Safe Church Procedures for Safe Physical Environments.
- o Leaders will exercise a duty of care through appropriate risk evaluation and the use of forms, checklists and templates in the Safe Church Manual for the establishment of safe environments in our church.
- o The church will have a Safe Church Concerns team. and
- o The church shall have a nominated safety contact person and a WHS team, with opportunity for representation from all congregations to ensure that the following areas are incorporated into establishing And maintaining a safe physical environment, fire safety, first aid, food safety practices, risk assessment for activities, adequate ministry supervision for activities, transport, critical incident and emergency response.
- o Team leaders are to complete a written ministry approval process annually. Ministry approval forms *are to be submitted to the Church leadership for approval.*

b) Programs that are appropriate, well planned, adequately staffed and monitored.

- a. Ministries will be reviewed and approved before commencing.
- b. Leaders will be carefully selected, inducted, offered training and monitored (see Safe Leaders section).
- c. Activities will be subject to the church's standard risk management assessment (see Risk Management section.)
- d. Ministries & programs will be regularly reviewed and will not be allowed to continue unless they:
 - i. Fit the Church's overall objectives.
 - ii. Are adequately maned.
 - iii. Activates are appropriate and risk levels are appropriate.

<p>Health and Safety</p> <p>2. Health and Safety - Master Policy</p> <p>2.1. Emergency Management Plan</p> <p>2.2. Hazardous Substances & Dangerous Goods</p> <p>2.3. Safe Church</p> <p>2.3.1. Safe Church Policy</p> <p>2.3.2. Safe Church Team Role Description</p> <p>2.3.3. Procedure for Staff and Volunteers</p> <p>2.3.4. Staff and Volunteer Application and Registration Form and Safe Ministry Screening Questionnaire</p> <p>2.3.5. Code of Conduct</p> <p>2.3.6. Procedure for Conflict Resolution</p> <p>2.3.7. Procedure for Handling Complaints</p> <p>2.3.8. Procedure for Responding to Child Protection Concerns</p> <p>2.3.9. Safe Church Concerns Form</p> <p>2.3.10. Declaration Regarding Ministry with Persons of Concern</p> <p>2.3.11. Appointment of leaders</p> <p>2.3.12. Bullying, Harassment & Violence Policy</p> <p>2.3.13. Managing Challenging Behaviour Policy</p> <p>2.3.14. Managing Challenging Behaviour Procedure</p> <p>2.3.15. Guidelines for Activities with Children and Young People</p> <p>2.3.16. Procedure for Helping Visitors</p> <p>2.4. Safe Programs</p> <p>2.4.1. Safe Programs Activity & Events Guide</p> <p>2.4.2. Health & Safety Rules</p> <p>2.4.3. Workplace Health & Safety Committee/Team</p> <p>2.4.4. Return to Work Policy</p> <p>2.4.5. Duty Officer/Building Fire, Safety and Evacuation Wardens</p> <p>2.4.6. Duty Officer/Building Warden</p> <p>2.4.7. Duty Officer's/Building Warden Checklist</p> <p>2.4.8. Defibrillator Use</p> <p>2.5. Risk Management</p>	<p>History Existing policy with suggested update (section c)</p>
	<p>Date Adopted</p>
	<p>Replaces Nil</p>
	<p>Revised</p>

2.5.1. Tool for First Level and Major Activity assessment	
2.5.2. Incident/Hazard Report Form	

2.4.1. Safe Programs Activity & Events Guide

Policy – SP 2.4.1	Owner/responsible – WWBFinc.	Revision Date.
Status	Applies to – All church programs & activities	Precis – How to run & manage activities & programs

Wagga Wagga Baptist Church Activity and Event Guidelines

Table Contents

1	Safe Places, Safe Programs Special Activities and Events Organisational Aspects
2	Risk management Notification and Approval By The Diaconate
3	Approval By Parents Recording Accident & Incidents
	Appendix
4	Appendix 1 Activity & Event Planner
6	Appendix 2 Activity Risk Assessment
10	Appendix 3 Liability Release Form (Youth Activities)
12	Appendix 4 Special Activity Consent Form
13	Appendix 5 Volunteer Child / Youth Leader's Application & Registration Form
14	Appendix 6 Volunteer Driver's Application & Registration Form
15	Appendix 7 Volunteer Worker's Application & Registration Form
17	Appendix 8

Response to Incidents *From the Draft Safe Church Policy Document*

20	Appendix 9 Incident / Hazard Report Form
22	Appendix 10 Risk Checklists Examples Youth Activities Sunday School / Kid's Church Church Sponsored Public Events Church Café Community Meals

Wagga Wagga Baptist Church Activity and Event Guidelines

Safe Places, Safe Programs

Most ministries activities will probably be held in the church property – and this is where most accidents will occur. When we go away on excursions or undertake higher risk activities, we are conscious of the increased risk of accidents and take extra precautions; but in normal, every-day setting we can sometimes overlook safety requirements.

Most ministries will develop a set of rules for the safe management of the regular activities during the program. These rules will reflect the number and age (and physical and social maturity) of participants, and the physical facilities and the type of regular activities and games undertaken.

Special Activities and Events:

Many ministries regularly conduct special activities, which may include:

- *High risk activities conducted at the normal time and location,*
- *Outings (e.g. skating, rock climbing, swimming, scavenger hunts)*
- *Camps and excursions.*

A **termly timetable** is to be submitted to the Church Office for approval by the Administrator / Diaconate prior to commencement. The process should take into consideration:

- *Organisational aspects of the activities Appendix 1*
- *Current Working with children check. Free for volunteers, apply at:*
 - *<http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check/apply/apply>. Please notify church office of number.*
 - *Volunteer Child / Youth Leader Application & Registration Form Appendix 5*
 - *Volunteer Driver's Application & Registration Form Appendix 6*
 - *Volunteer Works Application & Registration Form Appendix 7*
 - *Risk Management; Appendix 2*
- *Notification and approval by the diaconate (for confirmation of insurance cover); and*
- *Approval by parents. Appendix 3 & 4*

All volunteer paperwork is to be held in the church office along with Working with Children Check number

Organisational Aspects:

When an activity is planned, the person undertaking the planning often automatically goes through a number of processes and checks, but the process is not recorded in any way. **It is essential that all aspects of planning be documented.** A number of checklists are provided to help you. Appendix 10 or Baptist Insurance - Risk Management – Churches
<http://baptistinsurance.com.au>

Individual Responsibility

- *Implement safe practises*
 - *In any activity, do not accept a level of responsibility which is above your training or experience; or expect others to accept that level of responsibility;*
- *Value and respect those in your care,*
 - *Allow participation in the decision making; and*
 - *Providing a stimulating, interesting program;*
- *Provide encouragement and nurture,*
 - *Through building healthy, positive relationships; and highlighting the positive attributes and efforts of group members;*
- *Live God's love*
 - *Through demonstrating evidence of the fruits of the spirit.*

Organisational / Operational Responsibility

Organisations deals with the wellbeing and safety of children should develop strategies, which reflect a priority of:

- *Commitment to a child – safe culture, made explicit in the safe churches training.*
- *Capacity of the people – leaders, volunteers, parents and children – to prevent harm; and*
- *Consistent procedures for selecting and managing leaders and guiding activities.*

Risk management

Calculating a risk involves the consideration of

- *The likelihood of an incident occurring, and*
- *The consequences if the incident were to occur*

Risk management is the process that is used to avoid, reduce or control the risk of that incident occurring. The process involves:

- *Identifying the risks,*
- *Analysing the risks,*
- *Evaluating the risks, and*
- *Treating or controlling the risks.*

Detailed information on risk management can be found in *SP 2.5.1*

A Risk Management form should be completed in relation to any proposed activities off site or considered high risk.

Notification and Approval by The Diaconate

Notification to the Diaconate, and obtaining their approval for activities is vitally important. **The Diaconate meets the third Monday of each month and all activities off site or considered of high risk should be approved one month before the activity for insurance purposes.** All documentation (flyer of event, planning including costing's, risk management plan, letters to parents) should be submitted for approval by the Diaconate.

IT SHOULD NOT BE ASSUMED THAT ALL ACTIVITIES WILL AUTOMATICALLY BE COVERED BY THE CHURCH INSURANCE OR APPROVED.

When combined activities are planned by two or more Groups from different Churches, approval must be obtained from all Churches involved. It is the responsibility of each Group to ensure that they adequately supervise their members at all times.

Approval by Parents

Parents have a right to be informed of all proposed changes to the normal routine or excursions and they also have the right to withdraw their child / children from activities that they consider to be unsuitable for their child for any reason. It is therefore important to fully disclose all details of any proposed changes for parental consideration.

You should advise of all details of any changes including travel arrangements, accommodation details, supervisor details, types of activities and any potential risk to a child with a specific health condition.

Recording Accident and Incident:

As stated in the Wagga Wagga Baptist Church Safe Church Policy November 2014 (draft) / Accident and Critical Incident Policy Appendix 8

Some definitions:

- *A minor incident or accident is an event which has not been caused by any environmental factor and results in superficial or no injury to a person (e.g. bump, or fall of a young person)*
- *An incident is any event or action that had the potential to cause harm to any person or has resulted in damage to property.*
- *An accident is an event that has resulted in any injury – no matter how minor – to any person. The injury does not need to have caused bleeding.*
- *A critical incident is an event that resulted in serious injury or the loss of life, the experience of trauma or the involvement of emergency services.*

Forms and reports required:

- *Minor incidents should be recorded in a register that will be kept with the first aid kit.*
- *Incident / Accident Report. Appendix 9*
- *Incident / Accident Investigations may also be required to be completed.*

As a general guide

Example	Care Given	Category	Recording / Reporting
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Child falls over, slight scratch, crying	<ul style="list-style-type: none"> • Comfort till crying stops • Standard first aid treatment 	Minor Accident / Incident	Minor Incident report that could be in the form of a brief note on the register kept with first aid kit, or a specific form.
Equipment breakage or failure; Near-miss or incident involving property or vehicles.	No special care required by any individual.	Incident	Completion of Incident / Accident Report
Laceration / Abrasion with bleeding	Standard First Aide treatment	Accident	Completion of Incident Accident Report
Serious Injury	Ambulance	Critical Incident	Completion of Incident Accident Report An investigation report should be required.

Appendix 8

(From Safe Church Policy Document November 2014 draft)

RESPONDING TO INCIDENTS

While everyone hopes they never occur people do have accidents and there are emergencies. At these times the health and safety of the person is of paramount concern and it may be necessary for a leader to administer first aid to a person.

A critical incident is an event or set of circumstances that have the potential to result in physical or psychological outcomes ranging from mild trauma to a fatality for one or more people. A critical incident response plan needs implementing an immediate and long-term response to a critical incident. It has three main stages: preparedness, response and recovery.

For more information on how to do this visit www.safechurches.org.au

It is necessary that injuries or accidents which require secondary medical attention e.g.: visit to a doctor or medical centre, be written up on an incident report (see Appendix 9) incidents of a serious nature need to be reported to the denominational insurance company (The current Baptist Union contact is Tim Williams). It is necessary that all serious incidents be reported to the appropriate denominational insurance service, for further reporting requirements. For Baptist Association phone 02 98689200 for the manager of Insurance. Also report all incidents to parents and or care givers of children and vulnerable adults.

ACCIDENT AND CRITICAL INCIDENT POLICY

Information

Ensure that all children's and young people's emergency contact information is obtained and is available in the case of an emergency, especially on any outings.

Supervision

Ensure there is a minimum of 4 adults in attendance to supervise uninjured and injured children and young people. Where numbers of participants are in excess of 40 people more leaders will be required.

Notification

In the case of an accident or critical incident, the ministry leader (or other special assigned leader) is to contact the appropriate emergency services / authorities and contact the parents / guardians / emergency contacts.

First Aid

First Aid kits are located in the church building. We will endeavour to have at least 2 leaders holding current first aid training for each ministry programme.

Closest Medical Centre

In the case of an accident or critical incident and requiring to attend a medical centre, the closest is at WAGGA BASE HOSPITAL, EDWARD STREET, WAGGA WAGGA 2650

Transportation

In the case of an accident or critical incident and requiring to attend a medical centre with transport to be provided by the ministry leaders, please ensure that at least 2 adults are with the injured person.

Evacuation procedure

In the case of a critical incident that requires evacuation, be aware of and observe the Emergency Evacuation Procedure.

In the case of an accident or critical incident please complete an incident Report Form and hand it to the church office.

These will then be passed on to the church secretary.

Risk Assessments

When doing any activity a risk assessment should be performed. This may be either an unwritten or a written assessment.

When the church hosts an offsite activity our insurers demand that a more formal written risk assessment is carried out and approved into the Diaconate minutes before the event is covered by our insurers. This obviously involves some forward planning on behalf of the event leader as Diaconate meetings are held on the *third Monday of each month*.

This specific form does not have to be used but as many of us are not formal risk assessors you may find the layout helpful.

Please do not feel limited by the size of the boxes as additional pages are more than welcome!

We would encourage you to think widely about your activity and then look at how risk can be managed:

Some areas you may consider are:

Hazards & Risks:

Note Main hazards of the work/project must be clearly identified and addressed

- *people who can be affected*
- *potential to break law*
- *potential to impact onto Church reputation*
- *equipment used*
- *materials handled*
- *environment hazards*

- insurance requirements
- what backup is available if things go wrong
- what parents and outsiders would be concerned over

How risks are to be addressed and Controls required

Consider:

- limiting certain activities,
- safety equipment requirements
- preparation and training
- supervision
- appropriate physical
- procedural and behavioural controls
- minimising peer pressure
- ensure that an opt out option is available
- that you have permission slips for participating minors

Appendix 4

(Ministry Name)
(Special activity name) Consent Form

(Ministry Name) will be conducting a (special activity). Details are as follows:

Date	
Purpose of the activity	
Location:	
Drop-off details	
Pick-up details	
Transport details	List commercial service details, or if private transport, estimate departure and arrival times, location of stops, and details of driver.
Details of Itinerary	
Activities to be undertaken	List all activities (including details of cooking arrangements, equipment / personal items required etc. for camp)
Leaders conducting the activity	List all leaders names – including the names of any service providers engaged to conduct specific or specialised activities.
Cost	
Contact person & number	

Delete rows that are not relevant for the particular activity.

Consent:

- I have provided the (Ministry Name) with all current information relating to including any special medication management details; details of all known allergies (drugs, food, insects, etc) and allergic reaction management forms; details of recent operations or injuries; details of current prescription medication and administration; and any special dietary requirements. I will also ensure that he/she has sufficient medication (if required) for the duration of the activity.
(Any changes to the medications – MUST be advised on a supplementary medical form).
Are there any changes to the information currently held? YES / NO (Circle one)

D4 Policy Procedures & Protocol Document

- I am aware that this activity may be challenging both physically and emotionally and realise that, in spite of the planning process of the leaders, members may experience situations where they encounter unpredictable and unforeseen risks and acknowledge, despite precautions and supervision, accidents may occur.
- I give my permission for (name) to attend and take part in the activities or event described above. I understand that in the event of any illness or accident, every effort will be made to contact me.

Name: _____ Signature: _____

Date: _____ Emergency Contact No: _____

Relationship to person under 18 years: _____

Appendix 1

Wagga Wagga Baptist Church Activity and Event Planner

Ministry Group	
Anticipated number attending	
Date/s of proposed activity and event	
Times	
Location	
A brief description of the nature of the proposed activity	
Purpose of the activity and event	

Leader / Organiser	First Aid	CPR	WWC check	Supervisory Role
Other Leaders / Volunteers				

Method of travel:		
Driver	Current Drivers Licence <i>sighted & copied</i>	Private Cars – Comprehensive insurance policy <i>sighted & copied</i>

D4 Policy Procedures & Protocol Document

Wagga Wagga Baptist Church Activity and Event Planner

Overall costing's for anticipated participants		
	Total	Cost per person
Travel		
Accommodation		
Meals		
Activities		
Guest Speaker		
Other		
TOTAL		

Other information:

Documents Attached	Yes	No
Permission Note		
Risk Management Plan		
Planning / Program		
Site Risk Assessment (if available)		
Flyer advertising event (if applicable)		
Quotes (if applicable)		
Other		

Leader's Signature: _____ Date: _____

Ministry Leaders Signature: _____ Date: _____

Approval of Diaconate: _____ Date: _____

<p>Health and Safety</p> <p>3. Health and Safety - Master Policy</p> <p>3.1. Emergency Management Plan</p> <p>3.2. Hazardous Substances & Dangerous Goods</p> <p>3.3. Safe Church</p> <p>3.3.1. Safe Church Policy</p> <p>3.3.2. Safe Church Team Role Description</p> <p>3.3.3. Procedure for Staff and Volunteers</p> <p>3.3.4. Staff and Volunteer Application and Registration Form and Safe Ministry Screening Questionnaire</p> <p>3.3.5. Code of Conduct</p> <p>3.3.6. Procedure for Conflict Resolution</p> <p>3.3.7. Procedure for Handling Complaints</p> <p>3.3.8. Procedure for Responding to Child Protection Concerns</p> <p>3.3.9. Safe Church Concerns Form</p> <p>3.3.10. Declaration Regarding Ministry with Persons of Concern</p> <p>3.3.11. Appointment of leaders</p> <p>3.3.12. Bullying, Harassment & Violence Policy</p> <p>3.3.13. Managing Challenging Behaviour Policy</p> <p>3.3.14. Managing Challenging Behaviour Procedure</p> <p>3.3.15. Guidelines for Activities with Children and Young People</p> <p>3.3.16. Procedure for Helping Visitors</p> <p>3.4. Safe Programs</p> <p>3.4.1. Safe Programs Activity & Events Guide</p> <p>3.4.2. Health & Safety Rules</p> <p>3.4.3. Workplace Health & Safety Committee/Team</p> <p>3.4.4. Return to Work Policy</p> <p>3.4.5. Duty Officer/Building Fire, Safety and Evacuation Wardens</p> <p>3.4.6. Duty Officer/Building Warden</p> <p>3.4.7. Duty Officer's/Building Warden Checklist</p> <p>3.4.8. Defibrillator Use</p> <p>3.5. Risk Management</p>	<p>History Developed out of Safe church program</p>
	<p>Date Adopted 2015</p>
	<p>Replaces Nil</p>
	<p>Revised</p>

<p>3.5.1. Tool for First Level and Major Activity assessment 3.5.2. Incident/Hazard Report Form</p>	
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2.4.2. Health & Safety Rules

Policy – SP 2.4.2	Owner/responsible – WWBFinc.	Revision Date. 2015
Status	Applies to – Whole Church	Precis – simple summary of Health & Safety requirements

Wagga Wagga Baptist Church Health and Safety Rules

1. *No smoking in the church buildings.*
2. *No alcohol or illegal drugs on church premises.*
3. *Be aware of and observe the Occupational Health and Safety rules.*
4. *Be aware of and observe the emergency response and evacuation plans.*
5. *Do not carry out tasks for which you do not have the necessary skills or licenses'.*
6. *No unsupervised children in the kitchen.*
7. *No children in areas where hazardous activities are taking place.*
8. *Take responsibility for your own Health and Safety by not doing anything that may endanger your Health and Safety or that of others.*
9. *Report all hazards to a deacon, enter details in the maintenance request book, or note it on a communication card.*
10. *Report all accidents, injuries and incidents using the applicable forms.*
11. *Keep all areas neat and tidy at all times to eliminate potential hazards.*
12. *Keep all public and emergency accesses clear at all times.*
13. *Do not lift any heavy items without appropriate assistance.*
14. *All work at heights must be approved by maintenance convener or the diaconate.*

<p>Health and Safety</p> <p>2. Health and Safety - Master Policy</p> <p>2.1. Emergency Management Plan</p> <p>2.2. Hazardous Substances & Dangerous Goods</p> <p>2.3. Safe Church</p> <p>2.3.1. Safe Church Policy</p> <p>2.3.2. Safe Church Team Role Description</p> <p>2.3.3. Procedure for Staff and Volunteers</p> <p>2.3.4. Staff and Volunteer Application and Registration Form and Safe Ministry Screening Questionnaire</p> <p>2.3.5. Code of Conduct</p> <p>2.3.6. Procedure for Conflict Resolution</p> <p>2.3.7. Procedure for Handling Complaints</p> <p>2.3.8. Procedure for Responding to Child Protection Concerns</p> <p>2.3.9. Safe Church Concerns Form</p> <p>2.3.10. Declaration Regarding Ministry with Persons of Concern</p> <p>2.3.11. Appointment of leaders</p> <p>2.3.12. Bullying, Harassment & Violence Policy</p> <p>2.3.13. Managing Challenging Behaviour Policy</p> <p>2.3.14. Managing Challenging Behaviour Procedure</p> <p>2.3.15. Guidelines for Activities with Children and Young People</p> <p>2.3.16. Procedure for Helping Visitors</p> <p>2.4. Safe Programs</p> <p>2.4.1. Safe Programs Activity & Events Guide</p> <p>2.4.2. Health & Safety Rules</p> <p>2.4.3. Workplace Health & Safety Committee/Team</p> <p>2.4.4. Return to Work Policy</p> <p>2.4.5. Duty Officer/Building Fire, Safety and Evacuation Wardens</p> <p>2.4.6. Duty Officer/Building Warden</p> <p>2.4.7. Duty Officer's/Building Warden Checklist</p> <p>2.4.8. Defibrillator Use</p> <p>2.5. Risk Management</p>	<p>History Developed out of Safe church program</p>
	<p>Date Adopted 2015</p>
	<p>Replaces Nil</p>
	<p>Revised</p>

<p>2.5.1. Tool for First Level and Major Activity assessment 2.5.2. Incident/Hazard Report Form</p>	
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2.4.3. Workplace Health & Safety Committee/Team

Policy – SP 2.4.3	Owner/responsible – Diaconate	Revision Date.
Status: Suggested. Currently under discussion	Applies to – Whole Church WHS Committee	Precis – Sets up the WH&S Committee

Workplace Health & Safety Committee/Team

Introduction

As part of its commitment to our church being a safe place, WWBC will work to ensure good consultation, cooperation & coordination around safety and risk issues, by appointing a WH&S Committee/Team.

Composition

The committee shall consist of a minimum of four members, with at least 2 members from outside of the leadership group (Deacons & Elders)

Nomination & appointment

Nomination of members from the leadership group shall be by the diaconate.

Nominations for non-leadership members can come from the wider congregation, the existing committee, or the diaconate.

With appointment being by the congregation, at a normal congregational meeting.

Term

Committee/Team members shall normally serve for a two year period.

Scope

The committee/Team will not only receive expressions of concern from members, but shall actively seek to ensure that the church is a safe place, that risks (extending to relational, financial and reputational) are monitored and appropriately addressed.

Role

The WH&S committee/Team is to:

- *Meet at least once per term, or on request from any two members, or the diaconate.*
- *Do regular walk thru inspections of the buildings and facilities. Noting any potential concerns.*
- *Do regular reviews of process i.e. working with children checks. Noting any potential concerns.*
- *Carry out risk assessments and/or review risk assessments carried out by others (sample only, not every case).*
- *Review the risk assessment process and its adequacy, need for training, or amendment, etc.*
- *Monitor the risk management process and where appropriate, make recommendations on the need for training, or review.*
- *Consult with and receive input from church members, attendees & visitors on issues of concern.*
- *Ensure that structures are in place to ensure that contractors and volunteers are aware of WH&S requirements.*
- *Respond to any issues referred to it by the Elders &/or Diaconate.*
- *Generally monitor compliance and image issues.*
- *Carry out occasional process audits to ensure practices reflect policy and safe practice.*

- *Be authorized to seek advice from members of the congregation with appropriate expertise, to help identify, or clarify issues.*
- *Report to the Diaconate.*
 - *That they have met and providing a copy of their meeting notes*
 - *On any issues, or concerns.*
 - *On compliance with church WH&S and associated policy.*
 - *When appropriate, recommending WH&S type training.*
 - *Recommending notices, warning signs, etc.*
 - *Any recommendations to amend, or update, policy.*
- *When the diaconate proposes a solution, to an issue raised or reported, carry out an assessment to ensure that the proposed solution resolves the issue.*
- *Be given authority to report directly to a congregational meeting, if they feel that an issue is not being appropriately addressed.*
- *Recommend changes, or updates of church policy.*
- *Ensure that WH&S issues and concerns together with agreed approaches (solutions) are communicated across the church and where appropriate, necessary training is provided.*
- *The committee/Team may also, at the request of the diaconate, participate in investigations and identification of appropriate solutions to issues identified. (noting that this involvement, does not absolve management of their responsibilities under WH&S legislation)*

Authority & accountability

The WH&S committee/Team reports to and is accountable to the Diaconate, however accountability and authority on all WH&S issues lies with the diaconate, with the committee being responsible for identification and reporting of WH&S issues.

<p>Health and Safety</p> <p>2. Health and Safety - Master Policy</p> <p>2.1. Emergency Management Plan</p> <p>2.2. Hazardous Substances & Dangerous Goods</p> <p>2.3. Safe Church</p> <p>2.3.1. Safe Church Policy</p> <p>2.3.2. Safe Church Team Role Description</p> <p>2.3.3. Procedure for Staff and Volunteers</p> <p>2.3.4. Staff and Volunteer Application and Registration Form and Safe Ministry Screening Questionnaire</p> <p>2.3.5. Code of Conduct</p> <p>2.3.6. Procedure for Conflict Resolution</p> <p>2.3.7. Procedure for Handling Complaints</p> <p>2.3.8. Procedure for Responding to Child Protection Concerns</p> <p>2.3.9. Safe Church Concerns Form</p> <p>2.3.10. Declaration Regarding Ministry with Persons of Concern</p> <p>2.3.11. Appointment of leaders</p> <p>2.3.12. Bullying, Harassment & Violence Policy</p> <p>2.3.13. Managing Challenging Behaviour Policy</p> <p>2.3.14. Managing Challenging Behaviour Procedure</p> <p>2.3.15. Guidelines for Activities with Children and Young People</p> <p>2.3.16. Procedure for Helping Visitors</p> <p>2.4. Safe Programs</p> <p>2.4.1. Safe Programs Activity & Events Guide</p> <p>2.4.2. Health & Safety Rules</p> <p>2.4.3. Workplace Health & Safety Committee/Team</p> <p>2.4.4. Return to Work Policy</p> <p>2.4.5. Duty Officer/Building Fire, Safety and Evacuation Wardens</p> <p>2.4.6. Duty Officer/Building Warden</p> <p>2.4.7. Duty Officer's/Building Warden Checklist</p> <p>2.4.8. Defibrillator Use</p>	<p>History</p>
	<p>Date Adopted June 2019</p>
	<p>Replaces Nil</p>
<p>Revised</p>	

<p>2.5. Risk Management 2.5.1. Tool for First Level and Major Activity assessment 2.5.2. Incident/Hazard Report Form</p>	
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2.4.4. Return to Work Policy

Policy – SP 2.4.4	Owner/responsible – Deacons	Revision Date.
Status	Applies to – All paid Staff	Precis – sets our process for return to work after injury related time off

Return to Work Policy

The Wagga Wagga Baptist Church is committed to assisting workers to achieve a safe Return to Work after injury or illness in a manner that will assist their best possible recovery.

Remaining at work or an early Return to Work is the normal expectation of the church.

Planning for a Return to Work will commence as soon as possible after an injury is reported, taking into account relevant medical opinions about treatment, rehabilitation and capacity of the worker.

An individual Return to Work plan will be established for any worker unable to work for 20 consecutive working days or more. The RTW plan will be developed at the earliest opportunity, in consultation with our insurers, the injured worker and their treating health professionals.

Treatment, rehabilitation and return to work activities will commence as soon as they are deemed necessary.

Suitable employment, including modified or alternative duties consistent with medical advice, will be made available to all injured workers at the earliest opportunity.

The development of individual RTW plans will also involve communication and consultation with other workers affected by changed employment arrangements.

Confidentiality of worker information will be maintained for all information obtained during the Return to Work process or during rehabilitation.

Participation in a Return to Work plan will not, of itself, prejudice any injured worker.

A member of staff will be appointed to manage the Return to Work plans. Specific responsibilities will include:

- Contacting the injured worker and their treating practitioner to undertake the commitments outlined in this Policy.
- Determining the need for any rehabilitation assistance in consultation with the worker and their treating practitioner; initiate contact with the nominated rehabilitation provider in order to complete planning.

Note. A template for a RTW plan can be down loaded from www.baptistinsurance.com.au.

<p>Health and Safety</p> <p>2. Health and Safety - Master Policy</p> <p>2.1. Emergency Management Plan</p> <p>2.2. Hazardous Substances & Dangerous Goods</p> <p>2.3. Safe Church</p> <p>2.3.1. Safe Church Policy</p> <p>2.3.2. Safe Church Team Role Description</p> <p>2.3.3. Procedure for Staff and Volunteers</p> <p>2.3.4. Staff and Volunteer Application and Registration Form and Safe Ministry Screening Questionnaire</p> <p>2.3.5. Code of Conduct</p> <p>2.3.6. Procedure for Conflict Resolution</p> <p>2.3.7. Procedure for Handling Complaints</p> <p>2.3.8. Procedure for Responding to Child Protection Concerns</p> <p>2.3.9. Safe Church Concerns Form</p> <p>2.3.10. Declaration Regarding Ministry with Persons of Concern</p> <p>2.3.11. Appointment of leaders</p> <p>2.3.12. Bullying, Harassment & Violence Policy</p> <p>2.3.13. Managing Challenging Behaviour Policy</p> <p>2.3.14. Managing Challenging Behaviour Procedure</p> <p>2.3.15. Guidelines for Activities with Children and Young People</p> <p>2.3.16. Procedure for Helping Visitors</p> <p>2.4. Safe Programs</p> <p>2.4.1. Safe Programs Activity & Events Guide</p> <p>2.4.2. Health & Safety Rules</p> <p>2.4.3. Workplace Health & Safety Committee/Team</p> <p>2.4.4. Return to Work Policy</p> <p>2.4.5. Duty Officer/Building Fire, Safety and Evacuation Wardens</p> <p>2.4.6. Duty Officer/Building Warden</p> <p>2.4.7. Duty Officer's/Building Warden Checklist</p> <p>2.4.8. Defibrillator Use</p> <p>2.5. Risk Management</p>	<p>History</p>
	<p>Date Adopted June 2019</p>
	<p>Replaces Nil</p>
	<p>Revised</p>

<p>2.5.1. Tool for First Level and Major Activity assessment 2.5.2. Incident/Hazard Report Form</p>	
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2.4.5. Duty Officer/Building Fire, Safety & Evacuation Wardens

Policy – SP 2.4.5	Owner/responsible – Diaconate	Revision Date.
Status	Applies to – Deacons & Duty Officers	Precis – Role/purpose Duty Officers

The Wagga Wagga Baptist Church is committed to providing a safe environment for worship and other Church activities.

There are a number of potential situations where it may be necessary to evacuate the building or take other appropriate action to ensure the safety of people in the building.

To this end, an appropriate person shall be nominated for each gathering in the building.

For normal (programed) Church services, the Duty Officer for that Service is the nominated Building Warden/Manager for the period people associated with that service are in the building.

For other gathering a person shall be nominated as part of the approval process.

For normal Office activities the Office Manager shall act as Warden, unless they nominates another person to that role

People expected to act in the Warden role shall be given appropriate induction training and regular updates on their role & responsibility.

<p>Health and Safety</p> <p>2. Health and Safety - Master Policy</p> <p>2.1. Emergency Management Plan</p> <p>2.2. Hazardous Substances & Dangerous Goods</p> <p>2.3. Safe Church</p> <p>2.3.1. Safe Church Policy</p> <p>2.3.2. Safe Church Team Role Description</p> <p>2.3.3. Procedure for Staff and Volunteers</p> <p>2.3.4. Staff and Volunteer Application and Registration Form and Safe Ministry Screening Questionnaire</p> <p>2.3.5. Code of Conduct</p> <p>2.3.6. Procedure for Conflict Resolution</p> <p>2.3.7. Procedure for Handling Complaints</p> <p>2.3.8. Procedure for Responding to Child Protection Concerns</p> <p>2.3.9. Safe Church Concerns Form</p> <p>2.3.10. Declaration Regarding Ministry with Persons of Concern</p> <p>2.3.11. Appointment of leaders</p> <p>2.3.12. Bullying, Harassment & Violence Policy</p> <p>2.3.13. Managing Challenging Behaviour Policy</p> <p>2.3.14. Managing Challenging Behaviour Procedure</p> <p>2.3.15. Guidelines for Activities with Children and Young People</p> <p>2.3.16. Procedure for Helping Visitors</p> <p>2.4. Safe Programs</p> <p>2.4.1. Safe Programs Activity & Events Guide</p> <p>2.4.2. Health & Safety Rules</p> <p>2.4.3. Workplace Health & Safety Committee/Team</p> <p>2.4.4. Return to Work Policy</p> <p>2.4.5. Duty Officer/Building Fire, Safety and Evacuation Wardens</p> <p>2.4.6. Duty Officer/Building Warden</p> <p>2.4.7. Duty Officer's/Building Warden Checklist</p> <p>2.4.8. Defibrillator Use</p> <p>2.5. Risk Management</p>	<p>History</p>
	<p>Date Adopted June 2019</p>
	<p>Replaces Nil</p>
	<p>Revised</p>

2.5.1. Tool for First Level and Major Activity assessment 2.5.2. Incident/Hazard Report Form	
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2.4.6. Duty Officer/Building Warden

Policy – SP 2.4.6	Owner/responsible – Diaconate	Revision Date – 2/11/19
Status – Approved	Applies to – Duty Officer	Precis – Description of Duty Officers role & duties

Role:

A Duty Officer is a person appointed by the Deacons to serve the church, on a rostered basis, to provide leadership and oversight of the practical needs of the congregation each Sunday morning and evening. The Duty Officer also has legal responsibilities as the Building Warden/Manager.

The Duty Officer has a number of roles:

- *Acting on behalf of the Deacons in addressing and remedying any issues that come up.*
- *Ensuring that the physical and organisational requirements of the preacher and service leader are met.*
- *Being the "Duty Building Warden/Manager" and designated Safety Officer. Being the go-to person in any type of emergency, including co-ordinating the appropriate responses. This of course, means they need to be aware of the evacuation plan, the location of fire exits and response equipment (extinguishers and hoses and how to use them) and appropriate emergency responses. It is their responsibility to manage: calling, responding to and assisting police, ambulance or Fire Brigades or to order and manage a building evacuation.*

A roster is drawn up each three months and distributed to people nominated to be Duty Officers

The areas of responsibility of the Duty Officer include:

- *Building opening and closure*
- *Temperature and air flow*
- *Lighting*
- *Seating*
- *Security*
- *Health and Safety*
- *Leadership in Emergencies*
- *Offering collection & security of money*
- *Assistance for Service Leader*
- *Monitor for inappropriate behaviour*

Authority

The Duty Officer is the Fire & Emergency Warden/Building Manager for the facility for the duration of the service and needs to be aware of the responsibilities associated with that role

Responsibilities:

BEFORE CHURCH

- Arrive at least 30 minutes before the service. Give the church a general tidy up if it is needed.
- Open the doors and turn on the lights.
- Open the windows, turn on heating and cooling as required (in rooms that will be used) and adjust the blinds.
- Liaise with others such as morning tea volunteers and assist in setting up
- Put out extra chairs as they are needed. **Not in front of exit doors.**
- Ensure that there are no safety issues
- Organise stewards to take up the offering and for someone to prate after the collection in conjunction with the service leader
- Check any offering left from prior services (e.g. 8:15 or Chinese Church) and secure in the main office
- Assist the service leader as necessary.
- Be aware of the exit points in the building should an evacuation be required. Familiarise yourself with the location of fire extinguishers, fire blankets, etc. on the Evacuation Plans located around the building.
- Provide assistance to people as required.
- Manage signage as necessary for the function of the services

DURING CHURCH

- Monitor what happens during the service, including anyone who might be unwell or need assistance.
- Keep an eye on the service leader in case he/she needs assistance.
- Monitor the heating, cooling, lighting, chairs and general order within the church.
- Monitor the kitchen, hall, entry and other church areas during the service and be alert for people who enter the building and do not go into the service.
- Be prepared to lead a response if there is an emergency situation such as fire, sudden illness, disorder caused by a person, aggressive behaviour, etc.
- Be aware of any medical or first aid people amongst the congregation if you need to call on assistance. Have an awareness of people in the congregation who are medical officers and/or are first aid trained.
- Count the number of people in the service, including children. Record it on the money count sheet.

D4 Policy Procedures & Protocol Document

- If an ambulance is called, ensure that someone waits on Tarcutta Street to show the paramedics where to enter the church property.
- The Duty Officer must fill out the WWBC Incident Report form and provide to the deacons or delegated authority after any event involving serious concern for the safety and/or welfare of a church member(s).

AFTER CHURCH

- **Count the money with another person and place the money in the safe** (or filing cabinet if no safe key holder is available).
- Ensure that the church is left in a tidy manner and return equipment that has been used
- Ensure the music, sound and IT equipment have been turned off, packed away and locked up (unless being used soon after).
- Check each room to ensure the building is vacant, including the toilets (unless being used by another group such as Burmese Church or AA)
- Ensure that the building is secure (windows, doors, heating and cooling)

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	<p>Date Adopted</p>
	<p>Replaces</p>
	<p>Revised</p> <p>2/11/19 Updated items and removed duplicates from 2.4.7 duty officer and 2.4.8 duty officer checklist</p>

<p>2.5.1. Tool for First Level and Major Activity assessment 2.5.2. Incident/Hazard Report Form</p>	
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2.4.7. Duty Officer's/Building Warden Checklist

Policy – SP 2.4.7	Owner/responsible – Diaconate	Revision Date – 2/11/19
Status – Approved	Applies to – Duty Officer	Precis – A check list for Duty Officers

Duty Officer's checklist

Prior to the Service

- Is the church clean and tidy ready for the service
- Are all the isles clear?
- Are all floors, isles, public and movement free of slip, trip and fall hazards?
- Are all stored items clear of traffic areas and stacked safely?
- Are all fuel and chemicals stored correctly?
- Is the lighting appropriate and adequate?
- Is the ventilation, heating or cooling appropriate and adequate?
- Are you appropriately identified? Name tag, sign, bulletin?
- Are all of the people involved in the service present?
- Is someone organized to count the offering? Are they aware of the church policy regarding two people handling and counting cash?
- Are there any qualified First Aid people present?
- Have you checked with the speaker if he needs anything?
- Do the speakers have any requirements? (Water, lighting, stage arrangements)
- Do a walk-through of church premises to check for any safety concerns.
- If the weather is appropriate, put chairs and tables outside at the front for morning tea. Chairs can be placed along the hall wall. If the weather is too cold or hot, set up in the hall.
- If school holidays, have you placed worksheets out for children?

During the Service

- Have any chairs been put out and are there arrangements in place to ensure they are moved prior to people leaving the service?
- Are you monitoring for any needs of service leaders?
- Are you ready to "lead" in any emergency that may occur? (know the evacuation plan, be aware of who has first aid & medical qualifications, watch for strangers, etc.)
- Keep a general eye on the complex during the service (foyer, hall, kitchen etc) by monitoring from the foyer area
- Have you done a head count? (everybody occupying a seat needs to be counted)

After the service

- Has church been tidied up and been left in a presentable condition?
- Has the music, sound and IT equipment been turned off, packed away and locked?
- If extra chairs have been put out, return them to stacks
- Check pews for bulletins and other things left behind
- Have the details about the service been recorded?
- Have both people signed off on any money counting?

Before leaving the building

- Have all heaters / air conditioning units been turned off?
- Have you checked the building to ensure no-one is locked in?
- Have you checked all toilets?
- Have you turned off all lights?
- Have you set the building security system?
- Have you done a final check of external doors?
- Vacuum the foyer and the area where morning tea or supper are held and generally tidy the church.
- Return chairs to the hall if they were used for the service.
- Return chairs and tables used for morning tea to hall and storeroom.
- Return the two orange chairs in the car parking space opposite the gravel path entrance from O'Reilly St.
- Check that the dishwasher has been turned off, door open and the water drained.
- Close and lock the windows
- Check that each external door is locked, especially the ones onto the play area (not doors likely to be used by Burmese Church or AA – leave the small door on Tarcutta Street ajar if AA is still running).
- Turn off heating and cooling.

At all times

- Monitor for dangerous or hazardous situations
- Monitor for inappropriate behaviour
- Be aware of the building evacuation plan.
- Remember you are the building warden

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<p>2.5. Risk Management 2.5.1. Tool for First Level and Major Activity assessment 2.5.2. Incident/Hazard Report Form</p>	
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2.4.8. Defibrillator Use

Policy – SP 2.4.8	Owner/responsible – Adrian Lindner	Revision Date – 1 May 2020
Status – Approved	Applies to – Entire church	Precis – Policies and procedures for use of the church's defibrillator

Scope: These policies and procedures are intended to address most situations with the use of the church's defibrillator. Any exceptions should be referred to the Church Secretary.

Objectives: To document the clear policies and procedures for the use of the defibrillator.

Issues: The safety of our congregation is paramount and a properly maintained and available defibrillator is necessary for when it may be required.

POLICIES:

- The Automated External Defibrillator (defibrillator) will be located in the main church foyer for use on church premises.
- If the church holds an event or ministry elsewhere where it is considered there is a possible need for a defibrillator (such as a Coolbaroo Easter service or Christmas Carols), then the defibrillator can be taken to that event after prior approval.

A/ THE DEFIBRILLATOR

- A defibrillator has been voluntarily purchased by the church and is located on the wall in the main church building foyer.
- The defibrillator is clearly signposted as an AED.
- The defibrillator will be sight checked monthly (identify a green ✓) for the battery health. A red X indicates a malfunction and the battery needs replacing.
- Staff, Elders and Deacons will be offered training for the correct use of the defibrillator by a CPR trainer.

B/ USE OF THE DEFIBRILLATOR

- Upon a person's collapse, immediate first aid is required.
- Follow the DRSABCD algorithm as per training or follow directions as per the chart on wall next to the defibrillator.

C/ MOBILITY

- The defibrillator is a mobile device and if there is a request from a ministry for taking the defibrillator off the premises, then the procedure is;
 1. The request to take the defibrillator off the premises is to be made in writing to the Church Secretary at least one week prior to the event with reasons for needing it.

D4 Policy Procedures & Protocol Document

2. If the Church Secretary approves the temporary relocation then it will be recorded in the church office plus a sign placed where the defibrillator is normally mounted, stating that it is temporarily at x event and if a defibrillator is needed at the church premises then the closest one is the Wagga Council Administration or the Sturt Mall.
3. The defibrillator MUST be returned to its mounting in the church foyer the next day after the external event.

Date Approved: This document is approved for implementation from 1 May 2020.

Authorship: Prepared by Adrian Lindner April 2020

APPROVED: WWBC Diaconate

<p>Health and Safety</p> <p>2. Health and Safety - Master Policy</p> <p>2.1. Emergency Management Plan</p> <p>2.2. Hazardous Substances & Dangerous Goods</p> <p>2.3. Safe Church</p> <p>2.3.1. Safe Church Policy</p> <p>2.3.2. Safe Church Team Role Description</p> <p>2.3.3. Procedure for Staff and Volunteers</p> <p>2.3.4. Staff and Volunteer Application and Registration Form and Safe Ministry Screening Questionnaire</p> <p>2.3.5. Code of Conduct</p> <p>2.3.6. Procedure for Conflict Resolution</p> <p>2.3.7. Procedure for Handling Complaints</p> <p>2.3.8. Procedure for Responding to Child Protection Concerns</p> <p>2.3.9. Safe Church Concerns Form</p> <p>2.3.10. Declaration Regarding Ministry with Persons of Concern</p> <p>2.3.11. Appointment of leaders</p> <p>2.3.12. Bullying, Harassment & Violence Policy</p> <p>2.3.13. Managing Challenging Behaviour Policy</p> <p>2.3.14. Managing Challenging Behaviour Procedure</p> <p>2.3.15. Guidelines for Activities with Children and Young People</p> <p>2.3.16. Procedure for Helping Visitors</p> <p>2.4. Safe Programs</p> <p>2.4.1. Safe Programs Activity & Events Guide</p> <p>2.4.2. Health & Safety Rules</p> <p>2.4.3. Workplace Health & Safety Committee/Team</p> <p>2.4.4. Return to Work Policy</p> <p>2.4.5. Duty Officer/Building Fire, Safety and Evacuation Wardens</p> <p>2.4.6. Duty Officer/Building Warden</p> <p>2.4.7. Duty Officer's/Building Warden Checklist</p> <p>2.4.8. Defibrillator Use</p>	<p>History</p> <hr/> <p>Date Adopted 1 May 2020</p> <hr/> <p>Replaces Nil</p> <hr/> <p>Revised</p>
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<p>2.5. Risk Management 2.5.1. Tool for First Level and Major Activity assessment 2.5.2. Incident/Hazard Report Form</p>	
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2.5. Risk Management

Policy – SP 2.5.1	Owner/responsible – Diaconate	Revision Date.
Status	Applies to – Whole Church and all church related activities	Precis – Risk assessment & management procedure

Definition

Risk is the exposure to the possibility of such things as; injury or delay, economic or financial loss (or gain), physical damage, as a consequence of pursuing or not pursuing a particular course of action.

The risk associated with a particular event or activity is the product of probability, consequence and outrage.

Introduction

As a church, we are committed to providing a safe space (for ministry and for people who attend our church or activities), however, we recognise that there are risks involved in everything we do, indeed in what we don't do.

Note: We recognize that Gospel Ministry is in itself a risky thing to be involved in. While we can not totally avoid risk, we want to ensure that our risk taking is associated with extending the kingdom, gospel work not the result of our activities or lack of care.

Risk Management

A "standardised" approach to risk management has been developed, the process by which risks are identified, evaluated and controlled (See AS/NZS ISO 31000:2009 Risk management – Principles and guidelines). As a Church we have agreed to follow this process

- Identify the Risks – identify where, when, why and how events could prevent, degrade, delay, or enhance the achievement of organisational goals.
- Analyse the Risks. Determine consequences and likelihood and hence the level of risk. This analysis should consider the range of potential consequences and how these could occur.
- Evaluate the Risks – compare estimated level of risk against the pre-established criteria and consider the balance between potential benefits and adverse outcomes. This enables decisions to be made about the extent and nature of treatments required and about priorities.
- Control the Risks – develop and implement cost-effective strategies and action plans for increasing potential benefits and reducing potential costs
- Monitor and Review – monitor the effectiveness of all steps of the risk management process and provision of feedback for improvement of the process.

The Australian Baptist Insurance Service has developed a number of tools and provided recommendations to assist churches with these processes. The WWBC process and procedures listed below are based on and developed from these.

Identify the Risks. Risks Assessment

In a church context, there are two distinct levels at which risks must be assessed:

- The first, is a whole of church (or enterprise) level where matters of both strategic and operational impact are considered. A key objective of enterprise level risk assessment is to identify those activities or events of highest risk to help prioritise allocation of scarce resources to where they will have the most immediate impact in reducing overall risk.

The risk assessment Matrix is normally used to assess this type of risk

- The second level of risk assessment is at the individual activity level. At this level, the individual risks associated with an activity are identified so that the activity can be made as safe as possible. Note: That if it is not possible to sufficiently control risks, a decision may be made to not proceed with a particular activity.

A simple risk assessment form is normally used to assess risk for individual events and programs however in cases where risk is perceived to be high the Risk Matrix could also be used.

All new programs and activities undertaken should be subject to a formal risk assessment. The risk assessments for continuing activities should be updated on a regular basis, typically annually.

Once risks have been identified, assessment of their impact needs to be considered by looking at the potential likelihood and consequences of events occurring. In order for the assessment to be meaningful is essential that the definitions are applied consistently.

Analyse the Risk

The risk associated with a particular event or activity is the product of probability, consequence and outrage.

Probability, or likelihood, of Risk

Likelihood factors attempt to measure the frequency with which events might be expected to occur, taking into account the effectiveness of existing control measures.

D4 Policy Procedures & Protocol Document

For our purposes the following definitions have been developed.

Almost Certain	Common Occurrence and could occur at any time Likely to occur at least once per year
Likely	Likely to occur Known to occur Has happened Likely to occur once in 2 to 5 years
Possible	Might occur at some time Likely to occur once in 10 to 25 years
Unlikely	Unlikely to occur; but have heard of it happening Likely to occur once in 30 to 50 years
Rare	Not at all likely but is conceivably possible Only likely to occur once in 50 to 100 years or less

Note: It is important that these definitions are applied consistently to ensure outcomes are reliable and meaningful.

Consequence Of Risk

Consequence factors consider the impact of events, should they occur. In considering impact, the effectiveness of existing control measures should be taken into account

For our purposes the following definitions have been developed

	CONSEQUENCES				
RATING	Injury	Reputation	Financial (Uninsured loss)	Legal	Insurance
Insignificant	Dealt with by in-house First Aid	None, or only in house short term impact	Could be covered by budget, or donations from those involved.	Breach of law but no penalty	No Claim
Minor	Medical help needed	Temporary. Potentially needing management and Elder involvement and/or apology.	Less than \$2,000	Breach of law requiring legal support and likely to receive a warning	Automatic settlement claim
Moderate	Significant non-permanent injury Hospitalisation	Longer term but limited to specific ministry	Less than \$20,000	Fines or other penalties	Significant claim, assessor investigation into organization.
Major	Extensive or permanent injury Extended Hospitalisation Death resulting from legitimate ¹ activity	Significant impact on reputation and or ability to minister across the church	Less than \$200,000	Court appearance (and consequences)	Major claim & threat of not providing cover in future or only with increased premiums
Catastrophic	Death (multiple deaths from legitimate activity or any	Would kill or severely downgrade ministry	Beyond ability of Church to pay (suggest	Goal, or court order etc. preventing future ministry	Outside of or beyond our insurance cover

	death resulting from questionable activity) Permanent Disability		around \$1,000,000)		
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Note: It is important that these definitions are applied consistently to ensure outcomes are reliable and meaningful .

Evaluate the Risk

Once likelihood and consequence values have been determined for a particular activity, the risk rating can be determined as the product of these two values or intersection of the two values, using the matrix below.

The intersection shows the “seriousness” of each event and points to where action should be prioritised to either reduce the consequence or the likelihood, or both.

Control the risk

There are always a range of ways to control or lower the risk exposure.

It needs to be noted, risk exposure is the cumulative risk and all risks, not just the high ranking cases need to be addressed. Risk control measures need to be applied to all risks not just the cases of extreme exposure.

Risk Treatment Options

- Avoid the risk. Don't proceed with activity, remove the hazard, or change the processes &/or activity so as to avoid the risk.
- Change the probability (likelihood). Modify the activity, undertake actions aimed at reducing the possibility of the risk occurring.
- Change the consequence. Undertake actions aimed at reducing the impact of the risk, restrict access, wear protective clothing, etc..
- Share / transfer the risk Transfer ownership and liability to a third party, e.g. insurance or use a commercial site (with proper supervision and its own insurance, etc.)
- Retain the risk. Accept the impact of the risk. Note: Because the consequences may apply to a wider group than those making the decision, accepting risk needs to be done in a manner acceptable to those who bear the potential consequence.

An additional factor, or multiplier - outrage,

- Outrage. Outrage is a measure of how the community will respond to the news of an incident. i.e. when an outcome is almost expected e.g. children in child care catching colds, the outrage factor is low, but in cases such as abuse of children in a supposedly safe environment it is high It needs to be noted that the expected level of outrage can significantly shift the level of approval for an activity.

2.5.1. Tool for First Level and Major Activity assessment

Risk Assessment Matrix.

LIKELHOOD		CONSEQUENCES				
Rating	Definition(s)	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	Common Occurrence and could occur at any time Likely to occur at least once per year	5	10	15	20	25
Likely	Likely to occur Known to occur Has happened Likely to occur once in 2 to 5 years	4	8	12	16	20
Possible	Might occur at some time Likely to occur once in 10 to 25 years	3	6	9	12	15
Unlikely	Unlikely to occur; but have heard of it happening Likely to occur once in 30 to 50 years	2	4	6	8	10
Rare	Not at all likely but is conceivably possible Only likely to occur once in 50 to 100 years or less	1	2	3	4	5

Note: Including an outrage factor can shift an activity from one category to another and needs to be considered in all evaluations.

Instructions (read first)

1. The risk associated with an event or activity is the product of probability, consequence and outrage.
 - Outrage is a measure of how the community will respond to the news of an incident. i.e. when an outcome is almost expected e.g. children in child care catching colds, the outrage factor is low (Low =0.8), but in cases such as abuse of children in a supposedly safe environment it is high (High = 2) It needs to be noted that the expected level of outrage can significantly shift the level of approval for an activity.
2. Because of the potential risks involved in ministry activities, WWBC has decided that a risk assessment must be carried out for all activities & programs before they can be approved. Note: In many cases this is a requirement of our insurers. As some the potential consequences could emerge many years into the future it is essential that the assessments be in a standard format and be kept (church files) for an indefinite period. Assessment is best carried out by the team involved in the ministry activity.
3. While the standard form needs to be used, the assessment should not be limited to filling in the form. Leaders are encouraged to: think widely about their programs and activities, to use other risk management techniques they are familiar with, or are seen as appropriate and to include any additional information that may be available in the material submitted and kept on record.
 - Approval will be dependent on the risk rating (See risk matrix)
4. On-site activities in the lowest category can be approved by the Ministry Group Coordinator, or if appropriate the Ministry Leader, subject to the overriding requirement that all church related programs need to be approved by the Diaconate (a insurance requirement)
 - Note: However for Accountability & Transparency reasons it is always good to have a second responsible person review the proposal before signing off on an approval.
 - Appropriate records of all:
 - Programs and activities particularly risk related ones, need to be kept.
 - The leaders & participants in each activity
 - Any incident or accidents.
5. Offsite activities in the first risk category and all activities in the Second risk category can only be approved by the Diaconate, sometimes after consultation with the Eldership.
 - Activities in the highest risk category should be avoided if possible but can only proceed with approval from the Eldership after consultation with the Risk & Compliance committee.
 - Note: For "standing programs" a single assessment and approval could cover a period of activities.
6. Carrying out risk assessments obviously requires some degree of preplanning, an assessment process and consequent thinking through and developing of risk mitigation process. This may take some time and needs to be available to be dealt with by the approving bodies (Diaconate, Eldership & Risk & Compliance committees) in their scheduled meetings.

7. Analysing risk involves evaluating the relationships between the likelihood (frequency or probability) of an incident and the consequences (impact) of that event. The process needs to include evaluating the activity and identifying any (and all) potential outcomes, or mishaps that could potentially occur. Having identified risks it is essential that ways of mitigating (reducing them) then be considered and built into the program. The residual risks (after all possible mitigation measures have been adopted) needs to be ranked using the attached risk matrix and approval sought at the appropriate level.
8. Everybody, particularly ministry leaders, is encouraged to think widely about church activities and ways by which risks can be reduced or eliminated
9. Leaders are encouraged to periodically review activities and the risk management plans put in place for them.
10. Some activities, even though they may be quite attractive from a ministry perspective may not be able to proceed if the risks are seen as being too high.
11. Leaders who feel unable to or overwhelmed by the task of doing risk assessments are encouraged to seek assistance from more experienced leaders or the office staff.
12. Copies of the form along with all necessary information on the proposed activity and the leadership involved need to be lodged with the church office and if appropriate necessary approval sought prior to any church group activity. Failure to do this may mean that the event is not covered by our insurance and leaders are individually responsible for any liability associated with the event or activity.

Note. NSW&ACT Baptist Association & Baptist Insurance Services have alternative Risk assessment tools which may be used as an alternative.

<p>Health and Safety</p> <p>2. Health and Safety - Master Policy</p> <p>2.1. Emergency Management Plan</p> <p>2.2. Hazardous Substances & Dangerous Goods</p> <p>2.3. Safe Church</p> <p>2.3.1. Safe Church Policy</p> <p>2.3.2. Safe Church Team Role Description</p> <p>2.3.3. Procedure for Staff and Volunteers</p> <p>2.3.4. Staff and Volunteer Application and Registration Form and Safe Ministry Screening Questionnaire</p> <p>2.3.5. Code of Conduct</p> <p>2.3.6. Procedure for Conflict Resolution</p> <p>2.3.7. Procedure for Handling Complaints</p> <p>2.3.8. Procedure for Responding to Child Protection Concerns</p> <p>2.3.9. Safe Church Concerns Form</p> <p>2.3.10. Declaration Regarding Ministry with Persons of Concern</p> <p>2.3.11. Appointment of leaders</p> <p>2.3.12. Bullying, Harassment & Violence Policy</p> <p>2.3.13. Managing Challenging Behaviour Policy</p> <p>2.3.14. Managing Challenging Behaviour Procedure</p> <p>2.3.15. Guidelines for Activities with Children and Young People</p> <p>2.3.16. Procedure for Helping Visitors</p> <p>2.4. Safe Programs</p> <p>2.4.1. Safe Programs Activity & Events Guide</p> <p>2.4.2. Health & Safety Rules</p> <p>2.4.3. Workplace Health & Safety Committee/Team</p> <p>2.4.4. Return to Work Policy</p> <p>2.4.5. Duty Officer/Building Fire, Safety and Evacuation Wardens</p> <p>2.4.6. Duty Officer/Building Warden</p> <p>2.4.7. Duty Officer's/Building Warden Checklist</p> <p>2.4.8. Defibrillator Use</p>	<p>History</p> <hr/> <p>Date Adopted June 2019</p> <hr/> <p>Replaces Nil</p> <hr/> <p>Revised</p>
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<p>2.5. Risk Management 2.5.1. Tool for First Level and Major Activity assessment 2.5.2. Incident/Hazard Report Form</p>	
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2.5.2. Incident/Hazard Report Form



INCIDENT/HAZARD REPORT FORM

What was the Root cause of the Incident?

[Blank text area for root cause]

What corrective action was instigated, both immediately and ongoing, in relation to the incident?

[Blank text area for corrective action]

Was First Aid given and by whom was it given? Provide details and refer to First Aid Report

[Blank text area for first aid details]

Was medical attention sought as a result of the incident? (Please provide details, if known)

[Blank text area for medical attention details]

Was there any damage to equipment and/or buildings/property due to the incident? If yes, have Maintenance/Safety representatives been informed to ensure the site is made safe and repairs carried out, if applicable?

[Blank text area for damage and safety actions]

Has the Issue been escalated (where required)?

[Blank text area for escalation]

Is the incident a "Serious Event" notifiable to Worksafe?

[Blank text area for Worksafe notification]

If so, notified by Phone/Facsimile/Email? Date?

[Blank text area for notification details]

Guidelines in relation to use of this form

Site specific comments

[Blank text area for site specific comments]

Other details

[Blank text area for other details]

<p>Health and Safety</p> <p>2. Health and Safety - Master Policy</p> <p>2.1. Emergency Management Plan</p> <p>2.2. Hazardous Substances & Dangerous Goods</p> <p>2.3. Safe Church</p> <p>2.3.1. Safe Church Policy</p> <p>2.3.2. Safe Church Team Role Description</p> <p>2.3.3. Procedure for Staff and Volunteers</p> <p>2.3.4. Staff and Volunteer Application and Registration Form and Safe Ministry Screening Questionnaire</p> <p>2.3.5. Code of Conduct</p> <p>2.3.6. Procedure for Conflict Resolution</p> <p>2.3.7. Procedure for Handling Complaints</p> <p>2.3.8. Procedure for Responding to Child Protection Concerns</p> <p>2.3.9. Safe Church Concerns Form</p> <p>2.3.10. Declaration Regarding Ministry with Persons of Concern</p> <p>2.3.11. Appointment of leaders</p> <p>2.3.12. Bullying, Harassment & Violence Policy</p> <p>2.3.13. Managing Challenging Behaviour Policy</p> <p>2.3.14. Managing Challenging Behaviour Procedure</p> <p>2.3.15. Guidelines for Activities with Children and Young People</p> <p>2.3.16. Procedure for Helping Visitors</p> <p>2.4. Safe Programs</p> <p>2.4.1. Safe Programs Activity & Events Guide</p> <p>2.4.2. Health & Safety Rules</p> <p>2.4.3. Workplace Health & Safety Committee/Team</p> <p>2.4.4. Return to Work Policy</p> <p>2.4.5. Duty Officer/Building Fire, Safety and Evacuation Wardens</p> <p>2.4.6. Duty Officer/Building Warden</p> <p>2.4.7. Duty Officer's/Building Warden Checklist</p> <p>2.4.8. Defibrillator Use</p> <p>2.5. Risk Management</p>	<p>History</p> <hr/> <p>Date Adopted June 2019</p> <hr/> <p>Replaces Nil</p> <hr/> <p>Revised</p>
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2.5.1. Tool for First Level and Major Activity assessment 2.5.2. Incident/Hazard Report Form	
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Section Three - Information, Confidentiality & Copyright

Section Three - Information, Confidentiality & Copyright216

3. Information, Confidentiality & Copyright - Master Policy.....217

 3.1. Notes on Copyright.....219

 3.2. Protocol for Confidential Information.....221

 3.3. Copyright & Music222

 3.4. Confidentiality and Non-Disclosure Agreement.....224

 3.5. Pastoral Care Software: System and Access.....227

 3.6. Cyber Security Policy229

 3.7. Ownership of material produced by staff and members242

3. Information, Confidentiality & Copyright - Master Policy

Policy – IC 3. Master	Owner/responsible –	Revision Date.
Status	Applies to –	Precis – sets out limits on data collection and use of material (both internal data & external material)

Information & Confidentiality - Master Policy

As a church, we want to respect people's privacy & ownership of information and we commit to:

- Respecting people's privacy, and not revealing any information without their express approval.
- Not collecting or asking for data or information unless necessary for church management & pastoral reasons.
- Ensuring that all information held by the church is appropriately stored & treated as confidential.
- Ensuring that all people with access to any personal information sign confidentiality agreements.
- Recognizing the ownership of material and giving the appropriate acknowledgements.
- Complying with copyright laws.
- Recognising that while the Elder's and Pastors need to share information on members, this sharing will be limited to the minimum necessary to deal with the particular pastoral concern being dealt with.
- Pastors & elders shall use only their eyes only communications (private email, or whatsApp) for any pastoral, or potentially sensitive material. Note. Elder's meeting agenda and meeting notes fall into this category.

Member & pastoral information will be stored in approved pastoral care software. Appropriate security & access protocols will be developed to reinforce these policies.

While administration is the responsibility of the Diaconate, the eldership shall, once each year, review confidentiality and data protection arrangements to ensure they are adequate & appropriate.

Sub Policies

A series of specific policies and procedures addressing these matters and other information & confidentiality related issues will be developed

Related Policies Confidentiality & Copyright 3. Information & Confidentiality - Master Policy 3.1. Notes on Copyright	History
	Date Adopted
	Replaces

<p>3.2. Protocol for Confidential Information</p> <p>3.3. Copyright & Music</p> <p>3.4. Confidentiality and Non-Disclosure Agreement</p> <p>3.5. Pastoral Care Software: System and Access</p> <p>3.6. Cyber Security Policy</p> <p>3.7. Ownership of material produced by staff and members</p>	<p>Revised</p>
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3.1. Notes on Copyright

Copyright Law (Copy of Officeworks Document)

Under the copyright laws of Australia, a person who owns copyright in a "work" has the exclusive right to make copies of that work. The copyright owner may permit others to make copies of the work. "Copying" includes photocopying, scanning, faxing and digitizing. Before making any copies, or asking us to make copies for you, you must ensure that you have the right to make copies.

Unless the work is your original creation, it is likely that someone else will own the copyright. If this is the case, you should ensure that you have the copyright owner's permission to make copies of the work, or that you have the right under law to make copies.

As a general indication, just about anything which is in a material form, and can be copied, will be protected by copyright.

What kind of 'work' might be protected by copyright law?

Some of the material that can be protected by copyright includes:

- Books, newspapers, magazines, greeting cards, brochures and any other printed material.
- Maps and architectural drawings, including house plans.
- Photographs, sketches, drawings and graphics
- Musical scores and song lyrics
- Logos and designs

It is important to bear in mind that copyright may exist in purely functional things, like a set of instructions, as well as in material which has more 'artistic' quality, like drawings.

The © Symbol

If you did not create the material that you intend to copy, you should look for the © symbol on the work.

Copyright owners often (but not always) identify their claim to ownership by using the © symbol, followed by their name and the year that the work was created. This is known as "Copyright Notice".

If there is no Copyright Notice on the work, it is not safe to assume that no-one owns the copyright and you are free to copy it. While the existence of a Copyright Notice is helpful, it is not necessary for a Copyright Notice to be applied to work for a copyright to exist in that work.

Copyright Longevity

Copyright protection for many types of works does not last forever. In many instances, copyright expires after 50 years from the end of the year that the author died. For example, Beatrix Potter died in 1943. Therefore in 1993, Beatrix Potter's pictures and characters could be copied legally because their copyright had expired. If material is protected by copyright in this way, it is said to be in public domain. Material that is in public domain may be copied.

However, even if you are sure that the author of a work died more than 50 years ago, later editions of the same material may have been published recently. These new editions may now be protected by copyright.

Other laws that you may need to consider

Apart from copyright law (and in some cases as well as), other laws might apply if you intend to copy things like cheques, currency, postage stamps or 'official' documents.

D4 Policy Procedures & Protocol Document

While it may not be an offence to copy some of these things, it may be an offence if the copies are later mistaken for the "real thing". As a general guide, we suggest that for these types of things, copies should only be made in black and white if the originals are in colour and there may be opportunity for the items to be mistaken for the 'real thing'. Officeworks Superstores may stamp 'copy' on any document which has the potential to be mistaken for 'the real thing'.

In addition to copying black and white only, it may be appropriate for such materials to be either enlarged to 150% of the original size or reduced by 75%, depending on the material.

Please note that Officeworks reserves the right not to copy or permit the copying of any materials which Officeworks considers in its absolute discretion to be offensive, discriminatory, defamatory, potentially connected with

any illegal activity or otherwise contrary to the public or Officeworks' interest.

Unauthorized Copying of Copyright Material

If you copy a work that is protected, without the copyright owner's permission, the copyright owner may sue you. You may be sued even if you copy only a small part of the whole copyright work. A commonly misunderstood area is the so-called 10% rule. There is no such rule which allows you to copy 10% or less of a document.

For further information regarding copyright, please contact:

The Australian Copyright Council 245 Chalmers Street
Redfern NSW 2016

Australia

Ph: 61 2 931 8 1 788 Fx: 61 2 9698 3536

<http://www.copyright.org.au> Email: info@copyright.org.au

Related Policies Confidentiality & Copyright 3. Information & Confidentiality - Master Policy 3.1. Notes on Copyright 3.2. Protocol for Confidential Information 3.3. Copyright & Music 3.4. Confidentiality and Non- Disclosure Agreement 3.5. Pastoral Care Software: System and Access 3.6. Cyber Security Policy 3.7. Ownership of material produced by staff and members	History Prepared after obtaining legal advice on liability, etc. in dealing with Persons of Concern information 2015
	Date Adopted March 2015
	Replaces
	Revised

3.2. Protocol for Confidential Information

Policy – IC 3.2	Owner/responsible –	Revision Date.
Status	Applies to –	Precis – Legal advice on dealing with confidential POC information

Protocol for Confidential Information.

- o Information about people needs to be treated with great care, respecting the person's privacy and recognising it is "their information, not yours" and they have a right to expect it to be treated with respect, only used for the purpose it was collected and not publicised or otherwise shared without their express permission. This is reinforced by Australian Laws on liability, privacy, collecting data & confidentiality.
- o Church records and the data they contain need to be carefully managed and protected. Records which contain personal information are to be treated as confidential and people with potential access to them should be subject to basic confidentiality agreements.
- o Minutes and Meeting Notes which are intended to be circulated should not contain any sensitive, personal or confidential material. They should rather say something like a confidential issue, was discussed. If a record of the confidential or sensitive mater is required it should be kept in a separate confidential file kept in a safe restricted access location.
- o The church should adopt a clear process for dealing with complaints and accusations and carefully follow it. See separate advice on protocols for confidential information.
- o Treat all sensitive information with great care and make sure you respect people and any sensitive or personal information they share with you.

Based on formal advice from Creaghe Lisle solicitors 14 January 2015

<p>Related Polices</p> <p>Confidentiality & Copyright</p> <p>3. Information & Confidentiality - Master Policy</p> <p>3.1. Notes on Copyright</p> <p>3.2. Protocol for Confidential Information</p> <p>3.3. Copyright & Music</p> <p>3.4. Confidentiality and Non-Disclosure Agreement</p> <p>3.5. Pastoral Care Software: System and Access</p> <p>3.6. Cyber Security Policy</p> <p>3.7. Ownership of material produced by staff and members</p>	<p>History</p> <p>Prepared after obtaining legal advice on liability, etc. in dealing with Persons of Concern information 2015</p>
	<p>Date Adopted</p> <p>March 2015</p>
	<p>Replaces</p>
	<p>Revised</p>

3.3. Copyright & Music

Policy – IC 3.3	Owner/responsible – WWBFinc.	Revision Date.
Status	Applies to – All people involved in music ministry or using music as part of their ministry	Precis – recognized copyright requirements particularly relating to use of music.

As a church, we recognize that music, both recorded music and the words & tunes involved are subject to various copyright provisions and that under copyright law Churches are considered to be public places. We also recognize that the people and/or organizations involved need to be acknowledged and appropriately compensated for the use of their material.

To facilitate this, the church will hold and comply with the requirements of a CCLI (originally known as Christian Copyright Licencing Inc.) licence.

The person leading music shall be responsible to ensure that the appropriate records are kept and usage reported.

Extract from CCLI website on music copyright (<https://au.ccli.com/about-copyright/>)

What is meant by copyright?

Copyright is an exclusive intellectual property right given to the creators of original musical, literary and dramatic works. Broadly, copyright protects by law any asset or legal interest. And it provides the copyright owner the legal right to copy the work in any form, be it digital, print or recorded material.

What are copyright laws intended to protect?

While generally an accepted principle of law, copyright laws vary in different countries. For example, in the UK, copyright is defined by two primary rights: Economic and Moral. Economic allows the creator to charge anyone who wishes to copy, perform, or record their work for any commercial or non-commercial use.

Moral allows the creator to protect their work from any change which might be considered offensive or not in keeping with their wishes.

Given the relationships CCLI has with our creative partners and the products and services we provide to our customers, these economic and moral rights are aligned closely with our own core philosophies, as well.

Why does copyright affect you?

Churches, schools and organisations increasingly use technology to create, distribute or display songs, service sheets and content. Copyright owners should be fairly compensated for the copying of their works.

Regardless of region or whether it is an economic, moral, philosophical, or simply administrative objective, CCLI helps you honour copyright law and the creative people who author these valuable works.

<p>Related Polices</p> <p>Confidentiality & Copyright</p> <p>3. Information & Confidentiality - Master Policy</p> <p>3.1. Notes on Copyright</p> <p>3.2. Protocol for Confidential Information</p> <p>3.3. Copyright & Music</p> <p>3.4. Confidentiality and Non-Disclosure Agreement</p> <p>3.5. Pastoral Care Software: System and Access</p> <p>3.6. Cyber Security Policy</p> <p>3.7. Ownership of material produced by staff and members</p>	<p>History</p> <p>Originally adopted in late 1980's adopted</p>
	<p>Date Adopted</p>
	<p>Replaces</p>
	<p>Revised</p>

3.4. Confidentiality and Non-Disclosure Agreement

Policy – IC 3.4	Owner/responsible – WWBFInc.	Revision Date.
Status Adopted around 2010	Applies to – All persons with any personal or confidential records	Precis – Confidentiality & non-disclosure requirements

Confidentiality and Non-Disclosure Agreement (staff & key volunteers)

Wagga Wagga Baptist Church

Confidentiality and Non-Disclosure Agreement for staff and key volunteers

Introduction

Our Church Operations Manual states, "As a church, we would want to respect people's privacy & confidentiality and to comply with legal requirements. Accordingly personal information will only be collected when appropriate and only used for the purposes it was collected for. Pastoral care information will of course be passed up to the Senior Pastor & pastoral team, but otherwise treated as confidential. People in key positions and all volunteers involved in office and formal pastoral care activities shall be required to sign confidentiality agreements."

It is the church's position, that no information gained through involvement with the church, in any capacity, that would not otherwise be available to a person, is to be shared, used or otherwise disclosed, within or outside of the church, other than for the reason it was first disclosed, without the specific prior approval of the people involved.

Volunteers & staff at WWBC will at times have access to information and data which is personal and/or confidential in nature and as the church has organisational, legal and moral obligations to ensure that this information is only used appropriately and not otherwise disclosed, all volunteers/staff members are required to enter into this confidentiality and non disclosure agreement.

Confidential Information

Except to the extent that such information is already public knowledge, or has become public knowledge other than by breach of this agreement, 'confidential information' shall, for the purposes of this agreement, mean;

- o All information acquired, handled or overheard by the Volunteer/Staff member in the course of their role.
- o All information designated as confidential by WWBC and/or WWBF Inc. or otherwise imparted in circumstances of confidence by the church, members or visitors.
- o Membership data and any other material or information classifiable in law as confidential information.

Agreement

As a volunteer or staff member at WWBC, I recognise that at times I may have access to information and data which is personal and/or confidential in nature and accept the organisational, legal and moral obligation to ensure that this information is treated as confidential and not disclosed and agree to the requirements of this confidentiality and non-disclosure agreement.

I acknowledge that the confidential information remains at all times the exclusive property of Wagga Wagga Baptist Church and Wagga Wagga Baptist Facilities Inc. and acknowledge and accept that the confidentiality and non disclosure obligations in this agreement shall continue for ever, or until such time as the confidential information becomes public knowledge, other than by

breach of this agreement, regardless of any termination or completion of my role at Wagga Wagga Baptist Church.

I agree that I:

- Will preserve and maintain the confidentiality of all information I come across as a result of my role.
- Shall not seek, scrutinize, disclose or provide, or allow to be disclosed (or provided) the confidential information, other than is strictly necessary to enable me to perform my duties of engagement.
- Shall ensure that confidential information shall only be disclosed to a third party with the express written consent of the Church Administrator, or Senior Pastor.

Notes;

Such disclosure may require the person receiving the information to provide a confidentiality/ non disclosure agreement.

If the volunteer/staff member is required by law to make a disclosure of any confidential information, they must immediately notify the Church Administrator.

The exception being, providing information of a pastoral nature, or which could materially impact pastoral issues to the Senior Pastor, Pastoral team and/or Elders.

- Shall use, and shall ensure that any person to whom the confidential information is disclosed uses, all reasonable endeavours and precautions to protect and preserve the confidentiality of the confidential information.
- Shall secure and protect the confidential information from unauthorised disclosure, access or use.
- Shall not remove the confidential information from the premises of Wagga Wagga Baptist Church without the written consent of the Church Administrator, or Senior Pastor.
- Will disclose to Wagga Wagga Baptist Church all ideas, improvements and works generated or developed in the course of engagement with the church.
- Shall report to the Church Administrator, any instances I become aware of, where confidential information may have inadvertently been given to an unauthorised person, or information is being sought, used or shared inappropriately.

I have read and accept the above agreement and am aware that I can be held legally liable for any breach of this agreement, and for any harm incurred by individuals if I disclose confidential information to which I will have access.

Volunteer/Staff member

Name (printed)\

Signature

Date ___/___/___

Witness

Name (printed)

Signature

(The witness must be at least 18 years old, have known you for more than one year, and must not be a relative.)

<p>Related Polices</p> <p>Confidentiality & Copyright</p> <p>3. Information & Confidentiality - Master Policy</p> <p>3.1. Notes on Copyright</p> <p>3.2. Protocol for Confidential Information</p> <p>3.3. Copyright & Music</p> <p>3.4. Confidentiality and Non-Disclosure Agreement</p> <p>3.5. Pastoral Care Software: System and Access</p> <p>3.6. Cyber Security Policy</p> <p>3.7. Ownership of material produced by staff and members</p>	<p>History Adopted 2015</p>
	<p>Date Adopted March 2015</p>
	<p>Replaces</p>
	<p>Revised</p>

3.5. Pastoral Care Software: System and Access

Policy – IC 3.5	Owner/responsible – Elders	Revision Date.
Status Note. Suggested and needing to be further developed.	Applies to – All people with or wanting access to pastoral care system	Precis – Access to system is limited for confidentiality reason, sets out limits of access

Preamble

WWBC has adopted the PC13 system as its pastoral-care software.

The software includes a significant number of options (not all of which are relevant to our use) a number of alternative ways of handling data and is quite complex, and as a result, unfortunately requires some training & skills to use properly and to get consistent data entry & reporting. Consequently, access and use needs to be somewhat restricted and standard report formats adopted.

The system also holds sensitive data and all users need to recognise the limitations and legal restrictions that apply to personal data and operate under the church's confidentiality agreement PC 13 (pastoral Care software) protocols for access.

Access to PC13 Data

Access to PC13 will be organized on a as needed, person by person basis and will reflect need for access, etc. but will normally be restricted as follows:

- Senior Pastor: Full unrestricted Access
- Associate Pastors: Full access as needed for their role and approved by Senior Pastor
- Elders: Restricted full access. No access to pastors private records, or POC records, etc. and ability to update limited to adding records of pastoral visits, etc.
- Administrator: Systems access (system administration) and reports as requested by Pastors & Elders.
- Office Manager: Ability to update information as provided and approved by Senior Pastor or nominated person. Ability to run reports, etc. but recognizing the confidential nature of the material being handled.
- Office staff: Ability to update information provided to them, but not access information other than that directly required for their task.
- Church Secretary: Access to names lists and statistical & trend data, plus depersonalized information (i.e. numbers in each age grouping, but not names or personal details.)
- System Administrator. Note, this is a specific role not necessarily attached to any other position. Full Access to the system, but because the system contains sensitive information, which could potentially be contaminated, or corrupted all system administrator activity is to be subject to activity logging. Note, if full logging is available in the system it shall be switched on at all times and if not, a manual log showing all administrator actions shall be maintained. The System Administrator access shall not be used for anything other than system management.

<p>Related Polices</p> <p>Confidentiality & Copyright</p> <p>3. Information & Confidentiality - Master Policy</p> <p>3.1. Notes on Copyright</p> <p>3.2. Protocol for Confidential Information</p> <p>3.3. Copyright & Music</p> <p>3.4. Confidentiality and Non-Disclosure Agreement</p> <p>3.5. Pastoral Care Software: System and Access</p> <p>3.6. Cyber Security Policy</p> <p>3.7. Ownership of material produced by staff and members</p>	<p>History</p> <p>New Suggested only Seeking further input to finalise</p>
	<p>Date Adopted</p>
	<p>Replaces</p>
	<p>Revised</p>

3.6. Cyber Security Policy

Policy – IC 3.7	Owner/responsible – WWBFInc	Revision Date.
Status Adopted 26/10/2020	Applies to – all of WWBF Inc. workers, permanent, and part-time employees, contractors, volunteers, suppliers, interns, and/or any individuals with access to WWBF Inc.'s electronic systems, information, software, and/or hardware.	Precis – outlines the security measures put in place to ensure information remains secure and protected.



Cyber Security Policy

Introduction.

The risk of data theft, scams, and security breaches can have a detrimental impact on our organisation's systems, and reputation. As a result, **Wagga Wagga Baptist Facilities Inc. (WWBF Inc.)** has created this policy to help outline the security measures put in place to ensure information remains secure and protected.

Policy Owner.

This policy will be regularly updated by the deacons (specifically the deacon responsible for ICT) within **WWBF Inc.** From hereon, references to the ICT department refer to the current deacon responsible for ICT (Rodney Hebels - rodney.hebels@gmail.com).

Purpose.

The purpose of this policy is to (a) protect **WWBF Inc.** data and infrastructure, (b) outline the protocols and guidelines that govern cyber security measures, (c) define the rules for **WWBF Inc.** and personal use, and (d) list the **WWBF Inc.'s** disciplinary process for policy violations.

Scope.

This policy applies to all of **WWBF Inc.** workers, permanent, and part-time employees, contractors, volunteers, suppliers, interns, and/or any individuals with access to **WWBF Inc.'s** electronic systems, information, software, and/or hardware.

Confidential Data.

WWBF Inc. defines "confidential data" as:

- Unreleased and classified financial information.
- Customer, supplier, employee, volunteer, member and attendee passwords, contact information, assignments, and personal information.
- Business processes, policies and procedures.
- **WWBF Inc.'s** contracts and legal records.

All employees, members and volunteers are obliged to protect this data.

Device Security.

Organisational Use.

To ensure the security of all **WWBF Inc.** issued devices and information, **WWBF Inc.** employees/volunteers are required to:

- Keep all **WWBF Inc.** issued devices, including tablets, computers, and mobile devices, password-protected (minimum of 8 characters).
- Password should be changed at least every 3 months.
- Secure all relevant devices before leaving their desk by locking their device, logging off or shutting down.
- Obtain authorisation from the Office Manager before removing **WWBF Inc.** owned devices from the premises.
- Refrain from sharing passwords with anyone (this includes co-workers, personal acquaintances, volunteers, senior staff and church attendees).
- Regularly update personal devices with the latest security software and system updates.
- Regularly change WiFi access passwords.

Personal Use.

WWBF Inc. recognizes that employees may be required to use personal devices to access the organisation's systems. In these cases, employees must report this information to management for record-keeping purposes. To ensure **WWBF Inc.** systems are protected, all employees/volunteers are required to:

- Keep all devices password-protected (minimum of 8 characters).
- Ensure all personal devices used to access **WWBF Inc.** related systems are password protected.
- All **WWBF Inc.** data should be saved using Microsoft Office accounts and not to personal devices.
- Install full-featured antivirus software.
- Regularly upgrade and update antivirus software.
- Lock all devices if left unattended.
- Ensure all devices are protected at all times using screen locks and physical security measures.
- Always use secure and private networks (never public WiFi networks).
- Only devices owned by **WWBF Inc.** are permitted to connect to local network shares. Private devices connected to the network are not permitted to connect to local network shares.

We also advise employees/volunteers to avoid accessing internal systems and accounts from other people's devices or lending their own to others.

When new hires receive **WWBF Inc.** issued equipment they will receive instructions for:

- Password management.
- Installation of antivirus/ anti-malware software.

- Correct storage of **WWBF Inc.** documents and data.

They should follow instructions to protect their devices and refer to the ICT department if they have any questions.

Email Security.

Protecting email systems is a high priority as emails can lead to data theft, scams, and carry malicious software like worms and bugs. Therefore, **WWBF Inc.** requires all employees to:

- Verify the legitimacy of each email, including the email address and sender name.
- Avoid opening suspicious emails, attachments, and clicking on links.
- Look for inconsistencies or give-aways (e.g. any significant grammatical errors, capital letters, excessive number of exclamation marks.)
- Avoid clickbait titles and links (e.g. offering prizes, advice).
- Contact the ICT department regarding any suspicious emails.

Manage Passwords properly.

Password leaks are dangerous since they can compromise our entire computer network. Not only should passwords be secure so they won't be easily hacked, but they should also remain secret.

For this reason, we advise our employees/volunteers to:

- Choose passwords with at least eight characters (including capital and lower-case letters, numbers and symbols) and avoid information that can be easily guessed (e.g. birthdays)
- Remember passwords instead of writing them down. If employees need to write their password, they are obliged to keep the paper or digital document confidential and destroy it when their work is done.
- Never exchange credentials with another person whether face-to-face, via email or mobile phone.
- All system-level passwords (e.g. Root, enable, application administration accounts, and so on) must be securely stored and regularly changed.
- All user-level passwords (e.g. email, web, desktop computer, and so on) must be changed at least every 3 months.
- Do not use the "Remember Password" feature of applications (for example web browsers)
- Users must not use the same password for different systems.

Remembering a large number of passwords can be daunting. Consequently, the purchase of a password management tool which generates and stores passwords is recommended (eg. 1Password or LastPass, DashLane). Employees are obliged to create a secure password for the tool itself, following the above mentioned advice.

Transferring Data.

WWBF Inc. recognizes the security risks of transferring confidential data internally and/or externally. To minimise the chances of data theft, we instruct all employees to:

- As far as practicable, all data should be stored within **WWBF Inc.** network storage (eg. Microsoft OneDrive). Storage of data on personal devices, USB drives, external hard drives or other personal storage is highly discouraged.
- Avoid transferring sensitive data (e.g. member and attendee data, contact information, employee/volunteer records) to other devices or accounts unless absolutely necessary. When mass transfer of such data is needed, we request employees to ask our ICT department for help.
- Only transfer confidential data over **WWBF Inc.** networks.
- Obtain the necessary authorization from the ICT department.
- Verify the recipient of the information and ensure they have the appropriate security measures in place.
- Adhere to **WWBF Inc.** confidentiality agreement.
- Immediately alert the ICT department of any breaches, malicious software, and/or scams.

Our ICT department needs to know about scams, breaches and malware so they can better protect our computer systems. For this reason, we advise our employees/volunteers to report perceived attacks, suspicious emails or phishing attempts as soon as possible to our ICT department. Our ICT department must investigate promptly, resolve the issue and send an alert to all employees if necessary.

Remote Employees.

Remote employees must follow this policy's instructions too. Since they will be accessing our organisation's accounts and systems from a distance, they are obliged to follow all data encryption, protection standards and settings, and ensure their private network is secure. Where possible, all work should be carried out via Microsoft 365 applications and websites. We encourage them to seek advice from our ICT department.

Data Backup.

Backups are helpful against phishing, ransomware, and insider threats alike. If something goes wrong, having a backup is essential to restore lost files and emails. To protect your organisation from loss of information and damage to reputation, the ICT Department will:

1. Backup regularly
2. Store the backup offsite and offline.
3. Ensure backup data is encrypted with a password and stored in a physically secure location.
4. Test backups to make sure they work as expected.

“Hardware failure, theft, or malware infection (such as the cryptolocker ransomware attack) can make recovering data that is critical to your organisation expensive or impossible. To avoid this, you need to back up your data.”

<i>Backup Methods</i>	<i>Advantages</i>
Full Backup	<ul style="list-style-type: none"> ✓ All of the data on your computer is backed up including files, applications and operating systems. ✓ Facilitates a complete restoration of the computer
Partial backup	<ul style="list-style-type: none"> ✓ Enables you to select the files you want to Backup ✓ Requires less storage than a full backup. ✓ The backup process takes less time than a full back
Differential backup	<ul style="list-style-type: none"> ✓ A full is undertaken before the first differential backup ✓ Backs up any files that have changed since the previous full backup ✓ Enables full recovery, using the full backup and one differential backup.
Incremental backup	<ul style="list-style-type: none"> ✓ Similar to the differential backup – a full backup is undertaken before the first incremental backup. ✓ Enables full recovery ✓ Take less time to complete each backup, compare with full, partial or differential backups

Choose your backup storage option(s) There are several ways to store your backups, but essentially, they fall into two main categories:

1. Physical storage devices, such as external hard drives; or
2. Online backups, such as cloud-based data storage solutions. You may decide to use either or both backup storage options.

Disposal.

Technology equipment often contains parts which cannot simply be thrown away. Proper disposal of equipment is both environmentally responsible and often required by law. In addition, hard drives, USB drives and other storage media may contain sensitive information/data. In order to protect our organisation’s data, all storage mediums must be properly erased before being disposed of. However simply deleting or even formatting data is not enough. When deleting files or formatting a device, data is marked for deletion, but is still accessible until being overwritten by a new file. Therefore, special tools must be used to securely erase data prior to equipment disposal.

Some methods of disposal to ensure that the information cannot practicably read or reconstructed that the organisation may adopt include:

- Procedures requiring the burning, pulverizing, or shredding of papers containing client information.
- Procedure to ensure the destruction or erasure of electronic media.
- When Technology assets have reached the end of their useful life they should be sent out for proper disposal.
- All locally stored data should be removed from devices using disk sanitizing software that cleans the media overwriting each and every disk sector of the machine with zero-filled blocks.

Disciplinary Action.

Violation of this policy can lead to disciplinary action, up to and including termination. **WWBF Inc.** disciplinary protocols are based on the severity of the violation. Unintentional violations only warrant a verbal warning and training, frequent violations of the same nature can lead to a written warning, and intentional violations can lead to suspension and/or termination, depending on the case circumstances.

Review and Respond

Periodic Cyber Security Assessments

The ICT department will conduct periodic assessment (at least annually) to detect potential system vulnerabilities and to ensure that cybersecurity procedures and systems are effective in protecting confidential information.

Response to Cyber Security Incidents

The organisation will respond to data breaches depending on the type and severity of the incident. Report all data breaches and security incidents to the ICT department.

In doing so the ICT department will:

- Contain and mitigate the incident/ breach to prevent further damage.
- Evaluate the incident and understand the potential impact.
- Implement a disaster recovery plan (if needed).
- Determine if personal information was compromised and notify affected people of the date the organisation became aware of this breach.
- Enhance systems and procedures to help prevent the recurrence of a similar breach
- Evaluate response efforts in order to update the response plan to address any shortcomings.

Appendix A – Internal Threat Risk Assessment

Internal Threat	Risk/Impact	Response
Intentional or inadvertent misuse of customers/members	Medium / Medium	1) Dissemination of, and annual training, on privacy laws and

D4 Policy Procedures & Protocol Document

<p>information by current employees</p>		<p>organisations privacy policy. 2) Employment agreements amended to require compliance with privacy policy and to prohibit any nonconforming use of customer information during or after employment. 3) Employees encouraged to report any suspicious or unauthorized use of information. 4) Periodic testing to ensure these safeguards are implemented uniformly</p>
<p>Intentional or inadvertent misuse of customer information by former employees subsequent to their employment</p>	<p>Low / Medium</p>	<p>1) Require return of all customer information in the former employee's possession (i.e., policies requiring return of all organisation property, including laptop computers and other devices in which records may be stored, files, records, work papers, etc.) 2) Eliminate access to customer information (i.e., business cards; disable remote electronic access; invalidate voicemail, e-mail, internet, passwords, etc., and maintain a highly secured master list of all lock combinations, passwords, and keys. 3) Change passwords for current employees periodically. 4) Amend employment agreements during employment to require compliance with privacy policy and to prohibit any nonconforming use of</p>

		<p>customer information during or after employment.</p> <p>5) Send “pre-emptive” notices to clients when the organisation has reason to believe a departed employee may attempt to wrongfully use customer information, informing them that the employee has left the firm.</p> <p>6) Encourage employees to report any suspicious or unauthorized use of customer information.</p> <p>7) Periodic testing to ensure these safeguards are implemented uniformly.</p>
<p>Inadvertent disclosure of customer information to the general public</p>	<p>Low / High</p>	<p>1) Prohibit employees from keeping open files on their desks when stepping away.</p> <p>2) Require all files and other records containing customer records to be secured at day's end.</p> <p>3) Use password screensaver software to lock a computer if it has been inactive for more than a few minutes.</p> <p>4) Change passwords for current employees periodically.</p> <p>5) Restrict guests to one entrance point and restrict areas within the office in which guests may travel unescorted.</p> <p>6) Never allow guests to join the organisation's network and provide “guest only” access for guests to access the internet only.</p> <p>7) Use shredding machines on unused photocopies or other</p>

		<p>records being discarded before depositing in trash or recycling containers.</p> <p>8) Ensure secure destruction of obsolete equipment, including computer hardware and software systems.</p> <p>9) Encourage employees to report any suspicious or unauthorized use of customer information.</p> <p>10) Periodic testing to ensure these safeguards are implemented uniformly.</p>
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Appendix B – External Threat Risk Assessment

External Threat	Risk Level	Response
<p>Inappropriate access to, or acquisition of, customer information by third parties</p>	<p>Low / High</p>	<p>1) Install firewalls for access to organisations internet site. Include privacy policy on the site.</p> <p>2) Require secure authentication for internet and/or intranet and extranet users.</p> <p>3) Require encryption and authentication for all wireless links.</p> <p>4) Train employees to protect and secure laptops, handheld computers, or other devices used outside the office that contain or access customer information. Training must include best practices for joining wireless networks; never saying "yes" when browsers prompt to remember passwords; and using a strong password to login to their device.</p>

		<p>5) Install virus-checking software on all laptops, desktops and servers, and scan all incoming and outgoing e-mail messages.</p> <p>6) Establish uniform procedures for installation of updated software.</p> <p>7) Establish systems and procedures for secure back-up, storage and retrieval of computerized and paper records.</p> <p>8) Establish procedures to ensure external points of entry to the office are closed, locked and inaccessible to unauthorized persons when the office is closed.</p> <p>9) Physically lock or otherwise secure, all areas in which paper records are maintained.</p> <p>10) Use shredding machines on unused photocopies or other records being discarded before depositing in trash or recycling containers.</p> <p>11) Ensure secure destruction of obsolete equipment, including computer hardware and software systems.</p> <p>12) Encourage employees to report any suspicious or unauthorized use of customer information.</p> <p>13) Periodic testing to ensure these safeguards are implemented uniformly.</p>
<p>Inappropriate use of customer information by third parties</p>	<p>Low / High</p>	<p>1) Evaluate the ability of all prospective third-party service providers to maintain appropriate</p>

		<p>information security practices.</p> <p>2) Provide all third-party service providers to whom contractual access to premises or records has been granted (including, but not limited to, insurance companies being solicited for new or renewal policies, mailing houses, custodial or plant services, equipment or services vendors, affiliates, non-affiliated joint marketing partners) with a copy of the Privacy Policy.</p> <p>2) Require all such third-parties to adhere to the Privacy Policy, agree to make no use of any information on your customers that would be prohibited thereby, or otherwise by law or contract, and agree to hold harmless and indemnify the organisation for any inappropriate use of customer information.</p> <p>3) Require all such third parties to return all customer information and all other organisations property at the completion or termination, for whatever reason, of the agreement between the organisation and the third-party.</p> <p>4) Prohibit access to customer information (i.e., disabling remote electronic access; invalidating voicemail, e-mail, internet, passwords, etc., if applicable) to all such third-</p>
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		<p>parties upon completion or termination, for whatever reason, of the agreement between the organisation and the third-party.</p> <p>5) Change passwords for current employees periodically.</p> <p>6) Send “pre-emptive” notices to clients when the organisation has reason to believe a terminated third-party service provider may attempt to wrongfully use customer information, informing them that the agreement with the organisation is no longer in effect.</p> <p>7) Encourage employees to report any suspicious or unauthorized use of customer information.</p> <p>8) Periodic testing to ensure these safeguards are implemented uniformly.</p>
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<p>Related Polices</p> <p>Confidentiality & Copyright</p> <p>3. Information & Confidentiality - Master Policy</p> <p>3.1. Notes on Copyright</p> <p>3.2. Protocol for Confidential Information</p> <p>3.3. Copyright & Music</p> <p>3.4. Confidentiality and Non-Disclosure Agreement</p> <p>3.5. Pastoral Care Software: System and Access</p> <p>3.6. Cyber Security Policy</p> <p>3.7. Ownership of material produced by staff and members</p>	<p>History</p>
	<p>Date Adopted 26 October 2020</p>
	<p>Replaces</p>
	<p>Revised</p>

3.7. Ownership of material produced by staff and members

Policy – IC 3.6	Owner/responsible – WWBFInc	Revision Date.
Status Adopted in late 1980's	Applies to – All staff & people developing programs for the church.	Precis – joint ownership of copyright for material produced by church & church workers

Ownership of material produced by staff and members

Since the 1980's the WWBC has agreed that material produced by its Pastors and ministry leaders as part of their pastoral role, should be subject to joint copyright ownership i.e. both the author and the church have the ownership of the material and have the right to use it as they wish, with appropriate credits. Individuals who hold this joint copyright are however encouraged to give feedback improvements, etc. to the church.

Note. This policy applies to Greenhouse resources material produced and or published during the period 1085 – 1996.

Related Polices Confidentiality & Copyright 3. Information & Confidentiality - Master Policy 3.1. Notes on Copyright 3.2. Protocol for Confidential Information 3.3. Copyright & Music 3.4. Confidentiality and Non-Disclosure Agreement 3.5. Pastoral Care Software: System and Access 3.6. Cyber Security Policy 3.7. Ownership of material produced by staff and members	History Developed & adopted in the late 1980's
	Date Adopted
	Replaces
	Revised

3.8 Conflict of Interest

Policy – IC 3.8	Owner/responsible – WWBFInc Authorship: Colin Earnshaw and Adrian Lindner	Revision Date. 27 September 2022
Status Approved 27 September 2021	Applies to –	Precis –

3.8. Introduction

As a church, we are committed to the highest standards of ethical conduct and accordingly places great importance of avoiding any real, potential, or perceived conflicts of interest. This policy encompasses Wagga Wagga Baptist Facilities Incorporated and Wagga Wagga Baptist Community Outreach Incorporated.

Definitions

Pecuniary interests

- 1/ A pecuniary interest is an interest that you have in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to you or a person referred to in clause 3/.
- 2/ You will not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision you might make in relation to the matter.
- 3/ For the purposes of this Part, you will have a pecuniary interest in a matter if the pecuniary interest is:
 - a) your interest, or
 - b) the interest of your spouse or de facto partner, your relative, or your partner or employer, or
 - c) a company or other body of which you, or your nominee, partner or employer, is a shareholder or member.

Non-pecuniary conflicts of interest

- 1/ Non-pecuniary interests are private or personal interests a church official has that do not amount to a pecuniary interest as define above. These commonly arise out of family or personal relationships, or out of involvement in sporting, social, religious or other cultural groups and associations, and may include an interest of a financial nature.
- 2/ A non-pecuniary conflict of interest exists where a reasonable and informed person would perceive that you could be influenced by a private interest when carrying out your official functions in relation to a matter.
- 3/ Non-pecuniary conflicts of interest must be identified and appropriately managed to uphold confidence in the probity of church decision-making. The onus is on you to identify any non-pecuniary conflict of interest you may have in matters that you deal with, to disclose the interest fully and in writing, and to take appropriate action to manage the conflict in accordance with this policy.
- 4/ When considering whether or not you have a non-pecuniary conflict of interest in a matter you are dealing with, it is always important to think about how others would view your situation.

3.9. Policy

Conflicts of interest may occur at any level in the organization and accordingly everyone making any decision on behalf of the organization is required to address the questions: "Am I acting in the best interests of the church, or is my decision and/or motivation on this matter, being influenced by other interests or relationships?" and further "Could my decisions be perceived by others, as having been influenced by my other interests or motivation?"

If the answer could conceivably be yes, then they must involve another person (preferably their line supervisor, or person in authority) in the decision-making process, advising them of the potential conflict. Depending on the significance of the decision it may be appropriate to have the involvement and process recorded in an appropriate location.

At Governance and management level: Pastors, Elders, Deacons, ministry leaders & employed staff, this process will be formalized as follows:

- A register of potential conflicts of interest will be maintained, with people being required to complete the declaration on appointment and to annually confirm or update their declarations (refer Schedule 1 below).

3.10. Meeting procedures

The following procedures applies for the governance at meetings of church leadership groups and entities;

- a) Wagga Wagga Baptist Facilities Incorporated
- b) Wagga Wagga Baptist Community Outreach Incorporated
- c) Elders
- d) Deacons

1/ At the commencement of meetings the Chairman shall ask if anyone has a conflict of interest to declare for any agenda items.

2/ If during the meeting a church officer realises the discussion moves to a situation that they have a pecuniary or non-pecuniary interest in any matter with which the church is concerned, they must disclose the nature of the interest to the meeting as soon as practicable.

3/ The officer must not be present at, or in sight of, the meeting:

- a) at any time during which the matter is being considered or discussed, or
- b) at any time during which the meeting is voting on any question in relation to the matter.

4/ A disclosure made at a meeting must be recorded in the minutes of the meeting.

Schedule 1

Wagga Wagga Baptist Church Conflict of Interest Declaration

To be completed by Pastoral and Office Staff, Elders, Deacons & Ministry Leaders.

Name:

Address:

Position(s):

Declaration of actual, potential or perceived Conflicts of Interest.

I hereby declare the following relationships, memberships, interests, or situations which may be an actual, potential, or perceived conflict of interest, as described by the Conflict of Interest policy, in my role with Wagga Wagga Baptist Church, Wagga Wagga Baptist Facilities Inc., or Wagga Wagga Baptist Community Outreach Inc.

1

2

3

4

Signed

Date

Section Four Elders & Deacons

Section Four Elders & Deacons	242
4. Elders and Deacons Master Policy	247
Sub Policies.....	247
4.1. Ministry Descriptions - Deacons.....	248
Deacons.....	248
Role of the Diaconate.....	248
Authority	249
Qualifications.....	249
Term and Number	249
Selection.....	249
Operation	249
Meetings.....	249
Wagga Wagga Baptst Facilities Inc.....	250
4.2. Church Officer & Deacon Selection.....	251
Church Officers & Deacon Selection	251
4.3. The Role of Elders.....	253
4.4. Ministry Description: Elders	255
Elders.....	255
Role.....	255
Ministry	255
Pastoral care.....	255
Visioning.....	255
Outreach & Mission.....	255
Church Management & Administration	255
Qualifications:	256
Number &Term:	256
Selection.....	256
Meetings.....	256
Wagga Wagga Baptist Facilities Inc.....	256
4.5. Duty Elder’s Duty Statement.....	257
Preamble	257
Statement of Duties	257
4.5.1. How Elders Function.....	259
4.5.2. Notes & suggestions on the Decision Making process for Elders	261

D4 Policy Procedures & Protocol Document

What we are doing 261

A suggested Decision Making Grid for the Elders 261

Using some evaluation tools 261

A preliminary Assessment Grid 261

General Notes on issues facing Church Leadership 261

Credits & Creditability. 262

What happens when we teach someone to do something? 262

4.6. Elders Portfolios 263

Elders Portfolios 263

4. Elders and Deacons Master Policy

Policy – ED 4.	Owner/responsible – WWBFInc.	Revision Date.
Status Yet to be drafted	Applies to – Elders & Deacons	Precis –

Wagga Wagga Baptist Church’s Governance structure is based on congregationally selected and appointed Elders & Deacons. Elders serve a three-year term & Deacons one year, both are eligible for reappointment.

In broad terms, the Elders are the leaders of the church, being responsible for pastoral, ministry and spiritual aspects, with the Senior Pastor being seen as the senior Elder, with the diaconate being responsible for all practical & supportive activities.

Together the Elders & Deacons make up the Management Committee/Boards of WWBFInc. & WWBCOInc.

Sub Policies

A series of specific policies and procedures addressing these matters and other related organisational and administrative issues.

Related Policies Elders & Deacons Master Policy Ministry description Deacons Church Officer & Deacon Selection The Role of Elders Duty Elder’s Duty Statement How Elders Function Notes & suggestions on the Decision Making Process for Elders Elders Portfolios	History Process developed in late 1980's minor amendments 2019
	Date Adopted
	Replaces
	Revised

4.1. Ministry Descriptions - Deacons

(relocated out of appendix in D3)

Deacons

Role of the Diaconate

(see section on Diaconate D3 page 9)

Deacons shall under God and the church, be responsible for the following specific tasks and other such additional responsibilities, as the Eldership delegates to them:

Vision

1. Assisting the Elders in implementing the Church's vision, particularly in the practical, physical and organizational aspects.

Finances

2. Oversight of the Treasurer's work (including, if needed temporarily filling the position) and responsibility for finances.
3. With the Treasurer & Finance Committee, drawing up and monitoring the detailed budget needed to meet the vision given by the Eldership. Note: The broad directions i.e. ministry priorities, shall be given by the Elders and the draft budget agreed by them, before being taken to the church.

Administration

4. Oversight of the Secretary's work (including, if needed, temporarily filling the position) particularly with regard to the organisation of meetings, keeping of records and day to day administration.

Assets & Facilities

5. Ensuring that all of the physical & practical needs and arrangements are in place for Church services and other uses of the facilities.
6. The oversight and management & maintenance of the church's facilities and assets.

Activities

7. Oversight of the church's activities, including WH&S and Safe Place requirements.
8. Management of the church's physical resources including physical preparations for services and meetings. This will include periodical physical inspections of facilities & meeting places.
9. Ensuring that the day to day operations and needs of the church are carried out, or appropriately met.

Communication

10. Keep the church informed of action taken on their behalf and to arrange necessary reports, recommendations, etc for the church meetings.
11. Provide administrative (usually through the church office) and financial support and arrange facilities and physical resources for ministries.
12. Informing Eldership of issues and actions, normally through the Church Administrator or a designated Elder. Minutes and advice of significant decisions shall be given to the Eldership (but not normally discussed at their meetings).

Policy

13. Developing policies and procedures, or ensuring they are developed, as necessary, or appropriate

D4 Policy Procedures & Protocol Document

OH&S

14. The OH&S issues associated with the Church, appointing (usually from within their own membership) a Church Safety Officer.
15. Ensuring that the "Church as a Safe Place" requirements are met and/or complied with

Other

16. Other tasks as delegated or determined by the Eldership.
17. The Diaconate shall have the power to coopt members of the congregation for specific tasks as it sees fit.

Authority

Within their delegated area of responsibility, the Diaconate shall have the authority to make decisions and put them into action (subject to the normal restrictions of constitution, law & budget) and keeping the Eldership informed. However, they need to check with and work with the Eldership in all matters that have, or could have a pastoral component, or impact on the church's direction, or people's perception of who we are and where we are going.

From time to time the Diaconate may refer matters to the Eldership seeking direction, clarification, leadership or suggesting action.

Qualifications

Those appointed to the position of Deacon shall meet the Scriptural requirements of the office and shall be formal members of maturity (over the age of eighteen and have been members for at least twelve months, known spiritual life and organisational capacity. (Titus, Timothy & Acts texts)

Term and Number

The Diaconate shall consist of; the Church Secretary, Treasurer, Public Officer (normally) and between four and six others giving a total of between seven and nine. Deacons shall be appointed to serve for a one year term, but are eligible for re-election subject to the sabbatical restrictions. (See notes on sabbatical in D3 on page10.)

Selection

The church shall annually select Officers (Secretary, Treasurer and Public Officer) and Deacons. See notes on Diaconate & Officer Selection process at end of this document (to be relocated into the PP&P Manual in due course).

Operation

One of the prime responsibilities of the Diaconate is to ensure that services are properly facilitated and that the Senior Pastor and leaders are free to minister without worrying about other details. To this end, they shall ensure, possibly in conjunction with the worship committee for that service, that a Duty Officer is appointed for every church service. Among the other responsibilities of the Duty Officer is fill the statutory role of "Building Manager" and "Safety Manager" for the period the building is open to the public.

Much of the activity at Diaconate level, by its nature can be carried out by one or two people. The Diaconate may choose to appoint small teams and delegate responsibility for various areas of responsibility to them. In this case, Diaconate meetings could be less frequent.

Meetings

The Diaconate will meet at least monthly (unless responsibility is delegated as above, in which case meetings may be bi-monthly), but as often as is necessary. Decision-making will normally be by

D4 Policy Procedures & Protocol Document

consensus and full records of all meetings shall be kept. Great care will be taken to ensure that Church ministry & progress is not delayed waiting for Diaconate to meet or provide input.

Wagga Wagga Baptst Facilities Inc

Members of the Diaconate automatically become members of Wagga Wagga Baptst Facilities Inc

4.2. Church Officer & Deacon Selection

Policy – ED 4.1.1	Owner/responsible – WWBFinc.	Revision Date.
Status Practice adopted in 1980's	Applies to – Elders	Precis – Process of selecting and appointing Church officers

Church Officers & Deacon Selection

Note: The selection of all leaders is seen as being a spiritual process, discerning who God would have in servant leadership positions, not merely an election and accordingly, the detailed process is not seen as being as important as the attitude and prayerful involvement of members (In Acts the replacement Apostle was selected by praying and drawing lots!) Note: Words such as democracy, nomination & election are deliberately avoided to minimize the confusion & tendency to equate our process of seeking God's will with the world's processes.

The following process has been used for a number of years and may be further refined in the future.

1. A list of all members is prepared and circulated, with the request that all members of the various congregations pray over it, for at least one week and then tick the names of all those, they would be willing to have fill the various roles. The form would include spaces for nomination to each of the officer positions and the congregation encouraged to nominate people to specific roles.
2. Nominations for the officer positions would also be sought from the various advisory groups, as defined above.
3. On the specified Sunday, at all services, people return the completed forms.
4. The Senior Pastor and Elders then analyse the results, check candidates meet the necessary requirements and identify in order, the appropriate nominee(s) for the positions of Secretary, Treasurer and Public Officer and then the deacon positions. (Note: The team involved will develop appropriate mechanisms to evaluate, access and finally select the appropriate nominees. Details of the process, levels of support, etc. will not be published and it needs to be stressed that this is not a popularity contest, or democratic election.)
5. The people involved would then be approached, the role explained and if agreeable, asked to read and agree to:
 - The churches constitution. D1
 - The Operations Manual d3.
 - The Policy, Procedures & Protocol Manual D4 (introduction & master polices)
 - The standard confidentiality agreement.
6. Their names shall then be advertised in the Bulletin, one week prior to the final selection process at the AGM.
7. At the Annual General Church Meeting the church accepts (or rejects) the nominations. Final selection shall be by way of a single block vote by show of hands unless the church resolves otherwise and requires 67% support from those voting at the meeting.
8. The new Officers and Diaconate will be asked to sign, indicating their acceptance of and agreement with the constitution and necessary documents, then be commissioned and take over their roles after a two-week transition period.
9. Officers (Deacons & Elders) Automatically become members of Wagga Wagga Baptist Facilities Inc.

D4 Policy Procedures & Protocol Document

Related Policies Elders & Deacons Role of Deacons Church Officer & Deacon Selection The Role of Elders Duty Elder's Duty Statement How Elders Function Notes & suggestions on the Decision Making Process for Elders Elders Portfolios	History Process developed in late 1980's minor amendments 2019
	Date Adopted
	Replaces
	Revised

4.3. The Role of Elders

Policy – ED 4.2	Owner/responsible – Elders	Revision Date.
Status	Applies to – Eldership	Precis – Sets out the role & responsibilities of Elders

Role of Elders

The role of Elders is broadly spelt out in D3 The church's Operations Manual. See Eldership Page 7 & the attached ministries description below

In the Church's selection process, we give some scriptures that give a biblical perspective of the role (1 Tim 5; Titus 1).

In broad terms, Elders are the leaders of the Church. The senior Pastor is of course seen as being the senior Elder (the world 'elder', 'pastor' and 'bishop/overseer' are all synonyms in the NT).

The Elder's role is shepherding the flock by feeding them with spiritual food from the word and protecting from wolves.

Elders:-

1. prayerfully support the church, its ministries and members
2. have the responsibility of care and accountability for the senior pastor.
3. support the pastor in his roles of supporting, leading, equipping & mentoring people under our charge
4. oversee existing ministries: children's, youth, boys brigade, pastoral care, mercy meals., community kitchen, etc.
5. have a role in visioning and approving ministries and new endeavours (Church plants, evangelistic endeavours, caring for the poor and new missions directions)
6. have a role in church discipline and some of their meetings is taken in ensuring protocols are in place if someone attending the church is on a child protection register or similar.
7. are responsible for church membership; organizing the interviewing of and approving new members (delegated to them from the congregation), maintaining the church roles (normally held in PC13 and managed by office staff, at the Direction of the Elders, organizing farewells & letters of commendation, etc.
8. oversee Sunday services.
9. meet twice a month on a Monday night from 7:00 to 9:30
10. are rostered on to each church service (see duty statement below)
11. are automatically members of the Church's trustee body WWBFInc.
12. have the delegated role on managing the Church governance and all things that could impact onto our ability to proclaim & live the gospel or our image.

Related Policies Elders & Deacons Master Policy Role of Deacons Church Officer & Deacon Selection The Role of Elders	History Process developed in late 1980's
	Date Adopted
	Replaces No previous recorded policy

D4 Policy Procedures & Protocol Document

Duty Elder's Duty Statement How Elders Function Notes & suggestions on the Decision Making Process for Elders Elders Portfolios	Revised
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4.4. Ministry Description: Elders

(transferred from the appendix of D3)

Elders

Role

The Elder's under God and the church, have the responsibility of sharing in the spiritual guidance and pastoral ministry of the church, in particular being in accord with the principles set out in Scripture, such as 1 Peter 5: 1-3 and other related texts.

More specifically the Eldership is to be involved in:

Ministry

1. Together with the Senior Pastor, lead the church to maturity in Christ and to encourage all the congregation to exercise and develop their gifts, by sharing and supporting the Pastor(s) in all ministries of the church.
2. Share in the task of ministry together as a team, in teaching and /or organisational expression;
3. Ensure that the church has a consistent image, message & narrative
4. Encourage sound doctrine and practice.
5. Ensure that the Church's image and narrative (See Glossary for definition) is clear and consistent.
6. Coordinating and promoting the ministries of the church.

Pastoral care

7. Shepherd the Christians within the local church, (being willing and able to encourage all in sound doctrine and setting an example to the church.)
8. Provide pastoral support to the Ministry Teams.
9. Share in the task of admonishing and correcting error and oversee the process of church discipline.
10. As far as practical, attempt to place every member in a ministry task and to provide the necessary support to allow him/her to function and grow in that role.
11. Ensure that the church is a place where members are encouraged and equipped to progress in their spiritual journey.
12. Keep the Church membership roll
13. To interview and recommend candidates for church membership.
14. Organise letters of commendation and transfer, appointment and interviewers for prospective members

Visioning

15. Seek God's vision for this church, sharing that vision and leading in the implementation of that vision.

Outreach & Mission

16. Share in the task of leading, equipping & motivating the church in the task of going and making disciples and being Christ's witnesses in Jerusalem and in all Judea and Samaria, and to the end of the earth" with the Senior Pastor.

Church Management & Administration

17. Monitoring the administration of the church.

D4 Policy Procedures & Protocol Document

18. Facilitate the nomination process for all leadership positions.
19. Be involved with and advise the Senior Pastor in Safe Place & People of Interest cases in accordance with Church Policy.

The Elders exercise their role as the Eldership, not individually.

The Elders may from time to time refer matters to the Diaconate – this would normally be in terms of direction or vision rather than detail.

Qualifications:

Those appointed to the position of Elder shall meet the Scriptural requirements of the office as indicated in Titus 1:5-9 and 1 Timothy 3:1-7. Elders will be members of maturity and known spiritual life and gifts and it is expected that they will:

1. Be in accord with and committed to the vision and policies that the church has adopted.
2. Have been part of this congregation for more than two years.

(The exception to this will be the Senior Pastor who automatically becomes an Elder on appointment.)

Number & Term:

The church does not set a number of Elders, choosing rather to accept those God has given us. However, in accordance with the collegiate nature of the role, it is expected that there should be at least five active elders (plus the Senior Pastor) at all times.

Other than the Senior Pastor, Elders shall hold their office for a term of three (3) years, at the end of which time, subject to the Church requirements on sabbaticals, their names may be brought before the church for possible further recognition and affirmation.

Selection

Each year, members (both formal and active) shall be invited to “nominate” people they believe could be considered because of their maturity, sound doctrine and ability to teach, as prospective elders. If a sufficient number of nominations are received for a person, the Elders shall consider the nomination and if satisfied that the person meets the requirements, supports the church's theology and vision and would add to the Eldership, bring the name to the church.

Meetings

The Eldership shall meet regularly, normally at least fortnightly. Decision making shall be by consensus. Records shall be kept as appropriate, but issues of pastoral concern shall not be recorded, unless considered necessary.

Wagga Wagga Baptist Facilities Inc

Members of the Eldership automatically become members of Wagga Wagga Baptist Facilities Inc.

4.5. Duty Elder's Duty Statement

Policy – ED 4.2,1	Owner/responsible – Elders	Revision Date.
Status	Applies to – Elders	Precis – sets out role of Duty Elder

Duty Elder Duty Statement

Preamble

The meeting of the people to worship together is a key event in the life of WWBC. The smooth running of these worship services is built into the way the church delegates various activities to the Service Leaders, Duty Officers and others

All the Elders have the responsibility to care for and shepherd the church (1 Tim 3:1-7). Within that collegiate activity the Elders roster a Duty Elder each week to have particular responsibility for each worship service. This allows the other Elders to concentrate on worship, and to pray with people after the service. The Duty Elder has specific responsibilities regarding praying for the leaders before the service, Child Protection and Persons Of Concern, and these are described more fully below.

Statement of Duties

1. Attendance
 - a) The Elder is to attend the services that have been allocated to him/her as Duty Elder. If there are reasons attendance is not possible, a replacement must be found and this must be communicated to the Church Office.
 - b) The Duty Elder should arrive at the church preferably 30 minutes but no later than 15 minutes before the scheduled start of the Worship Services (i.e. 9:45am and 5:45pm).
2. Rosters being fulfilled
 - a) The Duty Elder should check that individuals rostered for various tasks have done or are participating in those tasks - and take decisive action if there are any oversights particularly in regards to:
 - i. Welcomers (the Duty Elder should also make him/her-self known to them)
 - ii. Service Leader
 - iii. Preacher
 - iv. Duty Officer / Deacon (see notes below)
 - v. Communion i.e Elements & Assistants at the table.
3. Safe Church
 - a) The Duty Elder is responsible for ensuring the procedures in individual Accountability & Safety Agreements for persons of concern (POCs) are followed.
 - b) The Duty Elder should take note of people who maybe a safety risk and take appropriate action to ensure everyone's safety.
 - c) The Duty Elder needs to be both identifiable and able to know the whereabouts POCs. The Duty Elder should:
 - i. Be welcoming and shepherding heart to people as they arrive at the service. A badge signifying "Duty Elder" may be worn.
 - ii. Be familiar with all current Accountability & Safety Agreements and recognise the individuals to whom they apply.
 - iii. Remain in the foyer, or at the back of the auditorium, for the duration of the Worship Service.

D4 Policy Procedures & Protocol Document

4. People & Prayer

- The Duty Elder should always be on the lookout for people in need and be willing to pray with or assist these people.

5. Unforeseen events, disruption of service, etc.

- One of the roles of the Duty Elder is to be prepared to deal with "things that would disrupt the service or distract the Preacher". In the event of an incident occurring the Duty Elder must work with the Duty Officer to provide, or organise, appropriate response.
- To achieve (a) the Duty Elder should identify members of the congregation with medical and other appropriate skills and note where they are sitting in the auditorium.

6. Care Cards & Prayer

- The duty Elder is to collect Communication Cards after the service, checking that none require urgent action (note this needs to be done discretely and out of view of the congregation) and placing them in the appropriate position in the pastors Office.

7. Duty Officer

- It needs to be remembered that the Duty Deacon/Officer holds the legal responsibility of "building Manager" and as a fellow member of WWBC Facilities Inc. the Duty Elder needs to work with this person and if appropriate assist them.

<p>Related Policies</p> <p>4. Elders & Deacons</p> <p>4.1. Role of Deacons</p> <p>4.2. Church Officer & Deacon Selection</p> <p>4.3. The Role of Elders</p> <p>4.3.1. Duty Elder's Duty Statement</p> <p>4.4. How Elders Function</p> <p>4.4.1. Notes & suggestions on the Decision Making Process for Elders</p> <p>4.5. Elders Portfolios</p>	<p>History</p> <p>Process developed in early 2010's Formally adopted September 2014</p>
	<p>Date Adopted</p>
	<p>Replaces</p>
	<p>Revised</p>

4.5.1. How Elders Function

Policy – ED 4.3	Owner/responsible – Elders	Revision Date.
Status Collected material agreed to be Elders over years	Applies to – Elders	Precis: A working document setting out agreed process for Elders

How the Elders function

- The roles of Chair & Record Keeper are normally rotated amongst members (although availability & inclination & skills may lead to particular elders filling these roles on a more or less regular basis) but there are no positions of Chair or Secretary to the Elders.
- The person nominated as Chairperson for the next meeting, is responsible for putting together a draft agenda for that meeting. Input should be sought from all other Elders before finalizing the draft agenda
- The eldership is a Colligate body, i.e. its authority lies in the body not any individual Elder.
 - They speak as a body (once a decision is made it is the position of the eldership and individual elders must support it even if their personal preferences were different.
- Much of the Elder role will be associated with discerning God's will, rather than making the most advantageous decision, this means that prayer is an important part of the role and process.
- Meetings are to be clothed in prayer and it is expected that Elders will have prayed over major issues and the issues on the agenda prior to meeting. With major issues and decisions, the issue is to be prayed over during discussion and prior to making any decisions
- Decisions are normally made on a consensus basis rather than by voting.
 - When a position is reached and there is one, or more, elders not comfortable with that position, the matter is prayed over and, if possible, held over to a future meeting, to allow all of the elders to spend time prayerfully considering the matter and seeking guidance.
- Individual Elders may hold other positions, or be delegated specific roles, but in those roles they need to be careful not to be seen as speaking as an individual elder, but rather a spokesperson for the collegiate body speak
- For operational efficiency and to avoid confusion the elders divide the Church's ministries into a number portfolios (one per elder). See, Elders portfolios below.
- All items and business discussed at an Elder's meeting is treated as confidential.
- Record keepers will only keep minimal notes, sufficient to remind of what has been decided and or delegated, etc. As meeting notes are only for reminder type purposes they are not stored, or seen, as long term church records and will be disposed of at regular intervals (normally after a change of membership)
- Major decisions are recorded in the Deacons minutes.

1.1. Related Policies	History Process developed in late 1980's
4. Elders & Deacons	Date Adopted
4.1. Role of Deacons	
4.2. Church Officer & Deacon Selection	Replaces
4.3. The Role of Elders	
4.3.1. Duty Elder's Duty Statement	Revised

D4 Policy Procedures & Protocol Document

<p>4.4. How Elders Function</p> <p>4.4.1. Notes & suggestions on the Decision Making Process for Elders</p> <p>Elders Portfolios</p>	
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4.5.2. Notes & suggestions on the Decision Making process for Elders

Over the years, there have been a number of suggestions, aimed at helping the Elders in their decision making process.

Some of the more helpful of these, are recorded here.

What we are doing

As an Eldership, our primary objective should be to discern God's will, in the situation. It needs to be noted that the "God solution" will not always be the most logical, or correct, by normal management criteria.

A suggested Decision Making Grid for the Elders

- Is it a decision the Elders should can, or must, make? (Should we deal with it, make a recommendation to the appropriate body, or is it up to us to decide?)
- Is it consistent with the Gospel?
- Does it in any way threaten the Word, or work of God?
- Will it, or could it, offend our members, or other Christians?
- Does it fit with our overall objective of Knowing Jesus Christ & making Him known?
- Does it fit with the objectives of the ministry we are talking about?
- Does it in any way clash with other ministries in, or planned for our Church?
- How can this be done in a way that doesn't hurt people?

Using some evaluation tools

To ensure we understand the implications of our decision we could for major decision making, be using the following tools

A preliminary Assessment Grid

See above

1. An Impact Analysis.

Identifying everyone and everything, that is likely to be impacted by the decision (normally prior to making the decision - but may need to be expanded after a solution is identified) and then checking the impact that the proposed solution will have in each area.

2. A Risk Analysis.

Identifying what could possibly go wrong, and the potential impacts if the worse-case scenario were to occur.

These three decision making tools could help the Elders make reasonable assessments of issues, and the implications of their decisions. However it needs to be stressed, that the primary decision making tool, must be prayer and attempting to discern God's will in the situation.

General Notes on issues facing Church Leadership

• Secularization

It has been suggested that the biggest threat to Christianity in Europe, is the secularization of the church and that is probably true worldwide. It is not all that long ago, that the evangelical church saw one of its critical roles as teaching its people to avoid worldliness (or secularization).

We need to be aware of this and other trends, as we think about our programs and activities. Do they reflect our beliefs, our theological position. Or, do they compromise any of our standards, or are they part of a gradual shift away from godliness?

Credits & Creditability.

"We, as leaders all start off with, as it were, a pile of credits and our credibility depends on us earning more credits faster than we spend what we have and maintaining the value of those credits. If we run out of credits we can no longer lead." *Eric Shumacher*

What happens when we teach someone to do something?

When we show someone how to do something we do three things:

1. We educate them.
2. We tell them it's Ok to do that.
3. We tell the wider world, that this activity is OK, or within our value system.

It is always better to teach someone to do something than to do it for them.

4.6. Elders Portfolios

Policy – ED 4.4	Owner/responsible – Elders	Revision Date.
Status Adopted 2018	Applies to – Elders	Precis – Elders division of responsibility

Elders Portfolios

The ministries of the Church are divided into a number of portfolios, or groupings, each with an elder as “leader”

- The lead elder role is not one of authority or direction (note the eldership is collegiate) but communication and prayer support.
- The lead elder’s role is primarily one of communication, being the person through who the Elders will communicate with that ministry and be the contact person for that ministry; (for continuity, clarity and building relationships of understanding & trust, etc.)
- The lead elder will be responsible for leading the elderships discussions and activities associated with that ministry
 - The Lead Elder will, (as far as is possible):
 - Be known by the ministry leaders and team as their contact.
 - Meet with the ministry leader, around once per term, to catch up on what is happening and how the ministry is going.
 - Be aware of the ministry and its leader's needs and concerns
 - Be a conduit for prayer requests to the Eldership
 - Ensure that the Senior Pastor and responsible pastor (i.e. youth pastor) are aware of pastoral issues within their portfolios.
 - Coordinate with appropriate Pastoral Staff & others to ensure leaders and team members are given the appropriate training, mentoring, supervision, etc.
 - Keep the eldership informed of the ministry & its needs.

1.1. Related Policies 4. Elders & Deacons 4.1. Role of Deacons 4.2. Church Officer & Deacon Selection 4.3. The Role of Elders 4.3.1. Duty Elder's Duty Statement 4.4. How Elders Function 4.4.1. Notes & suggestions on the Decision Making Process for Elders 4.5. Elders Portfolios	Date Adopted 2018
	Replaces
	Revised

Section Five - Baptism & Membership

Section Five - Baptism & Membership 264

5. Master Policy: Baptism & Membership 265

 Baptism & Membership 265

 Sub Policies..... 265

5.1. Baptism..... 266

5.2. The Membership Process 267

 Membership Process WWBC..... 267

5.3. Becoming a Member. 269

 Becoming a Member. 269

 Introduction..... 269

 The process: 269

 The Report..... 270

5.4. When People leave..... 273

5. Master Policy: Baptism & Membership

Policy – BM 5.	Owner/responsible –	Revision Date.
Status	Applies to –	Precis – Baptism & Membership is important to WWBC,

Baptism & Membership

WWBC holds both Baptism & Membership extremely highly (See Constitution 'D1' and Operations manual 'D3') and ultimately control of both belong to the congregation. However the congregation has delegated:

- All issues relating to Membership & Baptism to the Elders
- Approval of people for Baptism and carrying out of Baptisms to the Senior Pastor
- Membership matters to the Eldership

Sub Policies

A series of specific policies and procedures addressing these matters and other membership related issues may be developed.

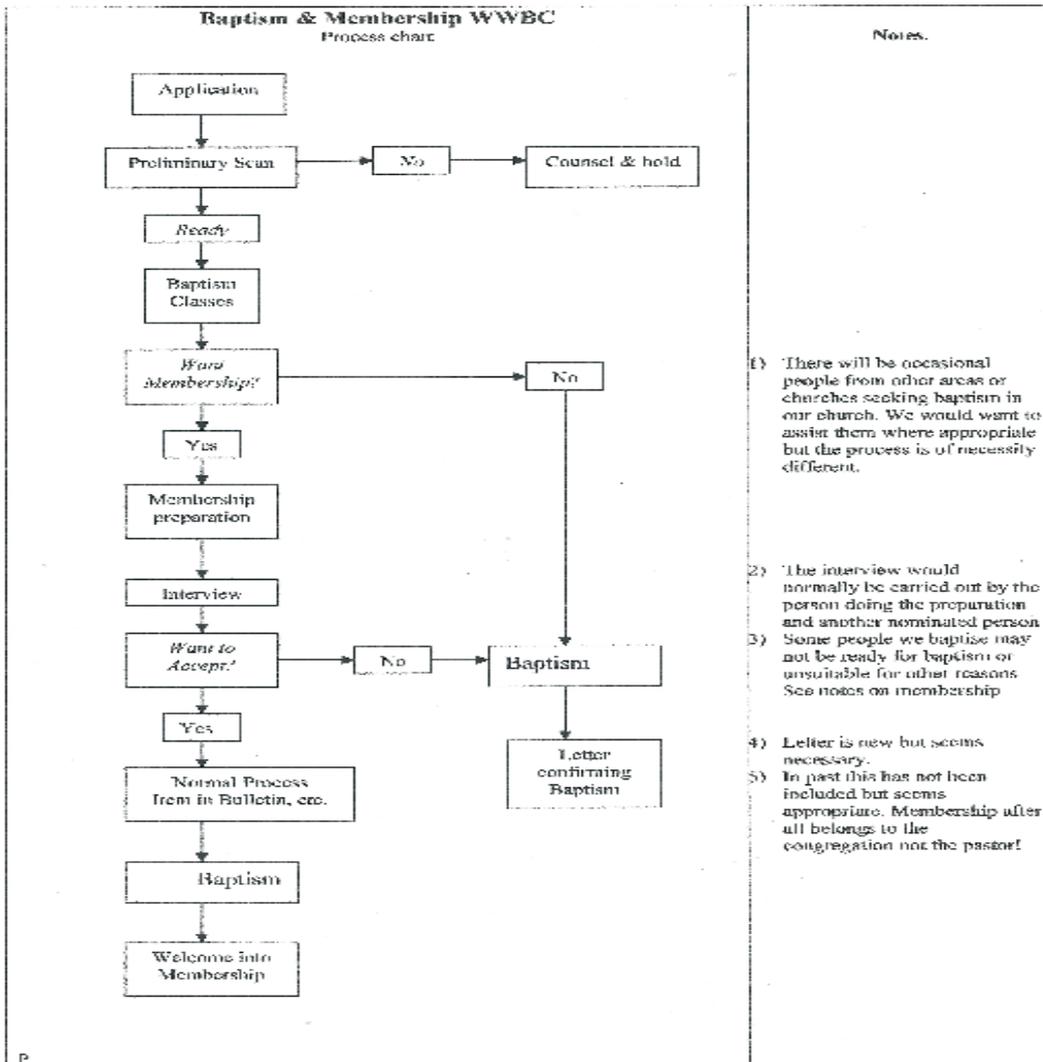
1.1. Related Policies 5. Baptism & Membership 5.1. Master Policy: Baptism & Membership 5.1.1. Baptism 5.1.2. The Membership Process 5.1.3. Becoming a Member. When People Leave	Date Adopted
	Replaces
	Revised

5.1. Baptism

Policy – BM 5.1.	Owner/responsible –	Revision Date.
Status	Applies to –	Precis –

The following flow diagram has been developed to show the processes associated with requests for Baptism.

Note, all enquiries should initially go to a member of the pastoral team



1.1. Related Policies 2. Baptism & Membership 4. Master Policy: Baptism & Membership 4.1. Baptism 4.2. The Membership Process 4.3. Becoming a Member. When People Leave	Date Adopted
	Replaces
	Revised

5.2. The Membership Process

Policy – BM 5.2	Owner/responsible – Elders	Revision Date.
Status Adopted 2015	Applies to – Elders & Pastoral Team	Precis – Sets out the membership process.

Membership Process WWBC

- Who

Our Constitution & Operations Manual 'D3' sets out the requirements for Membership,, which are basically that the person

- is a committed and active Christian
- is aware of and agrees with our theological and governance structure
- has been baptised by immersion as a believer (or meets the exceptional condition arrangements set out in D4) *{Note, there are some legal issues associated with the Baptist Union act 1930}*
- is willing to sign our membership covenant (set out on the membership certificate).

- The interview

Candidates for membership are interviewed normally by two people tasked with that role by the elders (membership matters having been delegated to the Eldership) See procedures below for detail.

- Report to Elders

Following the interview a report is submitted to the elders for formal approval. Not if the recommendation should for some reason be negative this would normally be discussed with the applicants at the interview and the process halted at that stage

- Decision

The elders receive, discuss and when appropriate, accept the recommendation that the membership process proceed

- Put in Bulletin

The Eldership then (usually by nominating a person to manage the process for the person) arrange for notice of intent to be placed in the bulletin. (Noting that being a Baptist church membership has the ultimate responsibility for the membership.)

"The elders are happy to recommend that _____ be welcomed into membership of WWBC."

- Welcome

Following the notice (and assuming no one has raised any issues), the person should be welcomed into membership at the first mutually appropriate opportunity at a service of the congregation they intend to attend. This process includes asking the candidate if they are willing to sign the membership covenant and having them sign the membership certificate.

- Church records

Membership data is significant & important. The Elder managing the candidate process must inform the office and ensure that both the membership book and PC 14 records are updated and correct

D4 Policy Procedures & Protocol Document

- Membership book & PC 14

Our legal and pastoral records need to be filled in and updated with any change in membership

- Farewell

When a person leaves we want to celebrate their time with us and to wish them well in their new home and pray for them. This is normally done during their last attendance in the service they normally attend (See procedure below)

- Book mark & letter of commendation

Hen people leave we give them a bookmark, to remind them of their time in WWBC and if possible their letter of commendation is given them (see procedure below)

- Reviews

At least once each year, the elders shall carry out a review of the membership records and remove names of any people who have moved away or are no longer meeting the membership covenant.

<p>1.1. Related Policies</p> <p>2. Baptism & Membership</p> <p>5. Master Policy: Baptism & Membership</p> <p>5.1. Baptism</p> <p>5.2. The Membership Process</p> <p>5.3. Becoming a Member. When People Leave</p>	<p>History Developed from Sally's check list</p> <hr/> <p>Date Adopted</p> <hr/> <p>Replaces</p> <hr/> <p>Revised</p>

5.3. Becoming a Member.

Policy – BM 5.3	Owner/responsible –	Revision Date.
Status	Applies to – People appointed to carry out a membership interview.	Precis – Notes on the membership interview

Becoming a Member.

Wagga Wagga Baptist Church “Becoming a Member” The Membership Interview

Introduction

WWBC has a high view of membership and takes the process of becoming a member seriously.

A quote from Mack Stiles' book "MARKS of the MESSENGER"

"The church consists of followers of Christ (Ephesians 2: 19-22) and Christ calls his followers to commit to each other. (John 12:34-35) Membership is a visible expression of our love for Christ and his people. Besides it's biblical, The early church had votes, and how could they have a vote if they didn't have membership 2 Corinthians 2:6)? "

The process:

WWBC has adopted a process, set out in the attached flow chart, based on:

- The applicant being given appropriate material to read, ensuring they have a basic understanding of what WWBC stands for and how it operates.
- An interview. See later
- Advice to, and seeking input from, the wider membership
- Consideration & acceptance by the Eldership
- Formal acceptance, at a Church service

The interview

Carried out by members appointed by the Elders. There are four areas of interest:

1. That they want to become a member.

- That they understand membership in WWBC means.
- That they believe they meet the criteria set by WWBC.

2. That they are willing to commit themselves to the requirements of membership, want to be involved in its programs and to share the costs (finances, work & liability).

That they are free to be in membership

- That they are not currently members of another church, If they are, appropriate process need to be initiated, normally asking the applicant to contact his/her old church and advising that they are seeking their membership in WWBC.

3. That they meet the requirements of membership.

D4 Policy Procedures & Protocol Document

- They have accepted Jesus as Saviour & Lord.
 - That they are living as Christians and consciously and constantly seeking to grow in godliness.
- That they have been baptised, preferably as adult believers by full immersion and if not, have worked through and satisfy our requirement on baptism.
- The questions should something like:
 - Have you been baptised as a believer?
 - If not, have you thought about being baptised.
 - Explain why you believe your Baptismal experience was genuine.
- That they understand our theological & organisational positions and accept them.

4. That we would want them:

- That their life & witness is consistent with our Church character (God's requirements).
- That they "fit" into our fellowship & theology.
- That they will be good members and that they do not have an agenda of disruption.
- That any issues (divorce, living arrangements, past membership, etc.) are sufficiently explored, to ensure that our membership would not be embarrassed if they come out and we can support our decision if questioned.
- Note, in many cases, issues should not preclude membership, but may require special pastoral support and care.
- If they are moving from another Church within the city:
 - That there is a genuine reason for the move.
 - That our accepting them will not cause problems between our church and their old one.
 - That any rifts have been appropriately dealt with.
 - Note, it is suggested that people moving from another Wagga church should have been in the fellowship for at least 6 months, before being considered for membership.

The Report

Once an interview has been carried out, the outcome needs to be reported to the Elders, it is also appropriate to provide the applicant with a copy of the report.

For ease of use and consistency, the Elders have decided that the report needs to be submitted under the following headers (or template).

The applicant's personal faith.

- Conversion experience.

D4 Policy Procedures & Protocol Document

- What were the circumstances by which the Lord worked in their life by his spirit to bring them to faith?
- What God has done with them since conversion?
- How they desire to live for His Glory?

Baptism

- Where?
- When?
- If not believers baptism by immersion then a report of the discussion over baptism?

Church History

- Church(es) they come from & their involvement.
- Have they, or are they, advising their previous church that they are seeking membership in WWBC?

Statement of Faith

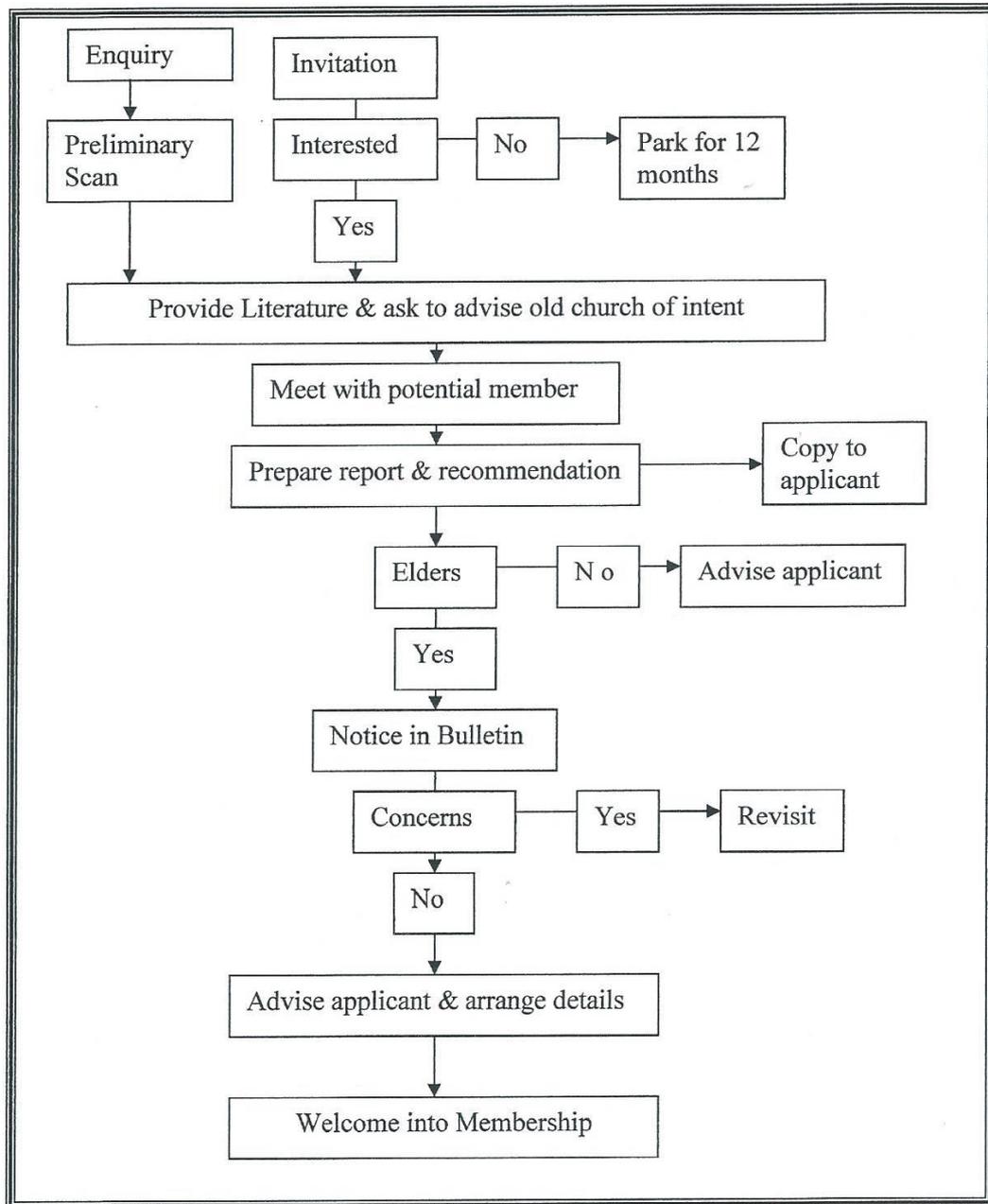
- That they have read & accept our "Statement of Faith".

Other issues

- That they understand how WWBC governs itself?
- Ways in which they feel they could serve WWBC?
- Issues, questions & concerns

Recommendation

The Flow Chart



1.1. Related Policies 2. Baptism & Membership 5. Master Policy: Baptism & Membership 5.1. Baptism 5.2. The Membership Process 5.3. Becoming a Member. When People Leave	Date Adopted Mid 2010's
	Replaces
	Revised

5.4. When People leave.

Policy – BM 5.4	Owner/responsible – WWBFinc.	Revision Date.
Status: Suggested	Applies to – Elders (responsible for membership) Pastoral Staff & Office & records	Precis – process when people leave the church

When people leave

From time to time, people move to other areas and occasionally to other local Churches, and while we are saddened by their leaving, we also recognize that we are in effect, sending them to a new church to bless that church and want to celebrate their time with us and to send them off with our blessing.

It is expected that people will cease membership once they no longer attend WWBC, a special exemption however applies to people who are commissioned as missionaries or students where the church (Elders) may extend membership to cover their period of service.

Farewell

People leaving WWBC should where possible be farewelled during a church service of the congregation they usually attended. The farewell would normally include some information on where they are going and their experience (growth) while attending WWBC, presentation of a WWBC bookmark, letter of commendation and prayer.

Membership

Because a condition of membership is active involvement, when a person leaves WWBC their membership automatically ceases. A process to ensure membership records are adjusted accordingly needs to be developed

Letters of Commendation

To assist the person shifting to a new location find and fit into a new church they are issued with a letter of commendation. This letter is designed to in effect transfer the person to the care of their new church and would normally include:

- General information about the person & their involvement in WWBC
- Details of their baptism (if it happened at WWBC) & membership.
- Information of their ministry involvement
- A general commendation.

Where possible letters of Commendation should be given to a person during their farewell.

Advising the wider church

Because of the multi-congregational nature of WWBC a farewell in one service means that many members of the wider church may be unaware of a person's leaving. As the membership process includes advising the wider church of a person becoming a member, consideration needs to be given to a similar process on exit. (Needs to be developed)

Exit interview

Whenever possible, when people leave WWBC an exit interview should be arranged. The purpose of this interview is:

- To ensure there are no unreserved issues.
- To thank the person for their time with WWBC

D4 Policy Procedures & Protocol Document

- To identify areas where the person thinks WWBC did a particularly good job, or fell sort of expectations.

1.1. Related Policies	History New Suggested Seeking additional input
2. Baptism & Membership	Date Adopted
5. Master Policy: Baptism & Membership	Replaces
5.1. Baptism	
5.2. The Membership Process	Revised
5.3. Becoming a Member.	
When People Leave	

Section Six Administration and Governance

Section Six Administration and Governance 275

6. Church Administration – Master Policy 277

 Church Administration - Master Policy 277

 Sub Policies..... 277

6.2. Governance Structure 278

 Governance 278

 D1 our Church Constitution..... 278

 D2 WWBFInc Constitution..... 278

 D3 Our Operations Manual 278

 D4 Our PP&P (Policy Procedures & Protocol) Manual (this document) 278

 D2 our WWBFInc. Constitution 278

 Liability 279

 Obligations of a Director of an Incorporated Body 280

6.3. Administration..... 281

 Preamble 281

 Church Administrator 281

 Office Manager..... 281

 Other staff 281

 Volunteers 281

 Compliance & review 282

6.4. Church Record keeping 283

 Church Record Keeping 283

 Records of church, Elder & Deacons Resolutions 283

 Records of Safe Church activities 283

 Record updating & storage 283

6.5. Church Services - Organization 285

6.6. Political Material 287

 Political Material 287

 6.6.1. Event (especially AGM) Planning Tool..... 288

6.7. Use of Church Facilities 290

 Biblical Basis 290

 Principles 290

6.8. Guidelines for the Use & Hire of Church Facilities 292

 Guidelines for the use & hire of Church facilities..... 292

 Notes 292

6.9. Guidelines for the Use & Hire of Church Facilities 294

 Guidelines for the use & hire of Church facilities..... 294

D4 Policy Procedures & Protocol Document

6.10. Church Logo & Style Guide..... 295

 Church Logo..... 295

 The Logo; 295

 Church Style Guide 295

6.11. Funeral policy 296

 Funeral Policy 296

6.12. Procedure for Office Security - Visitors to church..... 299

 Office Security – Visitors to Church..... 299

6.13. Vehicle Use Policy..... 300

6.14. Vehicle Use Procedure 306

6. Church Administration – Master Policy

Policy – A&G 6	Owner/responsible –	Revision Date.
Status Suggested	Applies to –	Precis – principles associated with administration

Church Administration - Master Policy

The Operations Manual 'D3' sets out the operational structure for WWBC.

“To allow the church to minister effectively, while addressing and meeting all of its administrative requirements and at the same time, addressing external compliance & reporting requirements, the church set up structures and developed policies and procedures and employed administrative staff,

The ministry/job descriptions, policies and procedures are designed, to act as a framework, within which the church can minister and share the Gospel effectively. They are never intended to limit ministry and if it is found that, any structure or policies seems to be doing that, they should be reviewed as soon as possible. We do however need to recognize, the external requirements on us for compliance and reporting, and appreciate that expediency, or the desires of an individual ministry are not necessary a reasons to challenge or change structures & policies. These need to reflect the needs of the entire church.

While recognizing, our fundamental position that Bible is our ultimate authority the church has “given’ authority to the holders of various positions and roles, and agreed on ways we will respond to various needs and these are documented in this PP&P Document ‘D4’”

Sub Policies

A series of specific policies and procedures addressing these matters and other Administrative related issues may be developed

Related Policies 5. Church Administration – Master Policy 5.1. Governance Structure 5.2. Administration 5.3. Church Record keeping 5.4. Church Services – Organization 5.5. Service Organization 5.6. Political Material 5.6.1. Event (especially AGM) Planning Tool 5.7. Use of Church Facilities 5.7.1. Guidelines for the Use & Hire of Church Facilities 5.8. Church Logo & Style Guide 5.9. Funeral policy 5.10. Procedure for Office Security - Visitors to church	History
	Date developed
	Replaces
	Revised

6.1. Governance Structure

Policy – A&G 6.1	Owner/responsible – WWBFInc.	Revision Date.
Status	Applies to – Elders & Deacons	Precis – Notes on Governance Structure

Notes on Governance. Prepared for induction of new Elders & Deacons

Governance

As an organization we have four Governance Documents Labelled D1 thru D4.

D1 our Church Constitution.

- Who we are: – Our name.
- What we are: - Our beliefs.
- How we operate: – Governance (Affiliation, Authority and Congregational Government, Etc.)
- Why: – Our Objectives.
- Who? – Our membership.

This document is deliberately short & simple, is hard to change.

D2 WWBFInc Constitution

Again a relatively hard document to change requiring approval & registration with the NSW Government's Department of Fair Trading.

D3 Our Operations Manual

- How we have agreed to do things.
- This document is one you should all read at least annually.
- It is easily changed as we grow or change, but until changed represents the rules.

D4 Our PP&P (Policy Procedures & Protocol) Manual (this document)

This is the document containing all of the things we have agreed on as our policy, or normal procedure. The repository of our agreed practice. Legally if it isn't in here, it does not exist.

D2 our WWBFInc. Constitution

Deacons & Elders must read it at least once.

But briefly:

It s a legal document and as a member of WWBFInc. you do have some legal obligations, One of which is to have read & understood this document.

Going through it

1. Name: self-explanatory.
2. Purpose: Read page 3 section 2 A
3. Membership: By being elected as a Deacon or Elder, you automatically become a member and remain one until the end of the next WWBFInc AGM.
4. Register of members. Must be prepared immediately after the AGM.
5. Powers. Read page 4 section 10.

D4 Policy Procedures & Protocol Document

6. Sections 11 - 13: Management detail.
7. Meetings: Minimum of three times a year. We have agreed once per term at the beginning of a normal Elders & Deacons meeting. There is a quorum of 8 members, but provision to call in members by phone to make up that number (section 16) and also provision for issues, that are not going to be disputed, to be resolved by circular motion (section 16) Note as business is delegated to Elders & Deacons, these provisions are then available to us in these meetings as well.
8. Delegation of authority: This allows WWBFInc. to delegate authority to Elders & Deacons which we do at the AGM. For the normal motion s:
9. "We delegate all Governance issues to the Eldership and the day to day operations to the Diaconate, subject to checking with and working with the Elders on all matters that have, or could have a pastoral component, or impact on the church's direction, or people's perception of who we are and where we are going."
10. Funds, source of. Defines where we get funds Note, it includes other income associated with the operation of the church – income from rental of spaces in the car park and other sources that 'WWBFInc. determines'. In other words, we are free to raise money anyway, we like provided 1) it is consistent with our objectives and 2) we resolve to do so.
11. Funds management. We can only spend money in ways, which fit our objectives. If we are to spend or give money outside of normal church operations, we need to be able to demonstrate how it fits with our objectives, i.e. mission giving is about extending the Gospel to other areas, etc.
12. WWBFInc. is non-profit. This does not mean we can't make a profit on any individual activity. It means we can not distribute any funds to members. I.e. we can't do anything for personal gain!
13. Winding up - dissolution. Defines what would happen to any residual property & assists if we were to be would up, or otherwise disbanded.
14. Changes to this document. Defines some of the process.
15. Custody of books etc. WWBFInc. records are legal documents and need to be maintained in appropriate ways and not randomly disposed of. It needs to be noted, that quite a lot of our historic records seem to have gone missing!

Liability

One of the original drivers to setting up WWBFInc. was to limit liability. Back in the 80's we got some advice on individual liability of Officers (Elders & Deacons) and a number deacons stood down saying they could not put their family's future at risk.

The incorporated structure limits this liability under most circumstances and the church has managed (thru the Baptist Insurance body) to get some very good insurance for us, as individuals, but you need to be aware that these do not protect us against the consequences of any illegal actions (you cannot insure against breach of statute, or its consequences.) It is understood, that would extend to not complying with our own policies.

e.g. If we failed to comply with our policy of two adults with a Sunday School class at all times and a sexual harassment claim was made, we could all be jointly & severally sued (that means the person suing can choose who to sue any individual, the organization or all of us together) for damages and there is no limit to the amount that can be claimed in a civil court. It is of course a very remote possibility, but nevertheless real.

Consequently, it is essential that we are careful with compliance and risk issues.

Obligations of a Director of an Incorporated Body

As director of an incorporated body (that is what we are) we have a number of inexorable (unavoidable) responsibilities or obligations, namely:

- To read briefing material, understand decisions being made and their background, and to take part in decision making.
- To ensure that everything that the organization does works towards the stated objectives of the organization.
- To monitor (understand) the organisation's financial state & dealings and never allow it to become insolvent.
- To monitor and avoid conflicts of interest (or not to look after your own interests over those of the organization.)
- To maintain confidentiality (privacy legislation).
- To comply with the law and the organization policy.
- To act in a corporate way (once an issue is resolved, to publically support, or at least not disagree with).

Related Policies 6. Church Administration – Master Policy 6.1. Governance Structure 6.2. Administration 6.3. Church Record keeping 6.4. Church Services – Organization 6.5. Political Material 6.5.1. Event (especially AGM) Planning Tool 6.6. Use of Church Facilities 6.6.1. Guidelines for the Use & Hire of Church Facilities 6.7. Church Logo & Style Guide 6.8. Funeral policy Procedure for Office Security - Visitors to church	History Originally prepared as a briefing paper at an Elders & Deacon's retreat in 2018
	Date Adopted
	Replaces
	Revised

6.2. Administration

Policy – A&G 6.2	Owner/responsible – WWBFInc.	Revision Date.
Status Suggested	Applies to –	Precis – summary of administrative structure

Preamble

With the growth in complexity of the environment in which the church operates, the increasing size of our congregations and ever extending range of ministries, the church's management & administration have become significantly more complex and as a result the position of church administrator has been developed and a number of other positions created.

Note. The material below is meant to be general in nature and will be further developed position descriptions for the people appointed to each individual position.

Church Administrator

The Church Administrator reports directly to the Church Secretary (and through him/her to the diaconate), however, as much of the role is associated with ministry, they will also periodically receive directions directly from the Senior Pastor and high priority needs to be given to these requests.

The Administrator is responsible for the church properties & administration, including governance & compliance reporting.

Unfortunately it is not always possible to fill this position on a full time basis and in the absence of an administrator, the tasks of that position are distributed between the Church Secretary, Office manager, the Elders and other appropriately skilled church members. People carrying these roles, do however need to recognize they are acting out part of that position and that together they are fulfilling the Administrator role.

As the Administrator reports directly to the church secretary, it is the church secretary's role to, in conjunction with the Elders, reallocate the administrators roles & tasks.

Office Manager

The Office manager is responsible for the day to day administration of the church. This person will also be the "face of the church" for most of the week. A significant number of volunteers are involved in this day to day administration, some of which have individual job, or ministry descriptions, however all staff working in the office, or in administrative roles, are under the Office manager's supervision and authority,

As a general principle, any serious disciplinary action or other significant directions need to be reported to and agreed on by the Office Manager's supervisor (The Administrator, or in the event of that position not being filled, the Church Secretary.)

Other staff

Other staff; cleaners, etc. will have their own individual job description, but will be accountable to and supervised by the Church Administrator, or in his/her absence, by the person carrying that part of the Administrator's role.

Volunteers

The church relies heavily on volunteers and is actively seeking people to assist in various roles, However as many of these roles put the incumbent in a position of being seen as part of the 'face of the church' careful selection, training, formal approval, ongoing mentoring and supervision are

D4 Policy Procedures & Protocol Document

essential. These are the responsibility of the church Administrator, or in his/her absence, the person carrying that part of the Administrator's role.

All staff & volunteers need to be aware of the Safe Church Compliance requirements and must work with the office manager to ensure that these are adhered to and all necessary records are kept reporting requirements met

Compliance & review

All staff, paid and volunteer, are subject to church policy & must comply with church procedures and protocol. All incumbents will be subject to at least annual performance reviews

Related Policies 6. Church Administration – Master Policy 6.1. Governance Structure 6.2. Administration 6.3. Church Record keeping 6.4. Church Services – Organization 6.5. Political Material 6.5.1. Event (especially AGM) Planning Tool 6.6. Use of Church Facilities 6.6.1. Guidelines for the Use & Hire of Church Facilities 6.7. Church Logo & Style Guide 6.8. Funeral policy 6.9. Procedure for Office Security - Visitors to church	History
	Date developed
	Replaces
	Revised

6.3.Church Record keeping

Policy – A&G 6.3	Owner/responsible – WWBFInc.	Revision Date.
Status Suggested	Applies to – Office & records	Precis – Requirements for record keeping

Church Record Keeping

Records of church, Elder & Deacons Resolutions

For the sake of simplicity and ease of access, all resolutions from Church (congregational) Meetings shall be noted in Deacon’s minutes. Issues from the Elders which require minuting shall likewise be passed to the Diaconate for minuting. Meeting Minutes & material from the elders shall simply be included in the minutes, as resolutions from the congregational meeting of XX, or material passed from the Elders for recording and shall be included as provided and not debated or otherwise altered.

Records of Safe Church activities

The safe Church certification program requires that appropriate recodes be kept for a minimum of 40 years. Records should however be kept for as long as is practically possible.

Each ministry group shall keep the required records and week by week provide copies to the church office. Note, direct entry systems using iPads, etc. may be developed in the future, in which case the office will simply have to check the data entered.

Record updating & storage

Records shall be kept on the church premises for a minimum of 5 years (longer if physically possible)

Appropriate back up arrangements shall apply to all church records and off site copies shall be kept of all critical martial. The Church Administrator (and/or church Secretary) shall annually review the back up and storage processes.

Records over ten years old may be passed to the NSW Baptist Archives for safe storage. However, as the archives only offer a simple repository services, material needs to be sorted, indexed and clearly labelled before being sent to the archives.

As there is an issue of long-term access to any old electronic records arising because of the continuing process of updating systems and protocols. Material over five years old shall be upgraded to the latest media & format.

Related Policies 6. Church Administration – Master Policy 6.1. Governance Structure 6.2. Administration 6.3. Church Record keeping 6.4. Church Services – Organization 6.5. Political Material 6.5.1. Event (especially AGM) Planning Tool 6.6. Use of Church Facilities 6.6.1. Guidelines for the Use & Hire of Church Facilities 6.7. Church Logo & Style Guide 6.8. Funeral policy	History New Suggested Seeking additional input
	Date Adopted
	Replaces
	Revised

D4 Policy Procedures & Protocol Document

Procedure for Office Security - Visitors to church	
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6.4.Church Services - Organization

Policy – A&G 6.4	Owner/responsible – Pastors & Elders	Revision Date.
Status	Applies to – Everyone involved in planning & running services	Precis – Responsibilities & requirements for organizing services

The Church Service is very much the public face of the church and as such needs to be well organized and managed (choreographed?)

- The Service Leader is responsible for the leadership and coordination of the worship services, however the Senior Pastor has the overall authority and it is expected that Service Leaders.
- Will have received some training and guidance on how to manage a service.
- Will receive some input on the theme or direction that he, or the preacher expects the service to have.
- Prayer needs to undergirds the church service planning process. It is expected that the service Leader will be praying throughout the week leading up to the service. Praying about their leadership and coordination and for the participants and team are working with. Praying to for those attending church services
- To achieve a unified and well-coordinated church service planning and communication are critical and can not be left to the last minute. The Service Leader needs to be in contact with the Music leader and other participants throughout the week, ensuring that they understand their role in the service and working through with them what they are going to be doing.
- On Sunday the service Leader should:
 - Arrive at the church at least 30 minutes before the service begins.
 - Review his service plan with the other participants, checking any special requirements with the tech team.
 - Pray with the service participants and Pastor before the service begins
- Announcements and special inclusions will have been collected through the week and are listed on the notice board in the office. Service leaders need to check this list, coordinate with presenters to understand the time implications (these need to be understood), interactions, and ensuring that the tech desk operators have the appropriate material loaded and ready to run at the appropriate times. Note it is often possible to show presentations simultaneously with the offering, etc. to catch up on time.
- The service leader will produce a running sheet (order of service) and ensure everybody involves has a copy, know when to come forward, the time limits that apply and are briefed not to take unnecessary time.
- While every effort needs to be made to choreograph the service, it needs to be recognised, that we are humans worshiping our great God and we need to be expecting God to move amongst and through us as we meet and that orders of service may need to adjusted as the service proceeds
- WWBC services are relatively long and care needs to be taken to ensure they do not extend beyond reasonable limits. A number of members are diabetic, or have other ailments, that mean they have potential health issues, if services extend longer than expected. The maximum length of services is 90 minutes. If a service for some reason needs to extend beyond this then the congregation must be given the opportunity to leave, if they need to.

D4 Policy Procedures & Protocol Document

- WWBC is committed to being a Safe Place, Service Leaders need to be aware of compliance and potential safety issues associated with the facility & service (particularly evacuation procedures). It is noted, that there will be a duty officer present at services, this person has the 'Building Warden' role and the authority to override the service leader on safety and evacuation issues
- The Service leader must coordinate with the music team leader in planning the service, to ensure service times are not exceeded and there needs to be clear recognition that for every item added to the program, something else needs to be sacrificed, The two items which are seen as nonnegotiable are the Sermon and the pastoral prayer.
- The music leader must be mindful of time and if necessary curtail or cut out music items to meet time limitations

<p>Related Policies</p> <p>6. Church Administration – Master Policy</p> <p>6.1. Governance Structure</p> <p>6.2. Administration</p> <p>6.3. Church Record keeping</p> <p>6.4. Church Services – Organization</p> <p>6.5. Political Material</p> <p>6.5.1. Event (especially AGM) Planning Tool</p> <p>6.6. Use of Church Facilities</p> <p>6.6.1. Guidelines for the Use & Hire of Church Facilities</p> <p>6.7. Church Logo & Style Guide</p> <p>6.8. Funeral policy</p> <p>6.9. Procedure for Office Security - Visitors to church</p>	<p>History</p> <p>Based on material used in training leaders in the 1980's</p>
	<p>Date Adopted</p>
	<p>Replaces</p> <p>Old training notes</p>
	<p>Revised</p>

6.5. Political Material

Policy – A&G 6.5	Owner/responsible – Elders	Revision Date.
Status	Applies to – All church activities	Precis – WWBC avoids any direct political involvement.

Political Material

As a church we encourage our members to be informed on political issues, but will not support any particular political party or allow political material to be distributed in the church, other than as part of a specially church organised event. (Example. The church may from time to time organise or take part in an education/awareness programme run by an organisation such as the Australian Christian Lobby).

Related Policies 6. Church Administration – Master Policy 6.1. Governance Structure 6.2. Administration 6.3. Church Record keeping 6.4. Church Services – Organization 6.5. Political Material 6.5.1. Event (especially AGM) Planning Tool 6.6. Use of Church Facilities 6.6.1. Guidelines for the Use & Hire of Church Facilities 6.7. Church Logo & Style Guide 6.8. Funeral policy 6.9. Procedure for Office Security - Visitors to church	History Policy developed in early 1990's
	Date Adopted
	Replaces
	Revised

6.5.1. Event (especially AGM) Planning Tool

Policy – A&G 6.5.1	Owner/responsible –	Revision Date.
Status	Applies to –	Precis –

General event					
	Event details (date, venue, times, organiser / contact person, requirements, risk assessments)	office		8 weeks	To give time to organise helpers, make sure we have equipment needed and sort out any issues with double booking to be fair to other ministries.
	promotional material: bulletin, social media, announcements, flyers -allow 2 wks for postage to other churches			6 weeks (8 weeks if posting)	to give people enough warning for their calendars and have effective promotions
Church AGM					
Selection Sheets	Selection sheets to Elders (for editing)		Elders	10 weeks	
	Final edited copy	office		9 weeks	
	Selection sheets to congregation			8 weeks	
	Final date for collection of selection sheets			4 weeks	
Ministry Reports	Emailed letter requesting ministry report	Ministry Leaders	Church Secretary & Office	4 weeks	
	Final date for reports to office			2 Weeks	
	Collation of reports		office	2 Weeks	
	Distribution of reports via email & hard copy on request		office	1 Week	
Dinner	Invitation email & bulletin		Church Secretary	4 weeks	
	Menu / planning / preparation		Deacons		
	RSVP for dinner			1 week	
	Setting up for evening		Deacons	on the day	
Other	Song Leader / musician		Church Secretary		
	Sound & Media		Church Secretary		
	Special Presentation (eg Slide show & interview)		Church Secretary & David		

Related Policies 6. Church Administration – Master Policy 6.1. Governance Structure	History Developed by Sally (2016?) to deal with previous issues & confusion.
	Date Adopted

D4 Policy Procedures & Protocol Document

<ul style="list-style-type: none">6.2. Administration6.3. Church Record keeping6.4. Church Services – Organization6.5. Political Material6.5.1. Event (especially AGM) Planning Tool6.6. Use of Church Facilities6.6.1. Guidelines for the Use & Hire of Church Facilities6.7. Church Logo & Style Guide6.8. Funeral policy 6.9. Procedure for Office Security - Visitors to church	<p>Replaces</p> <hr/> <p>Revised</p>
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6.6. Use of Church Facilities

Policy – A&G 6.6	Owner/responsible – Diaconate	Revision Date.
Status	Applies to – All users of church facilities	Precis – Process for and limitations on use of church facilities

Biblical Basis

1 Peter 4:8; "Above all, love each other deeply, because love covers over a multitude of sins" (NIV).

We are a new community called out by Jesus Christ to honour Him and love one another. The points below are a guideline for how we can do that especially in relation to our times together in the church facility. As a church we are committed to ensuring that we do not do things that distract from our message of grace and love. As such, we commit ourselves to the following basics principles

Principles

- Always bear in mind that we are God's children and members of His family
- Treat other people with dignity and respect
- Do all that we can to ensure the church facility is a welcoming and safe place
- Adhere to the law of the land and the policies of the church
- Be responsible for our children when they are in the facility
- Book a room with the office volunteers before you plan to use it
- Ensure that the room you use in the facility is left clean and tidy for the next person and the room is vacuumed after food/drink/craft activities
- Wipe down kitchen benches and do the dishes if you have used the facility
- Empty the garbage bin in the room that has been used
- Check that toilet and bathroom areas are clean and replenish paper
- Keep exits, doorways and aisles clear from clutter to enable quick exits if needed
- Don't waste gas, electricity or water. Turn off lights, heaters and fans when exiting rooms.
- If you are the last person in the facility check that doors and windows are locked before you leave
- Make sure that you ask the office volunteers before you borrow/remove equipment
- If you see a problem/needed repair with the facility let a Deacon know
- If you see a hazard that may cause injury take immediate action to make the area safe and then ring the Secretary (0432965604)
- Ring the Secretary if there is an accident in the facility
- Leave a note for the office volunteers if you use equipment from the First Aid Box in the kitchen so that the items can be replaced
- Participate in serving the church family by contributing to the cleaning, gardening, morning tea, supper rosters, coming along to the working bees and giving financially for the maintenance and upkeep of the facility

D4 Policy Procedures & Protocol Document

<p>Related Policies</p> <p>6. Church Administration – Master Policy</p> <p>6.1. Governance Structure</p> <p>6.2. Administration</p> <p>6.3. Church Record keeping</p> <p>6.4. Church Services – Organization</p> <p>6.5. Political Material</p> <p>6.5.1. Event (especially AGM) Planning Tool</p> <p>6.6. Use of Church Facilities</p> <p>6.6.1. Guidelines for the Use & Hire of Church Facilities</p> <p>6.7. Church Logo & Style Guide</p> <p>6.8. Funeral policy</p> <p>6.9. Procedure for Office Security - Visitors to church</p>	<p>History</p>
	<p>Date Adopted</p> <p>March 2013</p>
	<p>Replaces</p>
	<p>Revised</p>

6.7. Guidelines for the Use & Hire of Church Facilities

Policy – A&G 6.7	Owner/responsible –	Revision Date.
Status First Suggestion for discussion and development	Applies to –	Precis –

Guidelines for the use & hire of Church facilities

The WWBC Facility in Tarcutta Street was designed, as the church's primary worship & administrative centre, however despite the ever-increasing usage, there are times when it is not fully utilized and rooms and meeting spaces etc. could be made available to other organization when such use were beneficial to the church and community provided such use is consistent with the churches values and theology and de not in any way with the church's image or outreach.

Priority for use of facilities:

- Church Worship.
- Regular Church related activities.
- Special Church functions (Weddings, Funerals, Training events, Leaders meetings, etc.)
- Functions related to the Gospel (e.g. Meetings of para church organizations or special events from other gospel minded churches)
- Hire of sections of the facility by Church members. (e.g. wedding receptions and after funeral functions and private functions, etc.)
- Use of sections of the facility by outside organizations. (Noting that some uses are quite valuable in bringing people into contact with the church.)

The Church Administrative offices are not available for hire, although in special circumstances such as Riverina Baptist for Christ activities, resources may be made available.

It is noted that there are quite considerable ownership & maintenance costs associated with the facilities and charges will apply for non-church related functions. Note, our financial policy states "External sources of revenue are encouraged, where the activity does not affect church ministries."

Whilst some usage by external organizations, may assist with the church's contact & connection with the outside world and breaking down barriers between community & church, and any associated income is welcome; the church is not in the facility hire business. Applications will be considered individually and an on-merit basis, and only approved if they do not negatively impact on the church's activities and image.

Notes

- Issues like shared use of toilets and associated safe church issues, noise interference, ability to have the building appropriately cleaned and set up for other functions, locking up and security, will be taken into account, when evaluating requests for use/hire of church facilities.
- The church insurance cover is such that no-member activities are required to have their own suitable and approved insurance cover.
- Any organization hiring church facilities is required to provide appropriate assurances that they are complying with our working with children requirements

D4 Policy Procedures & Protocol Document

<p>Related Policies</p> <p>6. Church Administration – Master Policy</p> <p>6.1. Governance Structure</p> <p>6.2. Administration</p> <p>6.3. Church Record keeping</p> <p>6.4. Church Services – Organization</p> <p>6.5. Political Material</p> <p>6.5.1. Event (especially AGM) Planning Tool</p> <p>6.6. Use of Church Facilities</p> <p>6.6.1. Guidelines for the Use & Hire of Church Facilities</p> <p>6.7. Church Logo & Style Guide</p> <p>6.8. Funeral policy</p> <p>6.9. Procedure for Office Security - Visitors to church</p>	<p>History</p> <p>Recreation of 1980's policy statement</p>
	<p>Date Adopted</p>
	<p>Replaces</p>
	<p>Revised</p>

6.8. Guidelines for the Use & Hire of Church Facilities

Policy – A&G 6.6.1	Owner/responsible –	Revision Date.
Status First Suggestion for discussion and development	Applies to –	Precis –

Guidelines for the use & hire of Church facilities

Currently being developed

Related Policies 6. Church Administration – Master Policy 6.1. Governance Structure 6.2. Administration 6.3. Church Record keeping 6.4. Church Services – Organization 6.5. Political Material 6.5.1. Event (especially AGM) Planning Tool 6.6. Use of Church Facilities 6.6.1. Guidelines for the Use & Hire of Church Facilities 6.7. Church Logo & Style Guide 6.8. Funeral policy 6.9. Procedure for Office Security - Visitors to church	History Recreation of 1980's policy statement
	Date Adopted
	Replaces
	Revised

6.9. Church Logo & Style Guide

Policy – A&G 6.7	Owner/responsible – WWBFInc.	Revision Date. 2024
Status . Current	Applies to – Church	Precis –

Church Logo.

As part of the process of attempting to provide a consistent and appropriate image to the community, the church has adopted a logo.

The Logo;

The empty cross is the core element of the church's visual identity, representing Christ's death and resurrection (Romans 4:25). Behind the cross are semi-abstract shapes that represent the theme of growth through the green palette and the flowing organic form. This represents the Biblical use of metaphor and imagery of seeds, branches, plants, vines and crops to symbolise faith and spiritual growth and especially the spread of the gospel (Colossians 1:6)

Church Style Guide

Still to be developed, but once adopted all official church correspondence should follow the style guide

Related Policies 6. Church Administration – Master Policy 6.1. Governance Structure 6.2. Administration 6.3. Church Record keeping 6.4. Church Services – Organization 6.5. Political Material 6.5.1. Event (especially AGM) Planning Tool 6.6. Use of Church Facilities 6.6.1. Guidelines for the Use & Hire of Church Facilities 6.7. Church Logo & Style Guide 6.8. Funeral policy 6.9. Procedure for Office Security - Visitors to church	History Adopted by Church 2014 when the NSW & ACT Baptists abandoned their old Logo and the church felt it was an appropriate time to have our own logo.
	Date Adopted 2014
	Replaces Use of NSW Baptist Union Logo
	Revised

6.10. Funeral policy

Policy – A&G 6.8	Owner/responsible – Deacons	Revision Date. July 2020
Status Approved	Applies to – Senior Pastor, Office, Funeral Liaison Volunteer	Precis –

Funeral Policy

STATEMENT

A Christian funeral is a service of worship and thanksgiving witnessing to those present our gratitude to God for life of the person who is no longer among us and for the resurrection hope we have through faith in Jesus Christ. Therefore, the funeral both remembers the deceased and proclaims our hope in Jesus Christ.

PRINCIPLES

The Senior Pastor is responsible for conducting funerals at Wagga Wagga Baptist Church (WWBC). He is the primary WWBC liaison person with the bereaved family in relation to funerals conducted at WWBC

Ordinarily, only funerals for people who belong to the WWBC family, and their immediate families, will be held at WWBC. Exceptions may be made at the discretion of the Senior Pastor or his delegate.

If the funeral service is for a WWBC family member or their family, as a means of demonstrating our love and esteem for the person or their loved one, WWBC will provide the church facility at no charge. Musicians, flower arrangements for the church and hall, sound and media personnel and light refreshments following the funeral will be without charge where possible. Where not possible a minimal cost will be incurred by the family.

If the funeral is for a non WWBC family member a charge will be incurred using an Honorarium system as listed on the last page of this document for the Pastor and the WWBC price guide listed on the last page for other services.

In cases of hardship the Senior Pastor has discretion to negotiate with the family.

One of the WWBC pastors should, where possible, preside at a funeral held at the WWBC building.

RESPONSIBILITIES

Pastoral Responsibilities

- If a member of the WWBC family, or their family member, is dying it is ideal if the Senior Pastor can be present to the person and their family during this period to provide strength, encouragement, hope and prayer prior to death. The Senior Pastor may become aware of preliminary funeral arrangements at this time. In the absence of the Senior Pastor the delegate should fulfil this role.
- In the event of an unexpected death the Senior Pastor should be contacted immediately by the person who has become aware of the death in order to be pastorally present with the bereaved family.
- Upon learning of the death of a WWBC family member, the Senior Pastor should;
 - a. notify the Pastors and Elders of WWBC to ensure their preparedness for the sharing and caring of expressions of grief among the WWBC family.
 - b. prepare a written statement informing the WWBC family of the death and distribute the appropriate information by email

D4 Policy Procedures & Protocol Document

- Assist the bereaved family with spiritual and emotional care in the days following the death.
- The structure of the funeral Service is determined by the Senior Pastor in conjunction with the family.
- Pastor offers the family the services of the WWBC Funeral Liaison Volunteer (FLV) to assist with the practical requirements of the funeral if it is being held at WWBC. The family may choose to have family members or close WWBC friends participate in various roles in lieu of the FLV finding volunteers to do them. If the funeral is for a non WWBC person the services of the FLV are not optional.
- Lead and coordinate the funeral arrangements to WWBC by:
 - a. Having initial contact with Funeral Directors regarding church arrangements
 - b. As soon as arrangements are known communicating with the Church Office Coordinator to allocate tasks
 - c. Overseeing and reviewing the actioning of allocated tasks
- Make provision for the ongoing pastoral care of the bereaved in conjunction with the Elders of WWBC

Church Office Coordinator Responsibilities

- Ensure all paperwork for risk assessments are completed
- Liaise with Senior Pastor regarding service and catering needs
- Where required by the grieving family organize a service team including sound and media people, flowers and set up of the auditorium.
- Allocate tasks to the FLV and the Catering Team
- Ensure the premises is booked into the calendar for the day
- Ensure all regular meeting and events are informed of the booking and can make alternative arrangements for the day.

Funeral Liaison Volunteer (FLV) Responsibilities

- Liaise with the Church Office Coordinator regarding Service needs
- Liaise with the Funeral Director under the Senior Pastors direction regarding booklets, video montage and song words.
- Be the main contact and floor manager for the service on the day.

HONORARIUM

- Sometimes an honorarium is given to the presiding pastor from the family. These can be accepted at the pastor's discretion and declared to the treasurer.

D4 Policy Procedures & Protocol Document

<p>Related Policies</p> <p>6. Church Administration – Master Policy</p> <p>6.1. Governance Structure</p> <p>6.2. Administration</p> <p>6.3. Church Record keeping</p> <p>6.4. Church Services – Organization</p> <p>6.5. Political Material</p> <p>6.5.1. Event (especially AGM) Planning Tool</p> <p>6.6. Use of Church Facilities</p> <p>6.6.1. Guidelines for the Use & Hire of Church Facilities</p> <p>6.7. Church Logo & Style Guide</p> <p>6.8. Funeral policy</p> <p>6.9. Procedure for Office Security - Visitors to church</p>	<p>History</p> <p>New – Developed early 2019</p>
	<p>Date Adopted</p> <p>Approved at July 2019 Deacons meeting</p>
	<p>Replaces</p> <p>None</p>
	<p>Revised</p>

6.11. Procedure for Office Security - Visitors to church

Policy – A&G 6.8	Owner/responsible –	Revision Date.
Status	Applies to –	Precis –

Office Security – Visitors to Church

Due to a number of incidents, the church building is to remain locked during office hours unless the Senior Pastor, the Pastor for the community are present, or other approved arrangements are in place.

Signs explaining the situation and advising that the office will respond to the bell and allow access when appropriate are to be displayed. Signs advising procedures for regular events can be displayed at appropriate times (signs stored in copy room)

When the bell is rung or someone knocks staff are to use the security monitor to see who the person is, before leaving the office (and alerting the person of the fact that people are in the building)

If staff know the person or feel safe opening the door to them they can open the door and find out what they need.

Others, particularly non WWBC members, are asked not to open the doors, or allow people to enter, unless the person knocking is part of their organized meeting.

If they are in need of a food-bag, ask their details and request they wait outside while the bag is organized.

If there is any doubt about safety or you are not comfortable with the person do not open the door to them, staff should just stay in their office.

If it appears that the person is agitated, aggressive or even unusually docile Do Not answer or open the door or go out to them.

Use of the facility for showering, etc. is not permitted except under appropriate supervision ie the Community Kitchen or one of the Pastors. People seeking this sort of assistance can be referred to the community Kitchen Coordinator.

If any incident occurs, it must be recorded in the office day book and anyone feeling threatened, unable to cope or observing any criminal behaviour should ring the police (000) and then advise the office coordinator and or senior pastor. (Note, if appropriate talk to the senior pastor about any concerns or need for further counselling.)

Related Policies 6. Church Administration – Master Policy 6.1. Governance Structure 6.2. Administration 6.3. Church Record keeping 6.4. Church Services – Organization 6.5. Political Material 6.5.1. Event (especially AGM) Planning Tool 6.6. Use of Church Facilities 6.6.1. Guidelines for the Use & Hire of Church Facilities 6.7. Church Logo & Style Guide 6.8. Funeral policy 6.9. Procedure for Office Security - Visitors to church	History Adopted following issues with unsavoury & unruly visitors in 20119
	Date Adopted
	Replaces
	Revised

6.12. Vehicle Use Policy

Policy – CA 6.13	Owner/responsible – Deaconate	Revision Date 2/11/19
Status – Approved	Applies to – Vehicles and persons using Vehicles on behalf of WWBC	Precis –

WWBC Motor Vehicle Policy

Policy description:

This policy outlines requirements for Wagga Wagga Baptist Church (WWBC) related to use of WWBC and private vehicles on WWBC business or persons who hires or uses the church bus for non WWBC activities.

WWBC is committed to promoting and encouraging the safety of drivers and passengers and the efficient use of vehicles, in God's service.

Who must comply?

WWBC members and staff employed on a full/part time, contract, casual, agent, unpaid and voluntary basis (Pastors, staff, ministry leaders, volunteers).

Any person external to WWBC who hires or uses the church bus for activities external to WWBC official activities.

A representative of WWBC or external user of the church bus must:

- Hold an appropriate and current driver's licence or permit according to the Motor Vehicle Act 1959.
- Obey all road rules and act responsibly whilst driving any vehicle.
- Use the WWBC vehicle(s) for Church business purposes only and not for personal use unless formally agreed through completion of the hire form paperwork at WWBC. If the hire form has been completed, use of the bus must only be in accordance with the purposes outlined in the form and not for personal use.
- Obtain prior authorisation to use your personal vehicle for work related purposes.
- Drive within all legal limits and be in a fit and capable state to drive and are encouraged to completely avoid the consumption of alcohol and must be free of illicit drugs when using a WWBC vehicle.
- Use a seat belt restraint and ensure all passengers are also wearing seat belts and/or suitable child restraints.
- Pay any expiation notices/penalties and/or fines incurred whilst driving a WWBC or personal vehicle for Church related purposes.
- Pay any expiation notices/penalties and/or fines incurred whilst driving the WWBC bus during a period of 'hire'.
- Report any accident/crash and/or any personal injury that you are involved with whilst driving a WWBC vehicle.
- Complete, sign and provide an incident report with WWBC office for any accident/crash or personal injury that they are involved with whilst driving or using a WWBC vehicle as soon as practical after the event.
- Use the log book to accurately record travel details.
- Keep the vehicle clean, tidy and returned with a full tank of fuel.
- Drive with the lights on at all times, day and night.
- Ensure any existing cargo barrier is in place at all times.
- Ensure that the WWBC vehicle(s) is/are legally parked in a safe and secure place at all times, and are secured correctly when not occupied.
- The driver of the vehicle accepts responsibility for the safety and security of the vehicle during the period of use.

- The hirer of the vehicle will ensure that any person under the age of 18 years who is a passenger on the bus, has the written permission of their parent or legal guardian to be transported on the bus. Copies of this written permission will be supplied to the WWBC office prior to use of the bus for events involving under aged persons (eg youth group events).

A person driving the WWBC bus or representative of WWBC driving a vehicle on church business must not:

- Use a mobile phone whilst driving.
- Return the WWBC vehicle with less than a full tank of fuel.
- Drive under the influence of any medication, drugs and/or condition that may impair your ability to operate the vehicle.
- Transport passengers who are not church members or engaged to undertake work for WWBC without prior written permission.
- Smoke and/or consume alcohol in any WWBC vehicle.

Motor Vehicle Policy

1. Background

Wagga Wagga Baptist Church (WWBC) is committed to promoting and encouraging safe and efficient use of vehicles while on WWBC business or activities. Under NSW law drivers must hold an appropriate and current driver's licence or permit and must not drive an unregistered vehicle at any time. Due care, attention and reasonable consideration for other road users must be exercised at all times while driving a WWBC vehicle or a private vehicle for WWBC business or activities.

2. Purpose

This policy is intended to outline the requirements for employees and volunteers who are required to use motor vehicles as part of their work commitments/church activity. The purpose of this policy is to ensure that safe driving practices are implemented for employees or volunteers who are authorised to drive WWBC or private vehicles as part of WWBC activities, or for persons who hire the church bus for external activities.

3. Scope

This policy applies to all WWBC members, existing staff, volunteers and agents who are required to use motor vehicles in the course of their engagement or for WWBC activities. It includes guidelines for appropriate usage of WWBC and personal vehicles used for WWBC related purposes. It also includes guidelines for external hirers of the WWBC bus.

4. Definitions

WWBC vehicle: vehicle owned by WWBC

Private/personal vehicle: vehicle owned by the employee/church member for personal transportation and used on church business or activities.

5. Policy Statement

WWBC is committed to protecting the health, safety and welfare of its employees/members/volunteers, including when using vehicles on church business or for church activities. When using the WWBC and/or personal vehicle for work related business or church activities it is expected that staff obey all road rules, act responsibly, drive safely and demonstrate safe driving practices to other road users. Drivers are to be aware that they are responsible for any expiation notice/penalty and/or infringement incurred whilst using the WWBC vehicle.

It is WWBC policy that if you drive a WWBC or personal vehicle for work related duties or church activity, you must:

D4 Policy Procedures & Protocol Document

- Hold an appropriate and current driver's licence or permit (minimum 'green P')
- Comply with relevant legislation, policies and procedures.
- Obey all road rules and act responsibly.
- Drivers are encouraged to completely avoid the consumption of alcohol when using a WWBC vehicle, and drive within the legal limits.
- The WWBC vehicle must not be operated by a driver who is under the influence of any medication, drugs and/or condition that may impair their ability to operate the vehicle. As the driver it is your responsibility to be in a fit and capable state to drive.
- Use a seat belt restraint. It is the responsibility of the driver to ensure all passengers are wearing seat belts and/or suitable child restraints. Drivers and passengers by law are required to use seat belt restraints when the vehicle is moving or stationary but not parked.
- Not use a mobile phone whilst driving as per relevant NSW law.
- Pay the costs of any expiation notice/penalty and/or infringement incurred whilst driving the WWBC vehicle. Such costs are the responsibility of the driver, regardless of the work related travel, and will not be reimbursed.
- Accurately record, monitor and maintain vehicle usage. This includes completion of the relevant log book, keeping the vehicle clean, tidy and returned with a full tank of fuel after each use.
- Smoking and/or the consumption of alcohol are not permitted in any WWBC vehicle.

5.1 WWBC Vehicle(s)

- WWBC vehicle(s) must be used for WWBC purposes only and not for personal use.
- If you require the use of the WWBC vehicle you must book it by using the current booking system, as outlined in the WWBC Motor Vehicle Use procedure.
- The vehicle must be kept clean and left with a full tank of fuel. Cleaning and re-fuelling costs are the responsibility of the ministry area booking the vehicle.
- When driving the vehicle the lights must be on at all times; day and night.
- The cargo barrier, if supplied, is to be in place at all times and loose items in the vehicle must be secured.
- If the WWBC bus is booked by an external hirer, the above points also apply.
- A fee exists for use by non church members and a donation rate for members of the congregation. The fees applicable shall be held by the office. The deacons may, at their discretion, apply a fee waiver or reduction. The amount will be as per the schedule held at the office.

5.2 Personal Vehicle used for work purposes

- The use of your personal vehicle for work related travel must be authorised by the WWBC Secretary.
- Should you be authorised to use your private vehicle for business duties, you may claim reimbursement by completing the relevant claim form available from the church office. WWBC will reimburse a set price per kilometre. You are wholly responsible for your own vehicle insurance, maintenance, repairs and any parking or speeding fines incurred while driving the vehicle, whether for personal or work related purposes.

5.3 Use of vehicles by people who are not employees

Members of WWBC or volunteers who are engaged to undertake work for WWBC may be permitted to drive the WWBC vehicle, with prior permission from the Church Secretary (or nominated person) for the specified period of time or for specified duties; and must supply a copy of their current driver's licence to be kept on file at the WWBC office.

Persons who wish to hire the church bus for non WWBC business may apply to hire the vehicle through the church office. They must complete the hire form and comply with all the requirements set out in this policy. It is the responsibility of the person hiring the bus to ensure that they have written parental or guardian permission for any person under age to be

transported on the bus and that any person driving the bus transporting any under age passenger has a current Working With Children Check clearance.

5.4 Passengers of WWBC vehicles

Transportation of passengers in WWBC vehicles, who are not employees or engaged to undertake work for WWBC, may be permitted with prior permission from the Church Secretary (or nominated person) for the specified period of time. This includes the transportation of family members.

5.6 Driving under the influence of alcohol, medication and/or drugs

Drivers are encouraged to completely avoid the consumption of alcohol when using a WWBC vehicle, and to drive within the legal limits. The WWBC bus must not be operated by a driver who is under the influence of any medication, drugs and/or condition that may impair their ability to operate the vehicle. It is the drivers' responsibility to be in a fit and capable state to drive. The driver will be wholly responsible for any fines incurred whilst driving the vehicle.

5.7 Traffic /parking infringements

The driver is personally liable for the payment of any expiation notice/penalties and/or infringements incurred while driving any WWBC vehicle, regardless of your work related travel, and will not be reimbursed. This includes infringement notices that are reported on the vehicles registration, such as speeding / red light camera fines.

5.8 Learner's permit / provisional license

Unlicensed drivers are not permitted to drive any WWBC vehicle, nor are those who hold a 'learner's permit'. Drivers holding a provisional licence ('P plates') are permitted to drive WWBC vehicles, however, they are required to display the appropriate notification and obey all road rules pertaining to the level of licence they hold.

5.9 Purchase of Fuel

Ministry leaders may arrange with the WWBC church office for a debit card for the purpose of purchasing fuel for the vehicle to be provided to the driver when the bus is used for official WWBC business only. All receipts must be retained and returned to the office along with the debit card at the end of the booking period.

Alternatively, drivers will be reimbursed for fuel costs when receipts are authorised by the ministry leader and supplied to WWBC Office.

It is the responsibility of the driver to ensure the correct fuel is used for the particular vehicle that is being used.

5.10 Road Tolls

Road Tolls incurred in the course of official WWBC business will be paid by the driver within the specified period nominated by the Toll company and will be reimbursed through the Church Treasurer upon presentation of a receipt.

Road tolls incurred through private hire of the bus are the responsibility of the hiring person or driver of the bus and will not be reimbursed by WWBC.

5.11 Maintenance and appearance

- The safe and efficient operation of WWBC vehicles is a priority and periodic services will be arranged by the WWBC Deacons, or nominee thereof. Likewise, any spontaneous repairs that are required between scheduled services will be arranged by the Deacons or their nominee. However, it is the responsibility of the driver to ensure tyre pressure, oil, coolant and windscreen washers are checked prior to the use and between scheduled services.

Drivers must carry out a daily visual check of tyres, and keep the windscreen, windows and headlights clean to ensure clear vision.

- WWBC vehicle(s) interior and exterior must be kept in a clean and tidy condition. It is the responsibility of the driver and Ministry leader(s) booking the WWBC vehicle(s) to ensure it is returned in a clean and tidy state.
- Should it be necessary, WWBC Deacons, or their nominee, will arrange periodic cleaning of the interior and exterior of the vehicle(s). Should this be required after a private hire, the costs will be recovered from the private hirer.

5.12 a) Accident/crash and/or personal injury

It is the responsibility of the driver to report to WWBC Office any accident/crash and/or personal injury that they are involved with whilst driving for work related purposes. The driver of a vehicle who is involved in an accident is responsible to report the incident to the Police as soon as possible but within 24 hours.

A WWBC incident report form is to be completed and signed by the driver of the vehicle as soon as possible after the incident and a copy to be filed at the WWBC office, regardless of whether the vehicle was being used on WWBC business or as a private hire.

b) Mechanical Breakdown

WWBC has NRMA roadside assistance for its vehicles. Membership number is **956994501**. In the event of a mechanical problem (eg flat batteries, keys locked in the vehicle) the driver can call the NRMA on: 1300 369 349 and quote the registration number of the vehicle to obtain roadside assistance.

5.13 Motor Vehicle Theft

If the WWBC vehicle or your personal vehicle is stolen while being used for official WWBC related duties, contact the Police as soon as possible. Then the Secretary, WWBC must be notified.

5.14 Insurance

In case of an accident whilst driving the WWBC vehicle for WWBC related purposes the excess will be charged to the ministry area utilising the vehicle at the time. Additional fees apply for particular drivers under 25 years of age. These fees will also be charged to the appropriate program/project area or the hirer. However, WWBC accepts no responsibility for:

- Property damage or third party bodily injury incurred in the use of a privately owned motor vehicle for work related purposes.
- Drivers driving under the influence of drugs or alcohol; the driver will be personally liable for damages in the event of an accident.
- The vehicle if being used for unauthorised purposes; the driver may be required to pay full costs of any damages that may be incurred while in use.

5.15 Security

The WWBC vehicle must be parked in a safe and secure place at all times, and should be locked correctly when not occupied. Confidential documents, information or expensive equipment must not be left in vehicle when unattended.

The driver of the vehicle must not allow unsupervised access to the interior of the vehicle during periods of hire or use.

5.16 Code of Conduct

The same guidelines found in the WWBC Code of Conduct apply to all employees and volunteers who are required to drive in the course of their engagement. All representatives of WWBC are always required to comply with our Code of Conduct. Any breach of WWBC policies will be taken seriously and provisions will be implemented in accordance with appropriate legislative procedures. *For further detail please refer to Code of Conduct.*

6. Procedures Title

Motor Vehicle Procedure. The Procedure is available from the WWBC office.

7. Responsibility for implementation

- The WWBC Secretary will advise staff members and ministry leaders of the new policy and procedures immediately.
- The WWBC Secretary will advise all WWBC staff members, ministry leaders and volunteers that the Motor Vehicle Policy and Procedure will be available to view on the WWBC Server. The policy and procedure will also be available from the WWBC Office.
- The Motor Vehicle Policy and Procedure will be included in the WWBC Staff and Volunteer Induction process.
- The WWBC Motor Vehicle Policy and Procedure will be included in the broader WWBC Policy and Procedure manual and be subject to regular review by the Deacons.

Policy Author

WWBC office administration staff

Contact

The Secretary, WWBC

Disclaimer

This policy does not represent legal advice. If you have any queries about your obligations, you should seek your own independent legal advice.

Declaration:

I _____ have read and I understand and agree to abide by the WWBC Vehicle Use Policy above.

Signature: _____

Date: ___ / ___ / ___.

Related Policies 6. Church Administration – Master Policy 2.3.1 Code of Conduct and Ethics 6.13 Vehicle Use Policy 6.14 Vehicle Use Procedure	History Draft Created: 10 Sept 2019 Draft updated: 27 October 2019
	Date Adopted October 2019 Deacons Meeting
	Replaces None
	Revised To be revised October 2024 Then every 10 years

6.13. Vehicle Use Procedure

Policy – CA 6.14	Owner/responsible – Deaconate	Revision Date 2/11/19
Status – Approved	Applies to – Vehicles and persons using Vehicles on behalf of WWBC	Precis –

WWBC Vehicle use procedure:

WWBC Ministry and official business:

Ministry Leaders are responsible for ensuring the following procedure is followed.

Drivers must have completed the WWBC Volunteer Application and Registration Form and read, understand and agree to abide by the WWBC Code of Conduct and Ethics available from the WWBC office.

Where unaccompanied children will be transported, the driver must have a Working With Children Check number and provide it to the WWBC office.

Any child to be transported in a WWBC vehicle for official WWBC events must have written permission from the parent or guardian prior to being transported. This must include a parental/guardian contact phone number in case it is required for emergencies. Copies of the written permission will be provided to the church office prior to transportation of underage persons. It is the responsibility of the Ministry Leader to obtain the written permission and provide copies to the WWBC office.

Procedure:

1. Ministry Leader books the use of the WWBC vehicle by contacting the WWBC office, providing the name(s) of the driver or drivers for each booking.
2. Ministry Leader must ensure the driver(s) is(are) aware of their responsibilities and has signed off on the relevant policies/forms listed in point 3
3. Driver must, before using the vehicle,
 - I. complete the WWBC Volunteer Application and Registration Form
 - II. provide the office with a copy of their current driver licence
 - III. provide the office with their Working with Children Check number when unaccompanied children will be transported
4. Driver must ensure he/she follows the WWBC Vehicle Use policy and complies with the WWBC Code of Ethics and Conduct (found within the WWBC Volunteer Application and Registration Form)
5. Ministry Leader must ensure the completion of parental/guardian permission slips for transportation of any underage persons prior to them being transported in a WWBC and must provide copies to the WWBC office.

Non Ministry Related Hire or Use:

The hirer of the WWBC vehicle is responsible for ensuring the following procedure is followed.

The hirer is responsible to ensure that any driver of the vehicle has attended the WWBC office and signed off on and agrees to abide by the policy and procedures for use of WWBC vehicles.

Where unaccompanied children will be transported, the driver must have a Working With Children Check number and provide it to the WWBC office.

Any child to be transported in a WWBC vehicle for official WWBC events must have written permission from the parent or guardian prior to being transported. This must include a parental/guardian contact phone number in case it is required for emergencies. Copies of the written permission will be provided to the church office prior to transportation of underage persons. It is the responsibility of the Ministry Leader to obtain the written permission and provide copies to the WWBC office.

Procedure:

D4 Policy Procedures & Protocol Document

1. The hirer books the use of the WWBC vehicle by contacting the WWBC office, providing the name(s) of the driver or drivers for each booking.
2. If a fee is applicable, pay the fee in accordance with the fee schedule held by the office or advised by the deacons
3. The hirer must ensure the driver(s) is(are) aware of their responsibilities and has signed off on the relevant policies/forms listed in point 3
4. Driver must, before using the vehicle,
 - I. Sign off and agree to abide by the WWBC Motor Vehicle Policy
 - II. provide the office with a copy of their current driver licence
 - III. provide the office with their Working with Children Check number when unaccompanied children will be transported
5. Driver must ensure he/she follows the WWBC Vehicle Use policy and complies with the WWBC Code of Ethics and Conduct (available from WWBC office)
6. Hirer must ensure the completion of parental/guardian permission slips for transportation of any underage persons prior to them being transported in a WWBC and must provide copies to the WWBC office.
7. WWBC vehicle must be returned to the WWBC in a clean, tidy condition with a full tank of fuel within the timeframe of the hire agreement.
8. The driver or hirer must notify the WWBC office of any issues, incidents or faults with the vehicle as soon as practical so these can be addressed.

WWBC Office will:

1. check availability of the vehicle
2. book the time period advised by the Ministry Leader in the Church calendar
3. ensure Ministry Leader knows where to access the vehicle key
4. Ensure all required paperwork has been completed and is on file prior to use of the WWBC vehicle.
5. Ensure all vehicle incidents, faults or issues are logged and addressed in a timely manner.

Related Policies 6. Church Administration – Master Policy 2.3.1 Code of Conduct and Ethics 6.13 Vehicle Use Policy 6.14 Vehicle Use Procedure	History Draft Created: 10 Sept 2019 Draft updated: 27 October 2019
	Date Adopted October 2019 Deacons Meeting
	Replaces None
	Revised To be revised October 2024 Then every 10 years

Section Seven Ministries

Section Seven Ministries 308

7. Ministries – Master Policy 311

 Sub Policies..... 311

7.1. Establishing New Ministries 312

 Establishing a new Ministry – Wagga Wagga Baptist Church 312

 Introduction..... **Error! Bookmark not defined.**

 Extract from the Operations Manual 312

 Recognised Ministries 312

 Risk Assessment of Ministry Activities 312

 Ministry Review 312

 Ministry Leaders and Team Members 313

 Ministry Support..... 313

 The process & proposal form 313

7.2. New Ministry Proposal 314

7.3. Review of Ministries 316

7.4. Ministries Descriptions..... 317

 7.4.1. Senior Pastor 318

 Senior Pastor 318

 Position Objectives..... 318

 Responsibilities..... 318

 Training and Development..... 320

 Performance Appraisal..... 320

 Termination 320

 Elders 321

 Role..... 321

 Ministry 321

 Pastoral care..... 321

 Visioning 321

 Outreach & Mission..... 321

 Church Management & Administration 321

 Qualifications: 322

 Number &Term: 322

 Selection 322

 Meetings..... 322

 Wagga Wagga Baptist Facilities Inc..... 322

 7.4.2. Ministry Description: Ministry Groups and Ministry Group Coordinators..... 323

 Ministry Groups and Ministry Group Coordinators 323

D4 Policy Procedures & Protocol Document

Ministry Groups (See section on Ministry Groups p7).....	323
Ministry Group Coordinators	323
Role.....	323
Qualifications.....	323
Selection	323
Reporting.....	323
Support structures.....	324
Pastoral/Elder Support	324
Administrative Support	324
7.4.3. Ministry Description: Church Officers	325
SECRETARY	325
TREASURER.....	325
PUBLIC OFFICER.....	326
7.4.4. Finance	327
Role.....	327
Composition	327
Meet	327
7.4.5. Building & Grounds Maintenance Team	328
Role.....	328
Composition	328
Meet	328
7.4.6. Mission	329
Church Objective.....	329
Outreach (GO)	329
Role.....	329
Composition	329
Meet	329
Reports	329
7.4.7. Draft example of a ministry statement	330
7.5. Ministries.....	331
7.5.1. Ministry Description: Helping Hands.....	331
Introduction.....	331
Ministry Objectives.....	331
Secondary.....	331
Note.....	331
Insurances	331
7.5.2. Ministry Description: Yong Adults Ministry (2019)	332

D4 Policy Procedures & Protocol Document

Introduction.....	332
Ministry Objectives.....	332
Target Population.....	332
Elements.....	332
Coordinators responsibilities	332
Insurances	332

7. Ministries – Master Policy

Policy – M 7	Owner/responsible – Elders and Deacons	Revision Date. September 2022
Status – Adopted September 2021	Applies to – Everyone	Precis – Management of ministries

WWBC has always strongly encouraged its members being involved in ministry, one of the underlying themes being “every member a minister, every minister a ministry”. In practice, this means we encourage every person who attends WWBC to be involved in the ministries of the church, but also to see their life as ministry, to actively seek opportunities to minister to one another and to reach out into the community. From time to time, some of these individual activities need to be formalised into “ministries”

It needs, however, to be recognised, that while we would encourage every member of WWBC to be involved in ministry, not all ministries will, or can be, ministries of the church. Some will be of an interchurch, or parachurch nature; some quite individual; while others, while valuable and important, don't quite match the church profile and narrative. WWBC church ministries are those accepted and owned by the church (a process usually managed by the Eldership), as either being essential to the character of the church (i.e., Sunday School), or appropriate for the church, as whole, to support in the longer term.

Not being recognised as a church ministry, of course does not mean that a particular ministry cannot be supported, or encouraged by the church, or church members, but it does mean it isn't covered by church insurance, etc., nor controlled by church policy, required to do ongoing risk assessments or report to annual meetings, or be subject to church direction, etc. As a church, we believe that everybody is called into some form of ministry and that we as a church have a responsibility to train, equip and help them identify their ministry.

Sub Policies

A series of specific policies and procedures addressing these matters and other ministry related issues may be developed

Related Policies Ministries 7. Ministries Master Policy 7.1. <i>Establishing New Ministries</i> 7.2. <i>Review of Ministries</i> 7.3. <i>Ministry Descriptions</i> 7.3.1. <i>Senior Pastor</i> 7.3.2. <i>Elders</i> 7.3.3. <i>Ministry Groups and</i> <i>Ministry Group Coordinators</i> 7.3.4. <i>Deacons,</i> 7.3.5. <i>Church Officers and</i> 7.3.6. <i>Standing Committees</i> 7.3.7. <i>Draft example of a ministry</i> <i>statement</i> 7.3.8. <i>Mission Committee</i> 7.3.9. <i>Helping Hands</i> 7.3.10. <i>Young Adults Ministry</i>	History
	Date Adopted
	Replaces
	Revised

7.1. Establishing New Ministries

Policy – M 7.1	Owner/responsible – Elders	Revision Date.
Status	Applies to –	Precis – Sets out the process of obtaining approval and setting up a new ministry

Establishing a new Ministry – Wagga Wagga Baptist Church

Our Operations Manual give the following minimum and procedural requirements for the establishing and reviewing church ministries.

Extract from the Operations Manual

“Ministry Establishment.”

Any new church ministry proposal shall be subject to the following tests:

- Does it fit the church's purpose statement? (Is it consistent with and support it?)
- Will it fit and reflect the church's narrative?
- Does it address a genuine need? (Researched, documented, etc.) If not, stop and investigate.
- Can it be resourced? (Are there people who feel that God is calling them to this ministry? and are the necessary resources available?) The Congregation may need to be involved in praying through the whole situation.
- Is it something our church should do? (Or is it something that would better be done at an inter-church, or non church level, perhaps encouraged by the church?)

If a ministry proposal passes these tests the Eldership may approve, or recommend to the church that it become a ministry of WWBC and will allocated it to the appropriate ministry Group.

Recognised Ministries

From time to time, WWBC, or individual members, will want to support and be involved in non church ministries (e.g.. WICCET) or will become involved in ministries which, while not WWBC ministries, are ministries the church wants to support. (e.g. chaplaincy of BFS). In these cases, the Eldership may recommend the ministry become be a WWBC recognised ministry. In some cases, (one-off activities, etc.) the Eldership can make this decision, but must report this to the next church meeting

Risk Assessment of Ministry Activities

A risk analysis, using the risk management tools in the PP&P Manual, must be carried out for each ministry activity (actual & proposed).

Unless the appropriate reviews are carried out and approved by the Diaconate, or where appropriate, the Eldership, the activity cannot be seen as a church, or church sponsored, activity.

It should be noted that this applies to all ministry activities (programs or individual events).

Ministry Review

Ministries will be constantly reviewed: against the church's objectives and for viability & suitability. If appropriate and necessary, ministries may be closed down, to ensure that no ministry continues in a way that fails to bring glory to God; reflects the Church's purpose, ethos, values and narrative; imposes undue risk on the organization, or just slowly dies.

Ministry Group Coordinators shall monitor the compliance and performance of all ministries in their ministry group and shall at least annually meet with ministry leaders and review the ministry against the requirements applying to new ministries, and any other areas suggested by the Eldership.

Ministry Leaders and Team Members

Ministry leaders are usually appointed by the Elders with input from the ministry team.

In appointing a leader we are saying "We trust this person, to represent God and our church for us."

It is important that all leaders and team members have a clear understanding of lines of authority, to whom they can go for support and how to address conflicts and concerns. Processes for defining roles and responsibilities, recruitment, induction, and monitoring, plus ongoing training (professional development) and ministry development for all ministry leaders & team leaders will be developed and documented in the PP&P Manual.

Ministry Support

All ministries adopted by the church shall be supported, in the sense that the church accepts responsibility to provide prayer, moral, insurance and practical support, training and pastoral care. This will normally be provided within the Ministry Group. The Church's ministries and activities will as far as is possible be coordinated, so that one ministry or activity don't discount the value of another ministry or activity and all ministries will be promoted on a church wide basis. Because of their role in the working out of the mission of the church, ministry team members shall have a high level of pastoral support and access to pastoral team members.

Core ministries (such as worship & Sunday School) will be financed and supported directly out of the church budget. Levels of financial support for other ministries and activities will be decided from time to time.

It is recognised that one of the key tests of the validity of a church activity is that God has given people with the necessary gifts and passion to run it; ministries and activities that are not viable, or able to maintain sustainable levels of support cannot expect ongoing recognition."

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The process & proposal form

The Process of becoming a church ministry, starts with an application to the elders, using the attached form.

(Note, there is obviously no need to use the form as is, but the Elders would ask that the following headings be used and addressed.)

7.2. New Ministry Proposal

- Name(s) of person or group proposing the ministry:

- Contact details

- Details of the proposed ministry.

- Proposed Ministry team leader & members:

- Objective(s) of the ministry:

- Ministry Target (Who is the ministry aimed at?):

- How does this proposed ministry fit the church's purpose statement?

- Is there a genuine need? (How was this assessed? Is it documented and/or researched?)

- What sort of activities are proposed for the ministry?

- Can it be resourced? Are there enough people who feel God is calling them into this ministry to allow it to be sustained? What resources will be required (facilities, dollars, etc.?)

- Are there any other ministries targeting the same general people or needs?

- Are there any risks associated with the types of activity being proposed?

- Other information you think the Elders may need to assess this proposal

<p>Related Policies</p> <p>Ministries</p> <p>7. <i>Ministries Master Policy</i></p> <p>7.4. Establishing New Ministries</p> <p>7.5. <i>Review of Ministries</i></p> <p>7.6. <i>Ministry Descriptions</i></p> <p>7.6.1. <i>Senior Pastor</i></p> <p>7.6.2. <i>Elders</i></p> <p>7.6.3. <i>Ministry Groups and Ministry Group Coordinators</i></p> <p>7.6.4. <i>Deacons,</i></p> <p>7.6.5. <i>Church Officers and</i></p> <p>7.6.6. <i>Standing Committees</i></p> <p>7.6.7. <i>Draft example of a ministry statement</i></p> <p>7.6.8. <i>Mission Committee</i></p> <p>7.6.9. <i>Monster garage Sale</i></p> <p>7.6.10. <i>Community Kitchen</i></p> <p>7.6.11. <i>Helping Hands</i></p> <p>7.6.12. <i>SAGE</i></p> <p>7.6.13. <i>Young Adults Ministry</i></p> <p>7.6.14.</p>	<p>History</p> <p>Developed in 2015</p>
	<p>Date Adopted</p>
	<p>Replaces</p>
	<p>Revised</p>

7.3. Review of Ministries

Policy – M7.2	Owner/responsible –	Revision Date.
Status	Applies to –	Precis – Sets out the requirements for annual ministry reviews

To be developed

<p>Related Policies</p> <p>Ministries</p> <p>7. Ministries Master Policy</p> <p>7.1. Establishing New Ministries</p> <p>7.2. Review of Ministries</p> <p>7.3. Ministry Descriptions</p> <p>7.3.1. Senior Pastor</p> <p>7.3.2. Elders</p> <p>7.3.3. Ministry Groups and Ministry Group Coordinators</p> <p>7.3.4. Deacons,</p> <p>7.3.5. Church Officers and</p> <p>7.3.6. Standing Committees</p> <p>7.3.7. Draft example of a ministry statement</p> <p>7.3.8. Mission Committee</p> <p>7.3.9. Monster garage Sale</p> <p>7.3.10. Community Kitchen</p> <p>7.3.11. Helping Hands</p> <p>7.3.12. SAGE</p> <p>7.3.13. Young Adults Ministry</p> <p>7.3.14.</p>	History
	Date Adopted
	Replaces
	Revised

7.4.Ministries Descriptions

Policy – M 7.3	Owner/responsible –	Revision Date.
Status	Applies to –	Precis –

Each Church Ministry will have a Ministry Description developed for it
 The descriptions will normally include:

- Purpose – Ministry Objectives
- Leadership
 - Who the Church has entrusted the leadership to.
 - Responsibilities & limitations
- Financial arrangements
- Insurance & OH&S requirements
- Authority (what they can do & when they need approvals. Etc.)

Index of Ministry Descriptions:

- Monster Garage Sale
- Community Kitchen

<p>Related Policies</p> <p>Ministries</p> <p>7. <i>Ministries Master Policy</i></p> <p>7.1. <i>Establishing New Ministries</i></p> <p>7.2. Review of Ministries</p> <p>7.3. <i>Ministry Descriptions</i></p> <p>7.3.1. <i>Senior Pastor</i></p> <p>7.3.2. <i>Elders</i></p> <p>7.3.3. <i>Ministry Groups and Ministry Group Coordinators</i></p> <p>7.3.4. <i>Deacons,</i></p> <p>7.3.5. <i>Church Officers and</i></p> <p>7.3.6. <i>Standing Committees</i></p> <p>7.3.7. <i>Draft example of a ministry statement</i></p> <p>7.3.8. <i>Mission Committee</i></p> <p>7.3.9. <i>Monster garage Sale</i></p> <p>7.3.10. <i>Helping Hands</i></p> <p>7.3.11. <i>SAGE</i></p> <p>7.3.12. <i>Young Adults Ministry</i></p>	History
	Date Adopted
	Replaces
	Revised

7.4.1. Senior Pastor

Transferred from Appendix in D3

Senior Pastor

Extracts from Senior Pastors Position Description

Position Objectives

Wagga Wagga Baptist Church entrusts to God the provision of a person to this Position who he has equipped and called to minister in the church. As the Lead Elder charged with nurture of the congregation, the Position will ensure that at WWBC, preaching and teaching are to be Bible based, recognising the Bible as our sole source of authority from God and His Spirit as our guide in interpreting it.

The Position has the right and responsibility to oversee every ministry and department of the church at a spiritual and pastoral level, and where appropriate provide input at organisational and practical levels. The Position will ensure that the membership and wider congregation are growing as disciples of Christ Jesus, are encouraged in holiness of life and witness to others, and receive appropriate pastoral care and prayer.

The Position will be the person primarily used by God to equip and mobilise WWBC to achieve the Purpose for the church as stated in the WWBC Administration Manual: "WWBC recognises its role to be an outworking of Christ in the local Wagga Wagga community, as such it has adopted the following purpose statement:

"To know Jesus Christ and to make Him known to others"

Responsibilities

Duties that the Position is responsible for include the following:

1. Overseeing the ministry of the Word and prayer, including the oversight of Biblical teaching that recognises the Bible as our sole source of authority and the Spirit as our guide in interpreting it. This will include:
 - a. Developing and delivering the Sunday preaching programs.
 - b. Choosing who can/will preach and take part in services.
 - c. Being prayerful, and leading the church to be a body of believers devoted to prayer.
 - d. Developing and delivering additional preaching and teaching programs as considered necessary.
 - e. Working with ministry leaders to ensure the material used is Biblical, consistent with the overall church doctrinal position and appropriate
2. Ensuring that the membership and wider congregation are provided with appropriate pastoral care, are prayed for and encouraged in Christian growth, holy living and outreach.
3. Overseeing every ministry and department of the church at a spiritual and pastoral level. Where appropriate, you may also provide input at organisational and practical levels.
4. Leading, equipping & motivating the church in the task of going and making disciples and being Christ's witnesses in Jerusalem and in all Judea and Samaria, and to the end of the earth."

5. Working with the Council of Elders in:
 - a. Making disciples of Christ for the advance of the Kingdom.
 - b. Developing and promoting vision.
 - c. Developing policies, guidelines and practice for Biblical teaching.
 - d. Screening individuals or organisations from outside the church that desire an opportunity to preach or speak during services or special meetings.
 - e. Developing a core of members capable of leading services, preaching and being involved in other ministries.
 - f. Working to meet the spiritual needs of the membership and wider congregation, especially through home groups
 - g. Exercising pastoral ministry to the church and providing reports to meetings as required by the Council of Elders
 - h. Equipping and mobilising the congregation and believers to be witnesses for Christ for the advancement of the kingdom in the city and region
 - i. Bringing recommendations on future staff needs and appointments.
6. Managing the pastoral staff (volunteer and paid) and ensuring there is maintenance of appropriate records of staff training, leave, sick leave etc. in accordance with the requirements of the Church Secretary and meeting all legal and insurance needs.
7. Complying with Church policy and Baptist Churches of NSW and ACT requirements, and recommending any potential policy changes that are necessary to allow effective ministry.
8. Organising, as appropriate, but at regular intervals:
 - a. Staff meetings (to include some devotional and training components).
 - b. Officer's retreats.
 - c. Meetings with the various ministry teams and their leaders.
9. Attending, as far as possible:
 - a. Church business meetings, but not to chair them.
 - b. Elders regular meetings.
 - c. Church prayer meetings.
 - d. Wagga Wagga Baptist Facilities Association
 - e. Other meetings as appropriate.

Note: The Senior Pastor is welcome to attend and have input into any, and all, meetings of the Church organisation and associated ministries.
10. Having an active involvement in the following external organisations, subject to and consistent with the role of the Position at WWBC:
 - a. The Wagga Wagga Inter-church Council.
 - b. The AFES Council/advisory body.
 - c. The Riverina Baptist Association.
 - d. Baptist Churches of NSW and ACT activities.
 - e. Any local or regional Evangelical Pastors group.
 - f. Local conventions and teaching ministries.

D4 Policy Procedures & Protocol Document

11. Modelling and guiding the church in the need for a balance of Word (theological insight and Biblical teaching), World (practical application of the Word and addressing people's needs) and Spirit (Spirit inspired insights and other worldliness).
12. Undertaking further training and taking part in ministry development programs (time off and funding should be discussed with the church officers), and developing appropriate training and development plans for each member of the pastoral staff (paid and volunteer).
13. Being involved in ministries and outreach activities, where appropriate with the Baptist Union (state and local) and other district and local organisations, with approval of the Council of Elders.
14. Developing a mentoring relationship with a more senior and experienced Pastor and to be involved in mentoring other younger pastors in our area.
15. Maintaining an order of the following priorities while recognising that the Position is answerable to God for the investment of time and energy:
 - a. Ongoing repentance and faith in the Saviour
 - b. Teaching and preaching ministry.
 - c. Pastoral care of the membership of the church.
 - d. Outreach (both spiritual and practical) to the Wagga Wagga community.
 - e. Nurture and pastoral care of the church leadership and young people.
 - f. Training and inspiring the membership in ministry and outreach

Training and Development

It is anticipated that the incumbent will undergo training and development from time to time by agreement with The Secretary, WWBC. This will include seminars and conferences where applicable.

Performance Appraisal

The employee is to contribute to and actively participate in an annual Performance Appraisal where the issues for discussion will include:

- A review of the employee's performance since last appraisal
- Identifying proposed objectives to be achieved by the incumbent over the next year
- Training and development that is considered necessary
- Remuneration review

Termination

The employment agreement may be terminated by either party with 4 weeks' notice. WWBC may, at their discretion, make payment in lieu of notice. If a serious breach of conduct occurs this notice period may be shortened.

D4 Policy Procedures & Protocol Document

Ministry Description: Elders

(Transferred from Appendix in D3)

Elders

Role

The Elder's under God and the church, have the responsibility of sharing in the spiritual guidance and pastoral ministry of the church, in particular being in accord with the principles set out in Scripture, such as 1 Peter 5: 1-3 and other related texts.

More specifically the Eldership is to be involved in:

Ministry

1. Together with the Senior Pastor, lead the church to maturity in Christ and to encourage all the congregation to exercise and develop their gifts, by sharing and supporting the Pastor(s) in all ministries of the church.
2. Share in the task of ministry together as a team, in teaching and /or organisational expression;
3. Ensure that the church has a consistent image, message & narrative
4. Encourage sound doctrine and practice.
5. Ensure that the Church's image and narrative (See Glossary for definition) is clear and consistent.
6. Coordinating and promoting the ministries of the church.

Pastoral care

7. Shepherd the Christians within the local church, (being willing and able to encourage all in sound doctrine and setting an example to the church.)
8. Provide pastoral support to the Ministry Teams.
9. Share in the task of admonishing and correcting error and oversee the process of church discipline.
10. As far as practical, attempt to place every member in a ministry task and to provide the necessary support to allow him/her to function and grow in that role.
11. Ensure that the church is a place where members are encouraged and equipped to progress in their spiritual journey.
12. Keep the Church membership roll
13. To interview and recommend candidates for church membership.
14. Organise letters of commendation and transfer, appointment and interviewers for prospective members

Visioning

15. Seek God's vision for this church, sharing that vision and leading in the implementation of that vision.

Outreach & Mission

16. Share in the task of leading, equipping & motivating the church in the task of going and making disciples and being Christ's witnesses in Jerusalem and in all Judea and Samaria, and to the end of the earth" with the Senior Pastor.

Church Management & Administration

17. Monitoring the administration of the church.

D4 Policy Procedures & Protocol Document

18. Facilitate the nomination process for all leadership positions.
19. Be involved with and advise the Senior Pastor in Safe Place & People of Interest cases in accordance with Church Policy.

The Elders exercise their role as the Eldership, not individually.

The Elders may from time to time refer matters to the Diaconate – this would normally be in terms of direction or vision rather than detail.

Qualifications:

Those appointed to the position of Elder shall meet the Scriptural requirements of the office as indicated in Titus 1:5-9 and 1 Timothy 3:1-7. Elders will be members of maturity and known spiritual life and gifts and it is expected that they will:

3. Be in accord with and committed to the vision and policies that the church has adopted.
4. Have been part of this congregation for more than two years.

(The exception to this will be the Senior Pastor who automatically becomes an Elder on appointment.)

Number & Term:

The church does not set a number of Elders, choosing rather to accept those God has given us. However, in accordance with the collegiate nature of the role, it is expected that there should be at least five active elders (plus the Senior Pastor) at all times.

Other than the Senior Pastor, Elders shall hold their office for a term of three (3) years, at the end of which time, subject to the Church requirements on sabbaticals, their names may be brought before the church for possible further recognition and affirmation.

Selection

Each year, members (both formal and active) shall be invited to “nominate” people they believe could be considered because of their maturity, sound doctrine and ability to teach, as prospective elders. If a sufficient number of nominations are received for a person, the Elders shall consider the nomination and if satisfied that the person meets the requirements, supports the church's theology and vision and would add to the Eldership, bring the name to the church.

Meetings

The Eldership shall meet regularly, normally at least fortnightly. Decision making shall be by consensus. Records shall be kept as appropriate, but issues of pastoral concern shall not be recorded, unless considered necessary.

Wagga Wagga Baptist Facilities Inc

Members of the Eldership automatically become members of Wagga Wagga Baptist Facilities Inc.

7.4.2. Ministry Description: Ministry Groups and Ministry Group Coordinators

(Transferred from Appendix in D3)

Ministry Groups and Ministry Group Coordinators

Ministry Groups (See section on Ministry Groups p7)

It is intended that the church will be eventually be organised around a number of Ministry Groups. Groupings, normally being focused on one of the Church's objectives, or ministry areas. Ministry groups will consist of the Group Coordinator, leaders of the individual ministries, possibly an elder (who shall provide links into the pastoral/elders support structure) and a deacon (who shall be responsible for ensuring administrative, physical and financial structures are in place) plus such others as the church may decide.

Ministry Group Coordinators

Role

The Ministry Group Coordinator shall:

- Be responsible for developing, pursuing and coordinating strategies (ministries) to meet his team's particular church objective and ensuring that those objectives fit with and further the Church's overall vision, and providing pastoral care to the various ministry leaders.
- Be responsible for the recruitment, screening, induction, monitoring and ongoing development of ministry leaders
- Carry out ministry and ministry leader reviews, (or ensuring that they are carried out).

Note: It is expected that these roles will progressively develop and be filled as the church grows and appropriate people are available.

Qualifications

Those appointed to the positions of Ministry Group Coordinators shall meet the scriptural requirements of church leadership and shall be members of maturity, known spiritual life and organisational capacity. (Titus, Timothy & Acts texts.)

Selection

The Ministry Group Coordinators will be appointed by Church at its annual meeting, from nominations brought by the Senior Pastor & Eldership, (normally based on recommendations from the ministry team), for a term of one year, Note: The requirements of the Church's position re sabbaticals will be observed.

Reporting

Ministry Group Coordinators shall report to the Senior Pastor & Eldership, but shall keep the Diaconate informed of their activities and work with the Risk & Compliance Committee to ensure compliance and appropriate risk management, reporting, etc.

All individual ministry leaders shall keep their Ministry Group Coordinator informed of the ministries activities needs, prayer points and any special risks or issues. The Ministry Team Coordinator is responsible for ensuring that the appropriate and necessary pastoral and administrative support is provided

Each year the Ministry Group Coordinators shall submit a written report and possibly do a presentation to the annual meeting. The report needs to cover the big long term objectives of the Ministry Group and indicate the success and ongoing needs against this and shall include individual reports for each of the ministries.

The individual ministry reports should contain the ministry objectives, an assessment of how they were met, a list of ministry leaders, information on activities, successes and failures, information on target groups and prayer points. The Team Leaders report shall include an assessment, on the viability and value of the ministry, suggested changes and a general review.

Support structures

Pastoral/Elder Support

Each Ministry Group will have strong links to the Pastoral Team and Eldership, possibly even having a specific Elder working with the Ministry Group Coordinator, to ensure that the pastoral needs of the ministries and the individual team members are appropriately met. This linkage shall:

- 1) ensure that the Pastoral Team and Eldership are aware of the nature and contacts of the individual ministries,
- 2) co-ordinate recruiting and approve people joining the individual ministry teams,
- 3) ensure that team members are adequately supported and pastorally cared for and where possible given any coaching, training pastoral care, etc.
- 4) keep the members of the individual ministry teams aware of the big picture ministry and vision of the church and of where they fit in.
- 5) as far as is possible, ensure there is a seamless interface between the various ministries and co-ordinate prayer support.

Administrative Support

Each Ministry Group Coordinator will liaise with the church management team (Diaconate & Church Administrator) to ensure:

- 1) that the administrative, financial and physical needs of the individual ministries are being met,
- 2) that the individual ministries fit with and comply with the Church's policies and Statutory requirements (particularly licensing and legislative requirements),
- 3) that the individual ministries are appropriately promoted and included in church directories and advertising,
- 4) that the Risk & Compliance Committee is kept aware of who is involved, programs, compliance issues, risk management procedures, etc.

7.4.3. Ministry Description: Church Officers

(Transferred from Appendix in D3)

SECRETARY

The Secretary shall be the chief administrative officer of the church and the nominal employer of staff. He/she shall:

- Manage the meeting (congregational) process. Preparing agendas and ensuring that proper records are kept, etc.
- Be responsible for all matters of church administration (non pastoral). Note: The actual work will, normally carried out by others.
- Be responsible for Church (as opposed with Pastoral) correspondence (All church mail should be addressed to him/her and official letters signed by him/her) and its appropriate distribution. Although the actual handling of correspondence can be delegated to appropriate staff, if appropriate.
- Maintain appropriate liaison with the Senior Pastor and Church Administrator.
- Maintain, or cause to be maintained, all necessary church records.
- Together with the Public Officer ensure that the Church and organisations belonging to the church comply with church policy and direction.
- Convene regular and special Church & Diaconate meeting and ensure appropriate agendas and supporting information are available, minutes and records are kept, correspondence sent and the congregation kept informed of decisions made.
- Submit an annual report to the church.
- Act as returning officer for all elections other than those for Deacons and the position of Secretary.
- Be empowered to delegate tasks, with approval of the Diaconate.

TREASURER

The Treasurer shall:

- Manage the budget process. Liaising with Elders & Ministry Group Coordinators in identifying need financial requirements and presenting the budget to the church. (see below)
- Ensure that a true account is kept of:
 - All sums of money received and expended by the Church, including details of the purpose of such monies.
 - Of all property, assets and liabilities of the church.
 - Of all monies raised, or contributed for special purposes. The treasurer shall ensure that such monies are not applied for any other purpose.

Note: The treasurer shall be the high or policy level financial manager, ensuring that those involved in day to day financial activities act in accordance with policy and budget.

- Develop policy & procedures for the management and expenditure of all finances.
- Be the custodian of the Church's funds.
- Oversee the church's bookkeeping, banking, handling of monies, keeping of the church's asset register, financial risk management and insurance.
- Ensure all expenditure is in accordance with the approved Church Budget as approved at the church's AGM, or modified during the year in accordance with church's delegation policy, or at a church meeting..
- Ensure that the financial, taxation and accounting records connected with the operations of the Church, are kept in the manner recommended by the Finance Committee and approved by the Diaconate.

D4 Policy Procedures & Protocol Document

- Not allow any payments from the church's funds unless they are in accordance with the church's budget as approved at the church's AGM, or modified at a later church meeting.
- Budget management:
 - a) It is seen as highly desirable that budgets be developed down to the point where individual Ministry Leaders, or Ministry Group Coordinators can be totally responsible for their own budgets.
 - b) It is recognised that there will be occasional times when it is necessary to make minor adjustments to the budget. Changes can be made in accordance with the Delegations Policy or by a church decision at a general meeting. The process and requirements to meet the Treasurer's financial control requirements shall be developed and documented in the Delegations Policy.
- Present a financial report, in an approved form, to all regular Diaconate and church meeting and keep the Eldership informed on trends and issues.
- Prepare annual church financial reports for presentation to the church. Such statements will, after review, by the Diaconate and Financial Committee, be professionally audited.
- In consultation with the Eldership (who will specify what financial requirements are required by the ministries and implementation of the Churches vision) and Finance Committee (who will monitor the viability of the proposed budget and compliance with financial policy), prepare an annual church budget, which reflects the church's directions and financial ability. The budget shall be approved by the Diaconate and Eldership, and then presented to the church for adoption, preferably prior to the commencement of the financial year.
- Ensure that the church's books and appropriate financial information is available to church members.
- Act as chair/convenor for the Finance Committee.

PUBLIC OFFICER

The Public Officer shall:

- Fulfil the statutory role of Public Officer, as defined in WWBFInc's constitution and required by legislation.
- Be the Church's legal officer.
- Be responsible for the church's compliance with legislative requirements.
- Together with the Secretary ensure that the Church and organisations belonging to the church comply with church policy and direction.
- Be the joint Safe Church Concern Person (see Senior Pastor).
- In the absence of the Secretary, act in that position, with regard to any policy, legal or licensing issues.
- Act as convenor for the Risk and Compliance Committee, Note: This role can be delegated to an appropriate member of that committee.
- Be the "keeper" of the constitution and policy documents ensuring that they are appropriately stored and maintained.

7.4.4. Finance

(Transferred from Appendix in D3)

Role

- To advise treasurer on financial risk management including the structure of books, procedures, investment, borrowing, compliance with superannuation, insurance, taxation and statutory requirements.
- To assist in developing and reviewing budgets, particularly in regard to compliance with church policy and accounting procedures.
- To bring nominations for Treasurer's Position.
- To approve finance policy & procedure.

Composition

- Treasurer
- Members of the congregation with financial expertise (a minimum of two).

Meet

- Only as needed.
- As requested by Treasurer
- Prior to AGM to work on Budget and bring nominations for the position of Treasurer.

7.4.5. Building & Grounds Maintenance Team

Role

- To organise and carry out the day to day maintenance of the Church's facilities and grounds.
- To advise the Diaconate/Eldership on longer term needs and projects.
- To organise working bees and projects as appropriate. (Note: It is seen as being important to involve as many people as is possible in "owning" the facility.)
- Work within limits of the approved Budget allocation. (Note: Liaise with Treasurer on cash flow.)
- Other activities given to it by the Diaconate.
- To keep the Diaconate informed of needs and activities.

Composition

- A team leader (possibly not a deacon), known as the Property Officer.
- Members of the congregation with building or gardening expertise.
- Other members of the congregation, who volunteer, or are co-opted.

Meet

- Only as needed, or
- as requested by Diaconate.
-

Notes.

1. The Diaconate of the day, may choose to assume this role within their normal operations, however it is expected that as the church grows there will be a need to involve a wider group of people.
2. If as is possible, the team leader is not a Deacon, then the Diaconate may nominate one of its members, as a contact with this committee.

7.4.6. Mission

(Transferred from Appendix in D3)

Church Objective

Outreach (GO)

Role

- To coordinate the Church's interest and support of Missions.
- To recommend to the church each year a number of missions and a program of mission support activities.
- To liaise with the supported missions (missionaries).
- To keep the church informed.
- To ensure that funds given for Mission support are passed on to the missionaries in the most expedient manner.

Composition

- A team leader.
- Members of the congregation with special interest in Mission.
- Other members of the congregation, who volunteer, or are co-opted.

Meet

- Only as needed.
- As requested by the Ministry Team Coordinator.

Reports

- As required by appropriate church leadership.
- Annual to Church AGM.

7.4.7. Draft example of a ministry statement

To be developed

7.5.Ministries

Ministries that have been adopted should be included here

7.5.1. Ministry Description: Helping Hands

Introduction

WWBC has accepted 'Helping Hands' as one of its ministries and asked Colin Earnshaw to be the interim ministry leader & coordinator.

Ministry Objectives

Primary.

To:

- To provide a platform for the church and its members to respond to community needs, both within and beyond the church community.
- To provide a mechanism to encourage & facilitate members in helping others in need of assistance.
- To ensure that appropriate assistance is available to all members of the church (not being limited to friendship groups)

Secondary

To:

- To ensure that those helping others in the name of the church are provided with appropriate insurance cover
- To demonstrate Christianity to the community.
- To encourage members to be involved in providing practical assistance whenever possible.
- To provide a platform for involvement in activities such as refugee support when & if the church decides to be involved again.

Note

It is possible that the ministry will have a number of sub-ministries e.g. lawn mowing, each with its own coordinator. In which case the sub-ministry coordinator shall periodically keep the overall coordinator informed of activities on a regular (at least quarterly) basis

Coordinators responsibilities

- To keep the church informed (primarily through the elder contact) of the big picture situation with the ministry.
- To ensure that appropriate risk assessments are carried out.
- To keep the necessary records for insurance purposes.
- To manage the ministry in a way to ensure that support is available to all members.
- To ensure that when assistance is provided the activity is carried out in safe and appropriate way. (Noting safe church requirements.)
- To as far as necessary keep a record of skills and resources available within the church congregation so as to be able to provide appropriately skilled people to assist with needs.
- To promote the ministry and ensure its activities are covered in prayer.

Insurances

Helping hands ministry activities are covered by the church's insurance, with the proviso that the coordinator is Advised in advance of the planned activity and has given his/her approval.

7.5.2. Ministry Description: Yong Adults Ministry (2019)

Introduction

WWBC has accepted 'Young Adults Ministry' as one of its ministries and asked Georgia Male, Nathanael Liersch, Christina Liersch, Elizabeth Skewes, Ben Camilleri to be the leadership team to lead & coordinate the ministry

Ministry Objectives

Primary.

To:

- To disciple the young adults of WWBC
- To develop a sense of ownership & fellowship within the young adults in WWBC

Secondary

To:

- To unite the young adults of WWBC through serving God.
- To encourage discipleship within young adults and encourage valuable conversations.
- To reach out to the young adult community of Wagga
- To engage young adults in the church community

Target Population

School leaver to approximately 30 year olds (Post Youth Group)

Elements

- 1 large event/month including activity and a speaker/devotion
- Sunday night dinners with more organisation- choosing location early and make sure EVERYONE is invited
- Small groups of 2-3 people- for building relationships and mentoring/discipleship
- Events would occur at Church occasionally as well as other places throughout Wagga

Coordinators responsibilities

- To keep the church informed (primarily through the Youth Pastor) of the big picture situation with the ministry.
- To carry out the necessary risk assessments and ensure that the activities are appropriate for the people involved.
- To keep the necessary records for insurance purposes.
- To promote the ministry and ensure its activities are covered in prayer.

Insurances

Young Adults Ministry activities are covered by the church's insurance, with the proviso that the church officers are advised in advance of the planned activity and have given their approval.

7.5.3. Senior Sisters

Section Eight Communications.

Section Eight Communications. 333

8. Communications – Master Policy..... 334

 Sub Policies..... 334

8.1. Communications – Spokesperson 335

8.2. Guidelines for WWBC Website and Internet 336

 Guidelines for Wagga Wagga Baptist Church Website 336

 General Guidelines 336

 Content..... 336

 Criteria for inclusion on website 336

 Content Categories..... 337

 Events 338

 Contact Details 338

 Copyright 338

 Process for Inclusion 339

 Wagga Wagga Baptist Church - WiFi procedures..... 339

8. Communications – Master Policy

Policy – C 8	Owner/responsible –	Revision Date. 21 September 2022
Status Adopted 21 September 2021	Applies to –	Precis –

Introduction

As a church, we are committed to open and effective communication with our members and the wider community. Communication is defined as the process by which information is shared between organisations and individuals. Information sharing occurs in a number of ways, including: written, verbal, imagery and behaviour. It also occurs at a range of levels, such as: formal and intentional; informal and unintended; positive; and negative, all of which reflect and impact on our narrative (the overall message we project). The church has an important message – the Gospel of Jesus Christ. It is important that every communication from the church (formal and informal) reinforces, and does not take away from, that message in any way. However, for the purposes of this policy, communication refers to written, electronic and official verbal activities.

Policy

We will, as far as possible, manage communication to ensure that messages:

- contain, reflect, or reinforce our Gospel message.
- are available and clear to all who attend our church (i.e. use appropriate media, etc.).
- maintain clear boundaries.
- protect members' privacy.
- are available in several media types and repeated often enough to ensure people hear and understand the message.
- avoid offensive content, bullying and harassment.

In addition, communication will be:

- regular.
- consistent, positive and encouraging.

Sub Policies

A series of specific policies and procedures addressing these matters and other communication related issues may be developed

Related Policies 7. Communications. 7.1. Communications – Master Policy 7.1.1. Communications – Spokesperson 7.1.2. Guidelines for WWBC Website	History
	Date Adopted
	Replaces
	Revised

8.1. Communications – Spokesperson

Policy – C8.1	Owner/responsible –	Revision Date.
Status	Applies to –	Precis – Who can speak on behalf of WWBC

Church Spokesperson

WWBC only authorises two people to speak to the media for and on behalf of the church. They are the Senior Pastor and Church Secretary.

It is however, noted that in todays fast moving world of communication, there may be occasions where other leaders, are placed in a situation of having to respond to media questions.

In these situations, it is important to be careful with the words used;

- to as far as possible reinforce the churches position,.
- avoid controversy. and
- to look for opportunities to promote the Gospel & work of the church.

It is often better to say, 'I'm not quite sure, can I refer you to someone who can better answer your question' than to give wrong information, or to feed a controversy: on the other hand it is a pity to miss any opportunity to present or promote the gospel and/or work & message of the church.

Related Policies 7. Communications. 7.1. Communications – Master Policy 7.1.1. Communications – Spokesperson 7.1.2. Guidelines for WWBC Website	History Developed in 1985 during building of Tarcutta Street facility
	Date Adopted
	Replaces
	Revised

8.2. Guidelines for WWBC Website and Internet

Policy – C8.1	Owner/responsible – Diaconate	Revision Date.
Status	Applies to –	Precis – guidelines for use of church web site

Guidelines for Wagga Wagga Baptist Church Website

The aim of the Wagga Wagga Baptist Church website is make the name of Jesus known throughout Wagga Wagga as an extension of the Wagga Wagga Baptist Church community. This is achieved by presenting Wagga Wagga Baptist Church and it's ministries to our local community and visitors to Wagga, as well as sharing important information for Wagga Wagga Baptist Church members

General Guidelines

All requests for inclusion of copy in the Wagga Wagga Baptist Church web site will be made to the Church office in the first instance. Consideration will be given to each request as per Church policy and all material is subject to editing to ensure a consistent tone as well as consistent use of grammar and punctuation across all content.

Where possible the Web Content Accessibility Guidelines (WCAG) 2.0 should be utilised. It covers a wide range of recommendations for making Web content more accessible. The guidelines are designed to make content accessible to a wide range of people with disabilities.

Language is to be clear and jargon free, it should be written such that it could be understood by someone with a reading ability of someone in a lower secondary school.

All content must be easily understood and written in plain language. Spelling is to conform to that used in the Oxford English dictionary.

Font type, size and colour must conform to the Wagga Wagga Baptist Church style guide.

Images of members of Wagga Wagga Baptist Church can only be used after written permission to do so is given by the individual (if 18 years old or older) or a guardian (if under 18 years old)

Copyright or trademarked content will not be posted unless permission is sought by the ministry leader, given in writing and provided to the Church office.

Publishing material that is obscene, profane, defamatory, libellous, threatening, hateful, harassing, or abusive to another person or entity will not be published on the web site

Information and publications regarding minors is done in accordance with the Safe Churches policies.

Information disclosing information of a sensitive nature or subject to Privacy Legislation will not be published on the web site

Any personal information collected via the web site will be treated with the utmost confidentiality as per the relevant legislation and Wagga Wagga Baptist Church policies.

Content

Content that is to be placed on the website should be divided into three groups. A distinction is made between ministries that have an internal focus and an external focus.

Criteria for inclusion on website

Content to be included in one of the three categories below it must satisfy each of the following questions:

- Is the proposed content for a group within Wagga Wagga Baptist Church?

D4 Policy Procedures & Protocol Document

- Does the wider public need to know of this group?
- Is the wider public likely to attend the activities of this group?
 - If no, it should not be included as a page or be included on a page (except as an event if meeting the criteria)
 - Such groups include those that are sporadic in their occurrence and those targeted for or involving primarily Church members. For example, 31 Women, Gunnas, MnMs.
 - Certain exceptions are made:
 - If the activities of a group are likely to influence Christians seeking a new church, such as home groups.
- If it is not a group within WWBC it is not suitable for the website
 - An event may be suitable
 - Wagga Wagga Baptist Church website should focus on events that it hosts and facilitates. For example, Coolbaroo Farm Events or WWICC (Wagga Wagga Inter-Church Council) are not featured on the website but may still be promoted through events.
- Will the proposed content bring the church into disrepute?
 - If yes, seek direction from Elders
- Is the proposed content something that the wider public are likely to read?
 - If no, it should not be placed on the website
- If the content doesn't meet the above criteria it may still be included as an event

Content Categories

Education about Wagga Wagga Baptist Church – “Learn More”

- Education about the church focused on highlighting key information someone seeking a church would find helpful
- The writing and wording of these sections should focus on those unconnected with a church and should avoid church jargon
- The leadership of the church should be highlighted
- Details of how to contact WWBC are provided here

Ministries that have an external focus – “Care”

- External ministries are included if they have a direct effect on the local community. These ministries should have a focus on the people of Wagga Wagga and how Wagga Wagga Baptist Church can support them
- Ministries that sponsor missionaries abroad are not appropriate for this section

Ministries that have an internal focus – “Join a Group”

- This information is provided primarily for Christians that are seeking to attend Wagga Wagga Baptist Church to make them aware of standard church activities
- This would include youth groups and home groups
- Only groups meeting regularly (and are common to other churches) are to be included here. Other groups will be listed elsewhere (eg Grumpy Old Men, 31 women)

Length

If the page is multi-purpose (i.e. covers several related but different groups/concepts) the text should be limited to 100 words.

Wording

To ensure consistency, the following list of preferred terms should be used:

Preferred Term	Alternatives to be avoided
Wagga Wagga Baptist Church	Wagga Baptist Wagga Baptist Church Wagga Baps WWBC The Church Baptist Church
Crossover Youth	Youth Group Youth
Home Groups	Small Groups Bible Study Care Groups
Church Office	The office The Church

Events

Events are useful for communicating one-off and regular activities of the church that are not usual Sunday services.

When Wagga Wagga Baptist Church supports an event it should be added to the events calendar on the website.

The Events section of the site is not exclusively for Wagga Wagga Baptist Church events, but may include events Wagga Wagga Baptist Church has elected to support e.g. Carols in the Park or Coolbaroo Farm Events.

Events are normally seen by members but visitors to the site will observe these events. Thus the events should not assume any prior knowledge or include jargon that non-Christians are unlikely to understand.

Contact Details

The contact details provided on the website should be generic in nature. An exception is made for events where the organiser may ask people to contact them directly. Generally, enquiries should be directed towards the church office unless the ministry has a *generic* email address. This is done to ensure consistency across the site and to allow for the ministry leader to change without updating the site. Personal details of individuals should NOT be shown on the website.

Copyright

Content that is included on the website should not be restricted by copyright. For this reason, it is preferable to use content that has been legally acquired, purchased or produced by Wagga Wagga Baptist Church.

It is the responsibility of the *person requesting changes* (i.e the ministry leader) to demonstrate that the content is free of copyright. If content/image has a questionable copyright status – it should not be used until usage rights have been obtained.

Should content be required that is covered by copyright; royalty free content should be used. The usage license should also be checked to ensure it can be used for religious purposes.

Process for Inclusion

Events

In the first instance the Church Office should be notified of the intention for inclusion. The office shall ensure the content meets the guidelines of this document and notify the content proposer should it fail to do so. A copy of this document may be provided. The Church office shall include the content on the public Facebook page and the Website. A suitable image should be included by the content proposer.

Content

In the first instance the Deacons and Elders should be notified of the intention for inclusion. For minor changes the Church Office may approve the changes (such as spelling, time changes, updating images, removing outdated content, re-wording). For major changes (such as the inclusion of a new ministry) the Deacons and Elders or Senior Pastor shall approve changes to ensure it meets the content criteria. The office has the responsibility of updating the website either by performing the changes internally or contracting an external web design company to perform the work. The office shall ensure the content meets the guidelines of this document and notify the content proposer should it fail to do so. A copy of this document may be provided.

Wagga Wagga Baptist Church - WiFi procedures

Overview

This document outlines the WiFi procedures as well as listing the WiFi ecosystem & WiFi topology details at WWBC (Wagga Wagga Baptist Church).

Procedures

Changing WiFi Network Password

Who: The WWBC IT admin is responsible for changing the WiFi passwords.

When: This will be done periodically or when a security breach may be suspected or when WWBC needs to regain control over who has access to the church WiFi networks.

Which: Only the staff (wwbc-staff) and guest (wwbc-guest) networks should require changing.

How:

1. Notify the WWBC office to inform them which WiFi network will be changed, when it will be done and what the new password will be.
2. At the appropriate time, the IT admin to login into UniFi cloud controller (can be done remotely), change the appropriate WiFi network password and save the new password.
 - a. The UniFi controller will propagate this new configuration to both WiFi AC's and reboot the AC's. This can take up to 5 minutes to complete.

Ecosystem

The WiFi topology uses the UniFi ecosystem of products. Namely:

- UniFi Cloud Key controller (manageable remotely via UniFi app or website).
 - Name: wwbc-cloudkey
 - IP Address: 192.168.1.12
- UniFi Access Points
 - 2 x AP-AC-Lite (Version 4.3.13.11253, Board Revision 21)
 - Auditorium
 - IP Address: 192.168.1.18
 - MAC Address: 80:2A:A8:19:F5:BB
 - Meeting Room #3
 - IP Address: 192.168.1.22

- MAC Address: 80:2A:A8:19:F5:E1

Topology

The WiFi topology is made up of the following 3 WiFi networks:

1. Name/SSID: wwbc-staff
 - a. Security: Password protected using ‘WPA Personal’ (wpapsk).
 - b. Reserved for WWBC on premise staff only to enable them to do the work required of them when located at church.
 - c. This network WILL have access to LAN resources.
 - d. Examples are: pastors, office staff, multi-media staff.
 - e. The password for this WiFi network should every few months, WITH prior notice.
2. Name/SSID: wwbc-guest
 - a. Security: Password protected using ‘WPA Personal’ (wpapsk).
 - b. Reserved for WWBC guests who require temporary access to the internet for a short period of time.
 - c. This network will NOT have access to LAN resources.
 - d. These could be visiting guest speakers, Capenwray people, leaders of kids events over holiday periods, etc. It is not to provide access to the internet for our church members whilst they are at church.
 - e. The password for this WiFi network should every few months, WITHOUT prior notice.
3. Name/SSID: wwbc-solar
 - a. Security: Password protected using ‘WPA Personal’ (wpapsk).
 - b. Used for the sole purpose of connecting the solar inverter to the internet so it can upload solar yield data to solar.web.
 - c. The password for this WiFi network should never need changing and is not to be used for general purpose use.
 - d. If it does need changing:
 - i. Turn the WiFi network ‘ON’ the solar inverter using the control panel, THEN
 - ii. connect to this WiFi network and to the gateway provided to configure the inverter.

Related Policies 7. Communications. 7.1. Communications – Master Policy 7.1.1. Communications – Spokesperson 7.1.2. Guidelines for WWBC Website	History Developed with the adoption of the 2017 web site
	Date Adopted 2017
	Replaces
	Revised

