

Northam Church Of Christ Inc.

POLICY MANUAL

August 2009

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SECTION 1

- GLOBAL POLICIES

GPM1 MISSION

September 2005 / June 2006 / June 2007 / June 2008 / August 2009

MISSION STATEMENT

To become a growing, dynamic and caring community, committed to becoming more like Jesus, to reveal Him to others. We will build meaningful relationships with people in and around Northam, seeking to reflect the love and power of God and the relevance of God to everyday life.

RESOURCES

The resources of the church will be directed to these ends in all of its activities.

MINISTRY

Everyone who is part of the life of the church will have the opportunity to develop and reach his or her full spiritual and practical potential in service to God.

STRATEGIC PLAN

The board shall develop and maintain a plan that specifies how the mission will be realized over specific periods of time.

PRIMARY AND SECONDARY STAKEHOLDERS

In accomplishing its mission, the church will prioritise its planning and resources toward:

Primary Stakeholders:

- The congregation
- The Community – local, national and global
- Visitors (actual and virtual)
- Sister churches and other direct affiliates
- Denominational affiliates

Secondary Stakeholders:

- Others whom we touch professionally, commercially, and in the community at large.

ADOPTION AUTHORITY: *Board Meeting 19 September 2005*

REVIEWED: *Board Meetings 19 June 2006, 11 June 2007, 29 June 2008, 23 August 2009*

REVIEW DATE: *By July 2010*

GPB1 BOUNDARIES

September 2005 / June 2006 / June 2007 / June 2008 / August 2009

Global Senior Pastor Constraint

The Senior Pastor shall not cause or allow any decision, action, condition or organizational circumstance that is illegal, imprudent, or in violation of commonly accepted business, professional and Christian ethics.

ADOPTION AUTHORITY: *Board Meeting 19 September 2005*

REVIEWED: *Board Meetings 19 June 2006, 11 June 2007, 29 June 2008, 23 August 2009*

REVIEW DATE: *By July 2010*

GPG1 GOVERNANCE

September 2005 / June 2006 / June 2007 / June 2008 / August 2009

BACKGROUND

The board is the legal governing authority for the organisation. Board members are trustees representing the interests of the church's owners. Both the board and its members are entrusted to ensure that the church is soundly managed for the benefit of all.

BOARD GOVERNANCE

The role of the board is governance rather than management, which is the preserve of the staff. Governance focuses on the church's wider order for board members to carry out their governance role they must be familiar with the organisation's policies, plans, and priorities. Familiarity through debate and participation in

Global Governance Commitment

The board of the Church will act on behalf of accomplishment of the church's stated mission conditions within the Church.

The board will undertake an assessment of its effectiveness on an annual basis based on the achievement of its own plans established for the year and on the fulfillment of its overall responsibilities as defined in its policies.

ADOPTION AUTHORITY: *Board Meeting 19 September 2005*

REVIEWED: *Board Meetings 19 June 2006, 11 June 2007, 29 June 2008, 23 August 2009*

REVIEW DATE: *By July 2010*

SECTION 2

- BOARD POLICIES

BOARD POLICY - MISSION

BPM1 MISSION

September 2005 / June 2006 / June 2007 / June 2008 / August 2009

BACKGROUND

This policy is derived from the church's constitution and is essentially the same as the Mission statement therein.

ASSOCIATED DOCUMENTS

Church Constitution, Church Strategic Plan

PURPOSE

This policy states the broad Mission of the church and the primary areas of ministry which will be used to achieve it.

POLICY STATEMENT

The principal aim of this church is to impact the local, regional and wider community with the gospel.

This will be achieved by allocating the church's resources

- Outreach at local, regional and global levels.
- Worship
- Service to the community
- Training and development of committed members to fulfil the mission.
- Pastoral Care and Fellowship.
- Excellent management of all resources.

The board will, in conjunction with the Senior Pastor, maintain an up to date plan that shows how specific goals, strategies and performance measures will be applied to each of the above areas.

The board will report to the membership at least annually on the rate of achievement of the mission by referring to the above ministries.

ADOPTION AUTHORITY: *Board Meeting 19 September 2005*

REVIEWED: *Board Meetings 19 June 2006, 11 June 2007, 29 June 2008, 23 August 2009*

REVIEW DATE: *By July 2010*

BPM2 OUTREACH

September 2005 / June 2006 / June 2007 / June 2008 / August 2009

BACKGROUND

This policy is derived from the church's strategic

ASSOCIATED DOCUMENTS

Church Constitution, Church Strategic Plan

PURPOSE

To provide guidance on the areas of outreach to be undertaken by the Church.

POLICY STATEMENT

The Church will undertake outreach in order to impact the community with the gospel, and to attract and retain the unchurched, in the following areas:

- The local community
- Identified regional and/or national projects
- Overseas missional opportunities

ADOPTION AUTHORITY: *Board Meeting 19 September 2005*

REVIEWED: *Board Meetings 19 June 2006, 11 June 2007, 29 June 2008, 23 August 2009*

REVIEW DATE: *By July 2010*

BPM3 WORSHIP

September 2005 / June 2006 / June 2007 / June 2008 / August 2009

BACKGROUND

This policy is derived from the church's strategy

ASSOCIATED DOCUMENTS

Church Constitution, Church Strategic Plan

PURPOSE

To provide guidance in relation to the context of worship in this church.

POLICY STATEMENT

The church will present a corporate worship experience at appropriate times and venues which:

- Is contemporary and creative in style;
- Engages visitors with the culture of the Church;
- Incorporates a variety of elements to present its themes;
- Encompasses both celebratory and reflective opportunities.

ADOPTION AUTHORITY: *Board Meeting 19 September 2005*

REVIEWED: *Board Meetings 19 June 2006, 11 June 2007, 29 June 2008, 23 August 2009*

REVIEW DATE: *By July 2010*

BPM4 SERVICE

September 2005 / June 2006 / June 2007 / June 2008 / August 2009

BACKGROUND

This policy is derived from the church's strategy

ASSOCIATED DOCUMENTS

Church Constitution, Church Strategic Plan

PURPOSE

To indicate how the church will seek to serve its community

POLICY STATEMENT

The church will develop and maintain projects and programmes that are designed to serve the community in areas of identified need with the aims of both reaching people with the influence of the gospel and alleviating suffering and injustice.

ADOPTION AUTHORITY: *Board Meeting 19 September 2005*

REVIEWED: *Board Meetings 19 June 2006, 11 June 2007, 29 June 2008, 23 August 2009*

REVIEW DATE: *By July 2010*

BPM5 TRAINING AND DEVELOPMENT

September 2005 / June 2006 / June 2007 / June 2008 / August 2009

BACKGROUND

This policy is derived from the church's strategic plan.

ASSOCIATED DOCUMENTS

Church Constitution, Church Strategic Plan

PURPOSE

To instigate a relevant and intentional discipleship pathway for all members.

POLICY STATEMENT

The Senior Pastor will facilitate, develop and maintain training programmes that are designed to give all participants in the life of the church opportunities to:

- Advance through various stages of spiritual growth (from preconversion to leadership).
- Discover their spiritual gift(s) and opportunities for service,
- Reach their full potential in God.

ADOPTION AUTHORITY: *Board Meeting 19 September 2005*

REVIEWED: *Board Meetings 19 June 2006, 11 June 2007, 29 June 2008, 23 August 2009*

REVIEW DATE: *By July 2010*

BPM6 PASTORAL CARE AND DEVELOPMENT

September 2005 / June 2006 / June 2007 / June 2008 / August 2009

BACKGROUND

This policy is derived from the church s t r a t e g i c p l a n a s r e v i e w e d f

ASSOCIATED DOCUMENTS

Church Constitution, Church Strategic Plan

PURPOSE

To provide a basis for pastoral care within the church.

POLICY STATEMENT

The Senior Pastor will develop and maintain strategies which:

- Track the spiritual growth and health of members and participants;
- Follow up contacts with visitors in a non intrusive manner;
- Provide support and care for those in short term needs or crises;
- Facilitate the establishment of caring relationships among members and participants;
- Refer people in specific and chronic need to appropriate support;
- Promote God dependence rather than programme dependence.

ADOPTION AUTHORITY: *Board Meeting 19 September 2005*

REVIEWED: *Board Meetings 19 June 2006, 11 June 2007, 29 June 2008, 23 August 2009*

REVIEW DATE: *By July 2010*

BPM7 EXCELLENCE IN MANAGEMENT

September 2005 / June 2006 / June 2007 / June 2008 / August 2009

BACKGROUND

This policy is derived from the church's strategy.

ASSOCIATED DOCUMENTS

Church Constitution, Church Strategic Plan

PURPOSE

To provide a foundation for the management of church resources.

POLICY STATEMENT

The Senior Pastor will develop and maintain management systems and procedures which:

- Include high standards of management competence;
- Incorporate high levels of accountability;
- Optimise the efficient use of resources;
- Allocate resources to meet strategic priorities.

ADOPTION AUTHORITY: *Board Meeting 19 September 2005*

REVIEWED: *Board Meetings 19 June 2006, 11 June 2007, 29 June 2008, 23 August 2009*

REVIEW DATE: *By July 2010*

BPM8 MONITORING POLICIES

September 2005 / June 2006 / June 2007 / June 2008 / August 2009

BACKGROUND

One of the functions of the board is to monitor the implementation of its policies. Monitoring Senior Pastor and thereby staff performance is synonymous with monitoring organizational performance against board policies on Mission and on Boundaries. Monitoring will be as automatic as possible, using a minimum of board time so that meetings can be used to create the future rather than review the past. The purpose of monitoring is simply to determine the degree to which board policies are being fulfilled. Information that does not do this will not be considered to be monitoring.

A given policy may be monitored in one or more of three ways:

- A. **INTERNAL REPORT:** Disclosure of compliance information to the board from the Executive Team/member.
- B. **EXTERNAL REPORT:** Discovery of compliance information by a disinterested, external auditor, inspector or judge who is selected by and reports directly to the board. Such reports must assess executive performance only against policies of the board, not the external party unless the board has previously indicated that party's opinion to be the standard.
- C. **DIRECT BOARD INSPECTION:** Discovery of compliance information by a trustee, a board committee or the board as a whole. This is a board inspection of documents, activities, or circumstances directed by the board that allows a "prudent person" test of policy compliance.

ASSOCIATED DOCUMENTS

Church Constitution, Church Strategic Plan

PURPOSE

To provide a basis for policy monitoring

POLICY STATEMENT

At the discretion of the board, any policy may be monitored by any method at any time. However, each *Mission* and *Boundary* policy of the board will be classified by the board according to frequency and method of regular monitoring. As often as possible these reports should be included in the board mailing for regularly scheduled board meetings so that the board members may thoroughly review them prior to the meeting.

Monthly, internal reports: Financial condition, staff change information (additions and departures, plans for replacement), Mission data.

Quarterly internal reports: Staff/volunteer treatment, financial planning, membership (net losses and net gains and totals).

Semi-annual internal reports: Asset protection, staff/volunteer complaints filed under grievance procedure (number and nature).

Annual internal reports: All Mission data, communication and counsel.

Annual external reports: Asset protection/ financial condition (board arranged audit).

<u>POLICY</u>	<u>METHOD</u>	<u>FREQUENCY</u>
Protection of assets	Internal report	6 Months
	External report (audit)	Annual
Financial condition	Internal report	Monthly
	External report (audit)	Annual
Staff compensation & benefits	Internal report	Annual
Staff/Volunteer Treatment	Internal report (staff changes)	Monthly
	Internal report	Quarterly
	Internal report (complaints)	6 Months
	Direct inspection	Annual (Including grievance procedures)
Financial Planning (budget)	Internal report (planning)	Quarterly
	Direct inspection	Annual
Program outcomes (<i>Ends</i>)	Internal report	Monthly
	Internal report (membership)	Quarterly
	Internal report	Annual

Any other policy shall be monitored by internal report each calendar quarter.

ADOPTION AUTHORITY: Board Meeting 19 September 2005

REVIEWED: Board Meetings 19 June 2006, 11 June 2007, 29 June 2008, 23 August 2009

REVIEW DATE: By July 2010

BPM9 MEETING PROTOCOLS

September 2005 / June 2006 / June 2007 / June 2008 / August 2009

POLICY

The Executive board is committed to the achievement of effective and efficient meetings.

PROCEDURES

Meetings will:

- Be based on a pre-prepared agenda, the preparation of which is the responsibility of the Chairman and the Senior Pastor. Such an agenda should reflect the governing role which at all times focuses the board on addressing board „ends rather than involving i
- Be held with the expectation that members have prepared for them and will participate in all discussions at all times within the boundaries of behaviour considered acceptable by the board.
- Have written minutes recorded.

ADOPTION AUTHORITY: *Board Meeting 19 September 2005*

REVIEWED: *Board Meetings 19 June 2006, 11 June 2007, 29 June 2008, 23 August 2009*

REVIEW DATE: *By July 2010*

BOARD POLICY - BOUNDARIES

BPB1 BOUNDARIES

BPB1.1 STAFF BOUNDARIES

September 2005 / June 2006 / June 2007 / June 2008 / August 2009

BACKGROUND

This policy sets the broad boundaries for the proper management of all staff.

ASSOCIATED DOCUMENTS

Management policies on staff issues, COCWA church management guide, Constitution.

PURPOSE

To state the minimum required standards of staff management.

POLICY STATEMENT

With respect to the treatment of paid and volunteer staff, the Senior Pastor may not:

- Cause or allow conditions that are illegal, unfair, unsafe, unprofessional or undignified or,
- Withhold from staff a due-process grievance procedure, able to be used without bias, or;
- Employ staff without appropriate written documentation that stipulates the conditions and terms of employment.

ADOPTION AUTHORITY: *Board Meeting 19 September 2005*

REVIEWED: *Board Meetings 19 June 2006, 11 June 2007, 29 June 2008, 23 August 2009*

REVIEW DATE: *By July 2010*

BPB1.2 MINISTERIAL CONDUCT, SEXUAL EXPLOITATION & JUVENILE PROTECTION

September 2005 / June 2006 / June 2007 / June 2008 / August 2009

BACKGROUND

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ASSOCIATED DOCUMENTS

Relevant COCWA documents on Ministerial conduct and child protection etc, COCWA church management guide, Constitution.

PURPOSE

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POLICY STATEMENT

Definitions

Minister:

A person engaged by the church to carry out its ministry. Minister includes elected or appointed leaders of the church, employees, and volunteers, as well as authorised ministers.

Authorised minister:

A person who holds ordained or endorsed ministerial standing within Churches of Christ or whom the church has engaged on terms applicable to such a person.

Ministerial relationship:

The relationship between one who carries out the ministry of the church, and the one being served by that ministry.

Sexual exploitation:

Sexual activity or contact (not limited to sexual intercourse) in which a minister engaged in the work of the church takes advantage of the vulnerability of a participant by causing or allowing the participant to engage in sexual behaviour with the minister.

Sexual harassment:

Repeated or coercive sexual advances toward another person contrary to his or her wishes. It includes behaviour directed at another person's sexuality or sexual orientation with the intent of intimidating, humiliating, or embarrassing the other person, or subjecting the person to public discrimination. Unwelcome sexual advances, requests for sexual favours, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition or circumstance of instruction, employment, or participation in any church activity;
- Submission to, or rejection of, such conduct by an individual is used as a basis for evaluation in making personnel or church-related decisions affecting an individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or participation in church activities or creating an intimidating, hostile, or offensive work or church environment.

- Prohibited sexual harassment includes unsolicited and unwelcome contact that has sexual overtones, particularly:
- Written contact, such as sexually suggestive or obscene letters, notes, or invitations;
- Verbal contact, such as sexually suggestive or obscene comments, threats, slurs, epithets, jokes about gender-specific traits or sexual orientation, sexual propositions;
- Physical contact, such as intentional touching, pinching, brushing against another's body, impeding or blocking movement, assault, coercing sexual intercourse; and
- Visual contact, such as leering or staring at another's body, gesturing, displaying sexually suggestive objects or pictures, cartoons, posters, or magazines.
- Sexual harassment also includes continuing to express sexual interest after being informed directly that the interest is unwelcome and using sexual behaviour to control, influence, or affect the career, salary, work, learning, or worship environment of another. It is not permissible to suggest, threaten, or imply that failure to accept a request for a date or sexual intimacy will affect a person's job prospects, church leadership, or comfortable participation in the life of the church. For example, it is forbidden either to imply or actually withhold support for an appointment, promotion, or change of assignment, to suggest that a poor performance report will be given because a person has declined a personal proposition; or to hint that benefits, such as promotions, favourable performance evaluations, favourable assigned duties or shifts, recommendations or reclassifications, will be forthcoming in exchange for sexual favours.

Prohibition of Sexual Exploitation and Harassment

This church is committed to creating and maintaining a worship and work community in which members, friends, staff, and volunteers can worship and work together in an atmosphere free of all forms of discrimination, harassment, exploitation, or intimidation. Specifically, all persons associated with the church should be aware that it is strongly opposed to sexual exploitation and harassment and that such behaviour is prohibited by church policy as well as legislation. It is the intention and responsibility of the church leadership to take whatever action may be needed to prevent and correct behaviour that is contrary to this policy and, if necessary, to discipline those persons who violate this policy.

Ministerial Conduct

All persons engaged in the ministry of this church (including elected or appointed leaders, employees, volunteers, and authorized ministers) are responsible for knowing the possible impact of their words and actions in ministering to the emotional, mental, and spiritual needs of persons who come to them for help or over whom they have any kind of authority. Sexual harassment or sexual exploitation of members or other individual(s) by anyone engaged in the ministry of the church is unethical and unprofessional behaviour and will not be tolerated.

Because ministers (including elected or appointed leaders, employees, volunteers, and authorized ministers) often deal with individuals who are emotionally and psychologically fragile or otherwise personally vulnerable, it is imperative that those engaged in the ministry of this church maintain their own psychological, emotional, and spiritual health and that they have adequate preparation and education for helping those individuals they seek to serve in ministry. It is the policy of this church to encourage its leaders, authorized ministers, employees, and volunteers to nurture safety within ministerial relationships by being attentive to self-care, education, and the importance of referring those in need to supportive and helpful resources. It is also expected that those engaged in providing ministry will complete and submit a disclosure document in a form substantially similar to that of the one accompanying this policy.

Child and Youth Protection Policy

This church is committed to creating a safe and healthy environment in which young people can learn about and experience God's love. In order to ensure this, we expect that all people applying to be volunteers who work with minors will have been church members for at least six months. It is the policy of the church to provide adequate supervision for all youth activities. All employees or volunteers who work with minors are to complete and submit a disclosure document in a form substantially similar to that of the one accompanying this policy.

ADOPTION AUTHORITY: *Board Meeting 19 September 2005*

REVIEWED: *Board Meetings 19 June 2006, 11 June 2007, 29 June 2008, 23 August 2009*

REVIEW DATE: *By July 2010*

BPB1.3 CHURCH ASSET MANAGEMENT

September 2005 / June 2006 / June 2007 / June 2008 / August 2009

BACKGROUND

The Senior Pastor is responsible to the board for the management of Church assets.
This policy states the broad boundaries of that responsibility.

ASSOCIATED DOCUMENTS

Related management policies.

PURPOSE

To define the Senior Pastors broad accountability for assets.

POLICY STATEMENT

The Senior Pastor shall not allow the Church assets to be unprotected, inadequately maintained, improperly used or unnecessarily risked.

For clarity, assets in this context refers to any material asset, including moneys, materials, buildings and equipment.

ADOPTION AUTHORITY: *Board Meeting 19 September 2005*

REVIEWED: *Board Meetings 19 June 2006, 11 June 2007, 29 June 2008, 23 August 2009*

REVIEW DATE: *By July 2010*

BPB1.4 CHURCH RISK MANAGEMENT

September 2005 / June 2006 / June 2007 / June 2008 / August 2009

BACKGROUND

The Senior Pastor is responsible to the board for the effective resources. This policy states the broad boundaries of that responsibility.

ASSOCIATED DOCUMENTS

COCWA guidelines on Risk Management

PURPOSE

To define the Senior Pastors broad accountability for risk management.

POLICY STATEMENT

The Senior Pastor shall not fail to develop and maintain a proactive programme of risk management with respect to all church resources and activities, which meets all ethical and statutory requirements.

For clarity this programme is to address issues including, but not limited to:

- Health and safety issues for all stakeholders
- Public and professional liability issues
- General insurance
- Ethical conduct
- Asset security

ADOPTION AUTHORITY: *Board Meeting 19 September 2005*

REVIEWED: *Board Meetings 19 June 2006, 11 June 2007, 29 June 2008, 23 August 2009*

REVIEW DATE: *By July 2010*

BPB1.5 FINANCES – BUDGETING

September 2005 / June 2006 / June 2007 / June 2008 / August 2009

BACKGROUND

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ASSOCIATED DOCUMENTS

Constitution, Budget, NCOC Financial Management Policy

PURPOSE

To set overall parameters for budget development

POLICY STATEMENT

1. The Treasurer under the direction of the Senior Pastor, will present an annual budget to the board for each church financial year, which will be used as the basis for financial planning and management within the Church.
2. The annual financial plan presented for any fiscal year
 - a. will reflect the stated mission priorities of the board.
 - b. will not result in financial jeopardy for the church
 - c. will provide adequate information to enable credible projection of revenues, expenses and cash flows.
 - d. will disclose underlying planning assumptions

ADOPTION AUTHORITY: *Board Meeting 19 September 2005*

REVIEWED: *Board Meetings 19 June 2006, 11 June 2007, 29 June 2008, 23 August 2009*

REVIEW DATE: *By July 2010*

BPB1.6 FINANCE OPERATIONS

September 2005 / June 2006 / June 2007 / June 2008 / August 2009

BACKGROUND:

Financial integrity and efficient financial management are essential to the proper running of the church.

ASSOCIATED DOCUMENTS:

COCWA church management guide, Constitution and NCOC Financial Management Policy.

PURPOSE:

To set parameters, for proper management and record keeping, so that the church is not placed in a position of financial jeopardy, or deviates materially from the stated mission priorities of the board.

POLICY STATEMENT:

1. The management of church finances shall be carried out by a team of at least three suitable people who have been endorsed by the board on the recommendation of the Senior Pastor.
2. The overall management of the Finance Team will be the responsibility of the Treasurer, who will be selected from the members of the Finance Team, and endorsed by the board on the recommendation of the Senior Pastor.
3. The Treasurer will liaise with the Senior Pastor on matters of policy and procedures for financial management within the church, including
 - a. Timely settlement of payroll and superannuation obligations and debts.
 - b. Timely attendance to tax payments and other government obligations
 - c. The establishment of a set of written policies to deal with the handling of all monies received by the church, church expenditures, and the maintenance of adequate financial records
4. The Senior Pastor will not-
 - a. indebt the church nor enter into a contract that could indebt the church in an amount greater than \$250 in a single transaction, or \$1000 in aggregate during any fiscal year without prior consultation with the Treasurer.
 - b. indebt the church nor enter into a contract that could indebt the church in an amount greater than \$5000 without prior approval from the board, and in consultation with the Treasurer.
 - c. use or allow the use of any long term reserve without prior approval of the board
 - d. conduct interfund shifting which deviates materially from the board's stated mission priorities without prior approval of the board
 - e. acquire, encumber or dispose of real property
 - f. authorise the establishment of charge accounts, bank accounts or other lines of credit in the Church without the approval of the board, and in consultation with the Treasurer
 - g. authorise the application for grants of money or in kind without prior consultation with the Treasurer

ADOPTION AUTHORITY: *Board Meeting 19 September 2005*

REVIEWED: *Board Meetings 19 June 2006, 11 June 2007, 29 June 2008, 23 August 2009*

REVIEW DATE: *By July 2010*

BPB1.7 BOARD FINANCIAL REPORTS

September 2005 / June 2006 / June 2007 / June 2008 / August 2009

BACKGROUND

The issue of financial integrity and management is paramount to the proper running of the church.

ASSOCIATED DOCUMENTS

COCWA church management guide, Constitution.

PURPOSE

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POLICY STATEMENT

The Senior Pastor shall not fail to ensure that financial reporting to the board is presented in such a way that all board members are able to understand the meaning of the reports and that all reports are a true and accurate account of the financial affairs of the organisation, and specifically:

All financial reports submitted to the Executive board by the Treasure shall:

1. Contain comment on trends and variances.
2. Reflect a true and accurate picture of the accounts presented.
3. Be a complete representation of the accounts presented.
4. Utilise standard financial reporting formats, which present the data in such a way as to make it easy to interpret or understand and comply with all legal and standard accounting requirements.
5. Comply with the agreed board reporting procedures.

ADOPTION AUTHORITY: *Board Meeting 19 September 2005*

REVIEWED: *Board Meetings 19 June 2006, 11 June 2007, 29 June 2008, 23 August 2009*

REVIEW DATE: *By July 2010*

BPB1.8 MISSION FOCUS OF GRANTS OR CONTRACTS

September 2005 / June 2006 / June 2007 / June 2008 / August 2009

BACKGROUND

It is essential that the organisation "stays on track" and that no dividend is put in place without proper consideration – even when significant funding may be available.

ASSOCIATED DOCUMENTS

Nil.

PURPOSE

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POLICY STATEMENT

The Senior Pastor may not enter into any grant or contract arrangements on behalf of the church that fail to emphasize primarily the achievement of the defined mission

ADOPTION AUTHORITY: *Board Meeting 19 September 2005*

REVIEWED: *Board Meetings 19 June 2006, 11 June 2007, 29 June 2008, 23 August 2009*

REVIEW DATE: *By July 2010*

BOARD POLICY - GOVERNANCE

BPG1 GOVERNANCE

BPG1.1 GOVERNING STYLE

September 2005 / June 2006 / June 2007 / June 2008 / August 2009

BACKGROUND

The attitude of the board to Governance will determine the environment of the church and its success in achieving its mission.

ASSOCIATED DOCUMENTS

COCWA church management guide, Constitution.

PURPOSE

To define the manner in which the board operates in reaching its policy decisions.

POLICY STATEMENT

The board will govern with an emphasis on:

- Outward vision rather than internal preoccupation,
- Encouragement of diversity in viewpoints,
- Strategic leadership more than administrative detail,
- Clear distinction of board and Senior Pastor roles,
- Collective rather than individual decisions,
- Future rather than past or present, and
- Proactivity rather than reactivity.

ADOPTION AUTHORITY: *Board Meeting 19 September 2005*

REVIEWED: *Board Meetings 19 June 2006, 11 June 2007, 29 June 2008, 23 August 2009*

REVIEW DATE: *By July 2010*

BPG1.2 BOARD ROLE

September 2005 / June 2006 / June 2007 / June 2008 / August 2009

BACKGROUND

The board must be aware of its function and role in governing the church and how its role differs from other components such as staff and lay leaders.

ASSOCIATED DOCUMENTS

COCWA church management guide, Constitution.

PURPOSE

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POLICY STATEMENT

The job of the board is to represent the Church in determining and demanding appropriate organizational performance.

The board is the link between the church administration (Senior Pastor and staff) and the membership.

The board will produce written governing policies that, at the broadest levels, address each category of organizational decision as follows:

- a) **Mission policies:** Organizational outcomes, effects, benefits, recipients, and their financial priorities
- (b) **Boundary policies:** Constraints on executive (staff) authority that establish the prudence and ethics boundaries within which all executive activity and decisions must take place. This includes board-Senior Pastor Linkage: i.e. how power is delegated and its proper use monitored; the Senior Pastor role, authority, and accountability
- (c) **Governance Policies:** Specification of how the board conceives, carries out, and monitors its own task.

ADOPTION AUTHORITY: *Board Meeting 19 September 2005*

REVIEWED: *Board Meetings 19 June 2006, 11 June 2007, 29 June 2008, 23 August 2009*

REVIEW DATE: *By July 2010*

BPG1.3 BOARD CHAIRPERSON'S ROLE

September 2005 / June 2006 / June 2007 / June 2008 / August 2009

BACKGROUND

It is essential that the board manages its own business within its own policy boundaries. The role of the Chair is to ensure that this happens.

ASSOCIATED DOCUMENTS

COCWA church management guide, Constitution

PURPOSE

To define the broad principles of the board chair

POLICY STATEMENT

The chairperson assures the integrity of the board's process.

The job result of the chairperson is that the board behaves consistently with its own rules and those legitimately imposed upon it from outside the organization. Meeting discussion content will be only those issues that, according to board policy, clearly belong to the board to decide, not the Senior Pastor. Deliberation will be fair, open, and thorough but also timely, orderly, and kept to the point.

ADOPTION AUTHORITY: *Board Meeting 19 September 2005*

REVIEWED: *Board Meetings 19 June 2006, 11 June 2007, 29 June 2008, 23 August 2009*

REVIEW DATE: *By July 2010*

BPG1.4 BOARD MEMBERS' CODE OF CONDUCT

September 2005 / June 2006 / June 2007 / June 2008 / August 2009

BACKGROUND

Board members must model the behaviour they expect to see in their church. The code of conduct defines appropriate modes of conduct in this context.

ASSOCIATED DOCUMENTS

Board and staff code of conduct.

PURPOSE

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POLICY STATEMENT

The board commits itself and its members to Christian, ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as board members. Members must represent unconflicted loyalty to the interests of the membership. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other boards or staffs. It also supersedes the personal interest of any board member acting as a consumer of the

ADOPTION AUTHORITY: *Board Meeting 19 September 2005*

REVIEWED: *Board Meetings 19 June 2006, 11 June 2007, 29 June 2008, 23 August 2009*

REVIEW DATE: *By July 2010*

BPG1.5 BOARD AND SENIOR PASTOR RELATIONS

September 2005 / June 2006 / June 2007 / June 2008 / August 2009

BACKGROUND

Role clarity is an essential ingredient of good governance. It is essential that the Senior Pastor and the board understand the boundaries of their respective roles and how they interact to make and implement policy decisions.

ASSOCIATED DOCUMENTS

COCWA church management guide.

PURPOSE

To define how the Senior Pastor and the board communicate decisions.

POLICY STATEMENT

1. Communications and Support to the board:

The Senior Pastor shall not permit the board to be uninformed or unsupported in its work

2. Board instructions to the Senior Pastor:

Only decisions of the board acting as a body are binding on the Senior Pastor.

The Senior Pastor is the board's only link to operations that all authority and accountability of staff, as far as the board is concerned, is considered the authority and accountability of the Senior Pastor.

4. Delegation to the Senior Pastor:

The board will delegate authority to the Senior Pastor through written policies that prescribe the organizational *missions* to be achieved and describe organizational situations and actions to be avoided (*boundaries*), allowing the Senior Pastor to use any reasonable interpretation of these policies.

5. Board Instructions:

The board will never give instructions to persons who report directly or indirectly to the Senior Pastor.

6. Board evaluation

The board will refrain from evaluating, either formally or informally, any staff other than the Senior Pastor.

ADOPTION AUTHORITY: Board Meeting 19 September 2005

REVIEWED: Board Meetings 19 June 2006, 11 June 2007, 29 June 2008, 23 August 2009

REVIEW DATE: By July 2010

BPG1.6 BOARD COMMITTEE PRINCIPLES

September 2005 / June 2006 / June 2007 / June 2008 / August 2009

BACKGROUND

The board may appoint committees from time to time to help it with its task of governing the church.

ASSOCIATED DOCUMENTS

Nil.

PURPOSE

To set the broad policy on the use of board Committees.

POLICY STATEMENT

Board committees, when used, will be assigned so as to reinforce the wholeness of the board's job and so as never to interfere with delegation from board to Senior Pastor.

Board committees are to help the board do its job, never to help or advise the staff. Committees ordinarily will assist the board by preparing policy alternatives and implications for board deliberation. In keeping with the board's broader focus, board committees will normally not have dealings with current staff operations.

Board committees may not speak or act for the board except when formally given such authority by board action or controlling documents of the church for specific and time- limited purposes. Expectations and authority will be carefully stated in order not to conflict with authority delegated to the Senior Pastor.

ADOPTION AUTHORITY: *Board Meeting 19 September 2005*

REVIEWED: *Board Meetings 19 June 2006, 11 June 2007, 29 June 2008, 23 August 2009*

REVIEW DATE: *By July 2010*

BPG1.7 MONITORING SENIOR PASTOR PERFORMANCE

September 2005 / June 2006 / June 2007 / June 2008 / August 2009

BACKGROUND

The relationship between the board and the Senior Pastor is critical and must be well understood by all board members. This policy sets out the broad parameters of that relationship.

ASSOCIATED DOCUMENTS

COCWA Church management guide.

PURPOSE

To state how the board interacts with the Senior Pastor and monitors his or her performance.

POLICY STATEMENT

Systematic and rigorous monitoring of Senior Pastor job performance will be solely against the stated expected Senior Pastor job outputs.

The board will view Senior Pastor performance as identical to organizational performance, so that organizational accomplishment of board-stated mission and avoidance of board-prohibited means will be viewed as successful Senior Pastor performance.

The board will monitor and assess Senior Pastor performance against its mission and boundary policies. As long as the Senior Pastor uses any reasonable interpretation of those policies, the Senior Pastor is authorized to establish any further management policies, make any decisions, take any actions, establish any practices, and develop any activities necessary to achieve the Mission.

The board may change its Mission and Boundary policies, thereby shifting the boundary between board and Senior Pastor domains. By doing so, the board changes the latitude of choice given to the Senior Pastor. But as long as any particular delegation to the Senior Pastor is in place, the board will respect and support the Senior Pastor's choices

ADOPTION AUTHORITY: *Board Meeting 19 September 2005*

REVIEWED: *Board Meetings 19 June 2006, 11 June 2007, 29 June 2008, 23 August 2009*

REVIEW DATE: *By July 2010*

SECTION 3

MANAGEMENT POLICIES

MP1 STAFF GRIEVANCES

September 2005 / June 2006 / June 2007 / June 2008 / August 2009

BACKGROUND

All work environments have the potential for disputes and disagreements. It is essential that they are dealt with and resolved in a prompt, fair and biblical manner. The core principle is that parties in disagreement should first attempt to resolve their differences and then take the issue to a higher level if resolution cannot be achieved.

Grievances can take many forms and each one should be treated on its merits. Grievances can involve discipline matters, dismissal, remuneration, employment terms and conditions, racial, sexual, disability, harassment, ethical issues and appeals on promotion.

ASSOCIATED DOCUMENTS

Nil.

PURPOSE

To put in place a basic process for dispute resolution at all levels in the life of the church.

POLICY

Every incident of complaint or grievance will be investigated in a fair and equitable manner to try and bring the problem to a conclusion that is satisfactory to both parties.

Where any grievance or complaint has the potential to escalate into a significant dispute the Senior Pastor must be advised immediately.

The following grievance procedure should be used:

- Wherever possible any dispute or grievance raised by a staff member should be discussed and resolved by the appropriate Ministry Team Leader, unless the grievance is against the Team Leader, in which case the issue should be dealt with by the Senior Pastor.
- Where the grievance is resolved, the Senior Pastor should be informed of the result and methods used to resolve the matter.
- Where the immediate Team Leader cannot resolve the grievance, the staff member and team Leader should raise the matter with the Senior Pastor.
- The staff member may at any time ask for the presence of a witness of his or her choosing.

ADOPTION AUTHORITY: Board Meeting 19 September 2005

REVIEWED: Board Meetings 19 June 2006, 11 June 2007, 29 June 2008, 23 August 2009

REVIEW DATE: By July 2010

MP2 MISCELLANEOUS POLICIES

September 2005 / June 2006 / June 2007 / June 2008 / August 2009

BACKGROUND

Miscellaneous Policies are put in place to deal with specific situations that are common enough in the church to warrant a statement on them from the leadership.

ASSOCIATED DOCUMENTS

Nil.

PURPOSE

Each of these policies guides decision making in the specified area.

POLICY STATEMENT

Network Marketing and sales prospects and church ministry.

While every effort should be made not to discourage those involved in network marketing or private business that may have church members or visitors as potential clients, all staff and ministry leaders need to ensure that each ministry is a "safe zone" free from "prospect searching."

ADOPTION AUTHORITY: *Board Meeting 19 September 2005*

REVIEWED: *Board Meetings 19 June 2006, 11 June 2007, 29 June 2008, 23 August 2009*

REVIEW DATE: *By July 2010*

MP3 GUIDELINES FOR CAREFORCE & LIFEKEYS MINISTRIES

September 2005 / June 2006 / June 2007 / June 2008 / August 2009

BACKGROUND

Careforce Lifekeys comprises a number of programmes developed to address the need for discipleship in the church as well as to connect with the felt needs of the unchurched community. This approach has provided a bridge into the church.

Each session has a teaching segment which aims to impact participants with truth, followed by interaction in a small group which is designed for personal application, accountability and support.

ASSOCIATED DOCUMENTS

Policy And Procedure Manual as produced by Careforce Lifekeys 2004

PURPOSE

This policy outlines the responsibilities of those facilitating Careforce Lifekeys programmes to ensure safety, effectiveness and appropriate oversight.

POLICY STATEMENT

The Co-ordinator(s) will:

1. Ensure that all programmes are developed and presented in accord with the strict guidelines set out by Careforce Lifekeys.
2. Arrange training for all facilitators who are chosen from people who have previously completed a Careforce Recovery programme. It is essential for facilitators to complete at least one 10 week Careforce course and the seven week facilitator training module, and to be considered to have the appropriate skills as a facilitator before being appointed by the coordinator.
3. Ensure that materials needed are ordered, that courses are advertised and that the process of interview for intending participants is carried out in the prescribed manner.
4. Arrange a roster to outline the weekly programmes.
5. Ensure that:
 - Two Facilitators will always have responsibility for their small group and must be committed to attending their group every week, unless sickness intervenes. They are responsible to the coordinator and must report and refer any points of tension for follow up by the coordinators.
 - Facilitators meet together each week to plan their individual groups.
6. Organise any further follow up with other professionals or counsellors for participants that is seen to be needed.
7. Be responsible to the Senior Pastor with whom they will meet regularly to give feedback on the ministry's progress.

ADOPTION AUTHORITY: *Board Meeting 19 September 2005*

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REVIEW DATE: *By July 2010*

MP4 CHILDREN S MINISTRY POLICY

September 2005 / June 2006 / June 2007 / June 2008 / August 2009

BACKGROUND

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ASSOCIATED DOCUMENTS

Caring for Our Kids – COCWA

PURPOSE

This policy outlines the commitments the church makes in regard to safety and care of children, and the responsibilities of those working with children in the church.

POLICY STATEMENT

Our Commitments

The Church seeks to have God s heart for child interactions with them. Therefore the church will:

1. provide a safe environment for both children and carers;
2. provide a high level of care;
3. meet or exceed the standards outlined in the document *Caring For Our Kids: A Code of Practice for the Protection of Children and those who Minister to Them*;
4. provide age-appropriate learning experiences for children;
5. invest in the recruitment and development of leaders and carers;
6. support parents in their role of teaching and developing their own children;
7. value the contribution of children to the life of the church; and
8. respond fairly and swiftly to any complaints of misconduct or abuse in line with the *Caring for our Kids* document.

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Screening of Volunteers

The Children s Ministry (Caring for Our Kids) shall approve alle e det a carers in chiat according to the following criteria:

1. All applicants shall fill in an application form (see *Caring for Our Kids, Appendix*);
2. All applicants shall submit details for a National Police Clearance (costs paid by the church);
3. No person who is described in the document *Caring for our Kids* under the section “Reasons for Rejecting Applicants” shall be a l
4. Applicants will be selected based on their character and maturity as people as well as their gifts and experience in ministering to children;

5. No person who has been known to the church for less than 6 months shall work with children;
6. All leaders and carers shall have their application reviewed twice annually by Team Leader; and
7. Members of the Children's Ministry Church Leaders On-Call with children will be screened by the same process.

Safe Conditions

To help ensure the safety of children and carers, the following guidelines are to be followed:

1. Playground equipment used by children will be subject to an annual safety check. A written report of this check will be prepared and the church is to rectify any faults and act upon concerns;
2. Children's ministry programs and activities will all activity is visible – where possible all curtains and blinds on windows and doors are to be kept open;
3. The Church reserves the right to refuse access to any activity if a parent or carer refuses to disclose or falsely discloses information about a child or themselves or the leaders feel that they may threaten the safety of anyone or the integrity of the ministry;
4. Church leaders, other children's ministry leaders sessions. No visitors however will be allowed access to children without the supervision of a worker who has been approved through the selection process;
5. Each group should have two workers minimum (a leader and assistant). At least one of these workers should be an adult; Kindy Church should have three workers minimum to allow two leaders to remain if one has to leave.
6. Leaders and assistants that are related to each other should not work together unless another approved worker is organised to work with them for the session;
7. If a worker on roster for a session is not available a leader may ask for assistance from another approved carer;
8. Any person that has not been through the application process shall not be left unattended with children;
9. All leaders and assistants involved in the children's tag;
10. Workers should avoid being alone with children. This includes off-site contact with children; for example during excursions or when driving and visiting them at home;
11. All counselling and prayer for children will be done in an open manner, usually within the view of another adult, approved children's worker or member;
12. Each Group Leader is responsible for checking that the environment is free of hazards that would put children or others at risk of physical harm (examples include sunburn, electrical cables, stability of furniture, chemicals or foods);
13. Any equipment being used must be checked before use to ensure it is in safe working order.

14. All children are to be signed in and out of their groups, so that it is clear who is responsible for a given time, child's care.
15. Children aged 8 and under are to be signed in and out by their parent/carer.
16. Children aged 9 and over may sign themselves in and out, but they must not leave the premises without a parent/carer.

Toileting:

1. No nappies will be changed by children's ministry workers, attend to nappy changing if necessary.
2. For young children up to the age of six years the group assistant will be sent to ask their parent/carer to escort their child to the toilet. Parental permission needs to be given for a Leader to accompany the child to the toilet.
3. Children aged 6 and over may go to the toilet in pairs (with children the same gender and age group). They must be accompanied by an adult of the same gender who must check the toilets to see that they are safe, then the children may use the toilet while the worker waits in the hallway. Our policy is two children and one leader or one child and two leaders (never one on one).

Interacting with Children:

All children taking part in the children's ministry program respect:- this entails:

Active listening – leaders and assistants should be careful that they do not ignore, dismiss or ridicule things that children say to them or do;

When children misbehave leaders need to remain calm, avoid responding in anger and follow discipline procedures; and

Leaders and assistants should follow the same rules as the children do.

A child must never be intimidated, verbally or non-verbally during their time in our care.

Physical Contact

1. Leaders and assistants should avoid inappropriate physical contact with children, the guidelines outlined in the document, Section 2.3.2 – “Avoid inappropriate physical contact with children” should be followed.
2. Let children initiate any physical contact. It is inappropriate for any leaders to initiate contact. Children may feel powerless to say „
3. Children should be allowed to determine the degree of physical contact they have with others, except where this is clearly an unhealthy expression.

There are two exceptions to these limits on physical contact –

- -When a child needs medical attention
 - -When a violent child needs to be restrained.
4. Be aware that even when physical contact between leaders/assistants and children is healthy, others may misconstrue it. Therefore, they need to avoid situations that other children, parents or leaders could misunderstand.

Leadership Guidelines

Leaders and carers shall;

1. Be sensitive to the fact that children can develop unhealthy attachments to leaders/assistants that can be hurtful if not handled sensitively.
2. Be aware that consistent contact with the same child may give the impression of favouritism and may create competition amongst the children.
3. Be cautious in their interactions with their own family members when working in a group situation.

Behaviour Management:

1. Behaviour expectations and the „three strikes clearly to the children in each group regularly (once a term is recommended).
2. Physical discipline is strictly not allowed.
3. Children must not be berated, yelled at or intimidated verbally or physically.
4. Children will be given an adequate explanation of the reason for being disciplined.
5. Discipline will be carried out in a way that protects the dignity of the child and does not give the opportunity for public ridicule.
6. All leaders shall be aware of and practice a consistent discipline procedure.
7. When a child is being aggressive, dangerous, disruptive or disrespectful the approved disciplinary process is to be followed;

DISCIPLINE PROCEDURE: OOPS = One warning/Out of action/Parent/Sorry

Example Disciplinary Process**One warning.**

Write child's name on board.

Be sure the child knows their name is going on the board.

Any leader may put a child's name on the board.

Be sure that the child has actually broken one of the rules. You need to be able to identify which one!

The key to discipline is consistency so inexperienced leaders should refrain from disciplining until they have spent some time observing the behaviour expected of the children.

Remember - kids will be kids and we want them to have fun. Don't make a big deal out of having their name put on the board and why.

Out of action.

Child is sent to sit with a leader (OOPS officer) who will help them talk about their behaviour and fill in an OOPS card. This time is NOT meant to be a punishment, but rather an opportunity to disciple the child and help them to improve their behaviour and attitude.

Often a child will share stuff that is happening in their life that is making them angry or upset.

While that isn't an excuse for unacceptable behaviour, it is a cause of their frustration. This doesn't mean we should excuse them though!

After completing their OOPS card, the child has 3 options:

1. Complete the reconciliation process by saying sorry to the person/s they have identified as the hurt / offended person. (See „ Sorry .)
2. Remain Out of Action for rest of the morning. (NB They cannot change their mind after a while because this would be seen as choosing to not join in the activities and may encourage non-participation.)
3. Be taken into church to sit with parents. (This just need to be with their parents for a while. Assure them they are welcome back next week.)

If a child refuses to co-operate with completing their OOPS card, they may remain Out of Action or go into church (if their parent is there.) They will be informed that they can return the next week but they will be expected to complete their OOPS card before joining in with activities.

If a child begins to tell you something that appears serious, it is compulsory that you stop the child from saying anything more and tell the Key Leader. It may be necessary to complete a Report of Confidential Incident. (Blank forms are kept in the green file.)

Parents will be contacted if a rule is broken again the same day or if a child gets three OOPS cards in a term. There may be times when the leader deems it of value to speak to a parent before this. A junior leader would not be expected to speak to a parent without a Key Leader.

Sorry. When a child says sorry and asks forgiveness of the person they have upset, their OOPS card goes in the Forgiven Box. If they are not prepared to say sorry yet, the card goes into the Red Box. At any time a child may go through the process of saying sorry and making amends - even weeks after an event.

OOPS Officer completes the OOPS record on file by noting the broken rule number

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Reporting Accidents:

1. If a child sustains any injury an Accident Report form must be filled in by the Group Leader and given to the Children's Ministry L parents or carer informed. Report kept on file.
2. If first aid is required the Group Leader should stay with the injured child and send their assistant to get the designated First Aid person.

Reporting Suspected Abuse:

1. All children's ministry workers are required Section 2 of the Code of Practice %oÔæ! ã } * Á ~ [.! "ÁQo~r/rÁ Sã á • v e Á Care" a notice stating they have done so.
2. All cases of suspected abuse should be reported or a member of the Children's Ministry Oversi procedures set out in the Code of Practice – %oÔæ! ã!} Á [ÁÁ!~Á Sã á • + È
3. It is vital that the alleged offender **is not** informed of the disclosure and that the matter **is not** discussed amongst the team.
4. The witness, or person to whom the child discloses information, will be required to complete the Standard Form for Reporting Incidents of Suspected, Disclosed or Witnessed Abuse against a Child.

Excursions/Off-Site Activities/Transport:

1. Parental permission in writing must be given prior to a child attending any excursions, off-site activities or prior to a child being transported in any vehicle. The **only** exception is in the case of emergency.
2. Parental permission must be obtained before any home or hospital visits are made by children s ministry workers .
3. School visits will be arranged through appropriate authorities and children s worl abide by all regulations of the school. - When ordinate visits through the school chaplain.
4. No children s ministry worker may visit a child member of the children s ministry team or church l visit to a child must firstly receive approval from a parental guardian. A parent or guardian must be present in the home during the visit.

Emergency/Evacuation Procedures:

1. An emergency evacuation procedure shall be in place and all leaders and carers shall be practiced in it.
2. The key Group Leader is responsible for evacuating all children and workers from the building in the case of fire, natural disasters or other emergencies.
3. Children and workers should gather in a safe place away from the premises as set out in the Church Emergency Procedures.
4. The Group Leader must check that all children have been evacuated against the roll (sign in / out form).
5. Parents / carers must sign the roll as they collect their children.

Privacy

1. The Church shall at all times respect individual rights to privacy and confidentiality of personal information.
2. Information shall only be collected and stored as long as it is necessary for purposes of safety (child details and emergency contact information) or to facilitate church administration. Such storage will be secured and limited in access to a need to know basis. Any destruction of information shall be done in a secure manner.
3. Information shall not be disclosed to outside interests except as required by law.

ADOPTION AUTHORITY: *Board Meeting 19 September 2005*

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REVIEW DATE: *By July 2010*

MP5 GUIDELINES FOR HOME GROUP MINISTRY

September 2005 / June 2006 / June 2007 / June 2008 / August 2009

BACKGROUND

Ministry of Christians to one another in homes has been a vital part of Christian life since the Church's beginning. In our current climate of I set up guidelines for appropriate ministry in home group meetings.

ASSOCIATED DOCUMENTS

Volunteer Screening Policy, board Policies, Care Ministries Policy.

PURPOSE

This policy outlines the responsibilities of those leading home groups to ensure safety, effectiveness and appropriate oversight.

POLICY STATEMENT

To encourage and resource Christians meeting in small groups the church will:

1. Provide a contact-person to whom home group leaders and members may go for help and advice;
2. Provide leadership screening procedures to ensure appropriate leaders are in place;
3. Train leaders in the skills necessary to run effective home groups;
4. Promote small groups as a vital part of Christian experience and growth; and
5. Provide pathways for new and existing Christians to participate in groups.

Leaders of home groups will be expected to:

1. Participate in meetings / training offered or recommended by the church relevant for home group leaders;
2. Inform the contact-person of attendance and activities in the group;
3. Co-ordinate meeting times and ensure all group members are informed;
4. Organise appropriate hosts for group meetings;
5. Ensure healthy group processes in activities and discussions; and
6. Seek to develop the gifts and skills of each group member.

ADOPTION AUTHORITY: *Board Meeting 19 September 2005*

REVIEWED: *Board Meetings 19 June 2006, 11 June 2007, 29 June 2008, 23 August 2009*

REVIEW DATE: *By July 2010*

MP6 SELECTION AND OPERATION OF MINISTRY TEAM LEADERS

September 2005 / June 2006 / June 2007 / June 2008 / August 2009

BACKGROUND

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ASSOCIATED DOCUMENTS

Church Constitution, Staff Policies

PURPOSE

This policy is created in order to guide the selection of, fair treatment of and appropriate expectations upon the service of ministry team leaders.

POLICY STATEMENT

A Ministry Team Leader (MTL) is a person who has been given responsibility to oversee an area of the church's ministry. or all decisions made in that area of ministry.

A - Selection

MTLs shall be:

1. members in good standing of the church
2. screened according to the *Church Volunteer Management Policy*.
3. appointed according to the process outlined in the *Church Constitution*

B - Expectations

MTLs shall:

1. Regularly attend church services and scheduled Leadership Team meetings except when prevented by illness or other valid circumstance
2. Actively participate in Leadership Team meetings and work closely with other MTLs.
3. Maintain regular spiritual disciplines (eg. Prayer, Scripture reading)
4. Be available at reasonable times to be contacted by the pastor and members of their team
5. Abide by all Church Policy documents and immediately report non-compliance in their team to the pastor.
6. Manage team dynamics by giving opportunity for input and discussion from their team and encouraging healthy conflict resolution
7. Immediately inform the pastor of any situation that threatens to substantially disrupt the effectiveness or integrity of their Team.
8. Consult with the Pastor when appointing members of their team and ensure that all those involved in the team are appropriately screened and monitored.
9. Make every effort to ensure the team achieves its goals and each member of the team has a positive experience of ministry.

10. Clearly communicate expectations to team members and provide feedback for their growth and reflection.
11. Maintain the unity of their church and team by refusing to gossip and by dealing with disagreements quickly and appropriately
12. Arrange opportunities for training and development for their team
13. Approach the Eldership on ministry related issues only through the pastor.
14. Advise the pastor if their resignation becomes likely.

C Ë Provisions

MTL s shall be provided with;

1. A clear job description
2. Clear goals and indication of timeframes for their achievement
3. Clear statements of the resources provided to them by the church
4. Clear statements of any conditions upon their appointment
5. Written annual reviews of their ministry
6. Reimbursement of legitimate expenses incurred in the role
7. Access to computer or other resources useful to their role, when available
8. Training opportunities relevant to their role and development as people
9. Ongoing prayer and pastoral support from the pastor and board

ADOPTION AUTHORITY: *Board Meeting 19 September 2005*

REVIEWED: *Board Meetings 19 June 2006, 11 June 2007, 29 June 2008, 23 August 2009*

REVIEW DATE: *By July 2010*

MP7 GUIDELINES FOR MUSIC AND WORSHIP MINISTRIES

September 2005 / June 2006 / June 2007 / June 2008 / August 2009

BACKGROUND

The appropriate organisation and conduct of music and worship ministries are important for the overall integrity and vibrancy of the life of the church. It is an area that has created conflict in some churches and one that needs to be handled carefully and in a unified way.

ASSOCIATED DOCUMENTS

Church Constitution, Staff Policies, Christian Copyright Licence (CCL)

PURPOSE

This policy is created to guide those leading worship ministries in the church as to the appropriate selection and performance of songs and music, behaviour of leaders, singers and musicians, and correct copyright and storage of resources.

POLICY STATEMENT

Global Overview

1. All music / worship / creative arts in the church shall honour God and reflect the vision and values of the church.
2. In worship the audience is God. The role of the participants in any creative presentation is to facilitate people participating in worshipping God and making appropriate responses to God.
3. All creative arts ministries shall operate within the boundaries of copyright legislation and give due credit to authors and composers.
4. This ministry area will work under the direction of the Worship Director and Senior Pastor.

Song and Music Selection

1. Songs shall be chosen with careful regard for their content.
2. Songs and music where possible should reinforce themes in preaching or teaching.
3. Songs and music should be chosen in keeping with event concerned (eg. Certain demographics for services) and in line with any directives of the Senior Pastor.
4. New songs and music should be introduced in co-ordinated ways to give the greatest chance of participation.
5. Songs shall be selected from the " Song List " .

Behaviour and Performance of musicians / singers

1. All persons involved in public performance shall conduct themselves honourably and with regard to common standards of Christian decency in areas of dress, language, respect for others and care for property.
2. Members of music or drama teams shall operate as a team and resolve disputes among themselves quickly and directly.

3. Church property shall be treated with respect and returned in the condition in which it was borrowed.
4. Musicians / singers / dramatists etc. should abide by the direction of the leaders of their area of ministry. In the case of dispute during a performance the decision of the leader shall be respected and abided by. A fair hearing of the issue shall be arranged as soon as is practical where the disputes can be resolved according to a fair process for resolving disputes.

ADOPTION AUTHORITY: *Board Meeting 19 September 2005*

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REVIEW DATE: *By July 2010*

MP8 VOLUNTEER MANAGEMENT POLICY

September 2005 / June 2006 / June 2007 / June 2008 / August 2009

BACKGROUND

Volunteers carry out most of the work of the church. It is important that the church manages this resource with care and efficiency.

ASSOCIATED DOCUMENTS

Caring for Our Kids – COCWA,

PURPOSE

This policy outlines guidelines for screening and managing Volunteers who minister in various areas of the church.

POLICY STATEMENT

Recruitment

The Church will seek to match volunteer opportunities with people who have appropriate gifting, interest and training.

Screening

1. All volunteers will be screened to ensure suitability for specific volunteering activities. Screening methods may include national police checks, interviews, auditions, sighting of documents and referee checks.
2. All volunteers working with children and youth will undergo a national police check and be screened by the process outlined in the Caring for our Kids document (see also Children's Ministry Policy).

Orientation and training

1. The Church will provide a clear statement of and appropriate orientation to the activities volunteers are expected to perform.
2. Where necessary the Church will provide training to enable volunteers to effectively fulfil their roles.
3. Where possible the Church will seek to develop skills and gifts and move volunteers into positions of greater responsibility.
4. Volunteers shall be informed of their rights and responsibilities.

Ongoing Management

1. Every effort will be made to make the experience of volunteers enjoyable and sustainable.
2. A re-imbusement process will be in place to enable re-imbusement of reasonable expenses incurred by volunteers in their duties.
3. Volunteers should inform the church as soon as possible of any likely change to their availability for undertaking volunteer roles.

Parental Permission

Where a volunteer is under the age of 18 years without parental presence, written permission shall be obtained from their parents / carer.

ADOPTION AUTHORITY: Board Meeting 19 September 2005

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MP9 GUIDELINES FOR COMMUNICATION MINISTRIES

September 2005 / June 2006 / June 2007 / June 2008 / August 2009

BACKGROUND

Every organisation needs to have smooth flows of information and to clearly communicate internally and externally.

ASSOCIATED DOCUMENTS

Church Constitution, Staff Policies

PURPOSE

This policy is created to guide those involved in communication ministries as to the ethos and standards of communication inside and outside the church.

POLICY STATEMENT

The Church will seek in all its communication to be accurate, concise and contemporary.

The Church will provide appropriate equipment for its employees and volunteers for the task of communications.

Ministries will be co-ordinated wherever possible to make the best use of communication opportunities.

ADOPTION AUTHORITY: *Board Meeting 19 September 2005*

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REVIEW DATE: *By July 2010*

MP10 CHURCH SERVICES

September 2005 / June 2006 / June 2007 / June 2008 / August 2009

BACKGROUND

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ASSOCIATED DOCUMENTS

Church Constitution, board Policy Manual

PURPOSE

This policy outlines the guidelines that are to be in place for the large gatherings of the church (i.e. for most Churches, Sunday services)

POLICY STATEMENT

When the Church meets as a congregation the following guidelines shall be followed:

Welcome and Treatment of Persons

- All persons are welcome to the service regardless of gender, age, ethnic or geographical origin or socio-economic situation and shall be received with equal warmth and acceptance
- The Church expects all members and guests to respect all other people in the service.

Instructions and Authority

All those present are to abide by the instructions of the duly appointed leadership.

A suggestion of how this might be worked out in terms of sharing in the service....

When speaking or sharing in the service;

- Authorised persons can speak from the microphone at appropriate times
- In the event of a tie Senior Pastor and/or Elders will outline any instructions for how the sharing is to take place.
- Persons sharing offensive or inappropriate material will be asked to stop and if they continue they will be asked to leave. The Senior Pastor, in consultation with the Elders, shall be the final arbiter in this matter.
- If a person wishes to share apart from times of open sharing they should approach a member of the leadership who will determine whether the sharing is appropriate and instruct them accordingly.
- To facilitate all ministries working together, all persons sharing shall abide by time restraints given to them

Physical Setup

The service leaders shall set up the premises with safety and functionality in mind.

Examples of what this might mean....

- All electrical connections will be secured safely and inspected by a competent person.
- Care will be taken to ensure sound volume levels are within safe guidelines and consistent throughout the facility.
- Aisles, passageways and doorways shall remain unblocked at all times.

Mission Priorities

The church meets for the benefit of all those present. In line with our mission, however, there may be times when the interests of guests will be placed before those of members. At such times, the co-operation of members will be expected for the greater good of achieving our mission.

Comments / Feedback

Comments and feedback are welcome from any person. Signed comments can be submitted in the offering and will be read and considered by the leaders of the service.

Food and Drink Preparation

All food or drink prepared or offered by the church for consumption must be safely prepared and stored.

And examples of how this might be worked out....

Therefore the church will;

- Appoint competent people to oversee food preparation and distribution and develop their skills in ways appropriate to the scope and complexity of the hospitality context
- Provide clean hygienic areas and utensils for the preparation and serving of any food or drink
- Provide refrigeration facilities for the storage of perishable food
- Ensure that food is reheated only once and to a high temperature throughout
- Immediately dispose of any food or drink that is doubtful in origin, old or out of date, or in other way unsatisfactory

NB: For large public events the church will be subject to further requirements and should investigate their responsibilities Department of Health

Care of Children

Parents / carers are responsible for arranging care for their children at church meetings.

Where care is provided by the church, all sign-in and collection point for children and be conducted according to the guidelines in the

People with Disabilities

The church shall provide in appropriate ways for people with disabilities to be able to attend and participate in the service.

Where attendance is not possible the church shall organise ways for those who wish to but cannot attend to benefit from the service.

ADOPTION AUTHORITY: Board Meeting 19 September 2005

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REVIEW DATE: By July 2010

MP11 YOUTH MINISTRY POLICY

September 2005 / June 2006 / June 2007 / June 2008 / August 2009

BACKGROUND

Young people are a special blessing to a church but can also be particularly vulnerable. While they are developing towards full responsibility in society and church they need special attention and care.

ASSOCIATED DOCUMENTS

Caring for Our Kids – COCWA

PURPOSE

This policy outlines the responsibilities of those working with youth in the church.

POLICY STATEMENT

The Church seeks to have God's heart for young interactions with them. Therefore the church will:

1. Provide a safe environment for young people;
2. Provide responsible care;
3. Meet or exceed the standards outlined in the document *Caring For Our Kids: A Code of Practice for the Protection of Children and those who Minister to Them* in all dealings with young people;
4. Seek to develop and release young people in their gifts and ministry;
5. Invest in the recruitment and development of leaders, especially in the specific skills and attitudes conducive to the nurture of young people;
6. Seek to support parents in their relationships with their children;
7. Encourage the further education of young people and encourage their contribution to their schools and other places of learning;
8. Value the contribution of young people to the life of the church;
9. Encourage the interaction of young people with other appropriate churches and ministries;
10. Be sensitive to youth culture;
11. Respond fairly and swiftly to any complaints of misconduct or abuse in line with the *Caring for Our Kids* document;
12. Develop clear principles for appropriate contact between youth and leaders and inform youth leaders of these.

Leaders and Helpers

1. All leaders and helpers will be screened according to the volunteer screening policy.
2. All leaders and helpers are expected to conduct themselves honourably and consistently with Christian values and be an example to the young people they serve.
3. Young people who are identified as having leadership potential will be given opportunities for training and exploring that potential.

Safety

1. The safety of all persons is at all times the highest priority.
2. The Church shall have a well stocked First Aid Kit in a prominent place. Portable kits shall be available for outings.
3. All relevant safety equipment is to be worn and all appropriate safety precautions taken.
4. If activities with high risk are undertaken, leaders shall ensure that the pastor and parents are informed beforehand, the nature of the activities clearly outlined, parental permission obtained and church insurers notified.

5. No person shall be pushed or cajoled into doing things that they are not comfortable doing.
6. All vehicles shall be in safe working order. Any person driving others in a vehicle shall be over 18 years of age with at least 12 consecutive months safe driving experience and be a person screened under the Volunteer Management Policy and a person known to the church for at least 6 months.
7. Under no circumstances shall any person under the influence of any drugs or alcohol be allowed to drive.
8. In the event of an accident an incident report is to be filled out and parents notified. If the situation is an emergency, then the leaders shall seek to inform the parents/carers as soon as possible and take whatever steps are required consistent with the safety of the person(s) concerned and the safety of the group.

Schools

1. Wherever possible, church liaison with the school and with students while at school shall include the involvement of the school chaplaincy.
2. Church workers who visit schools shall do so in accordance with the following guidelines.
3. Church workers will avoid preferential treatment of students from particular schools and avoid comparison of schools.

Parental Permission

1. Written permission shall be obtained from the parents of all persons under the age of 18 years before any outing or for travel in any vehicle. Those over the age of 18 will sign their own consent forms for attendance at events and travel.
2. In all cases full disclosure of nature of events, places and times shall be made to parents.

Support of Parents

The Church will seek to inform parents of relevant seminars and other opportunities that may help them in their parenting skills.

ADOPTION AUTHORITY: Board Meeting 19 September 2005

REVIEWED: Board Meetings 19 June 2006, 11 June 2007, 29 June 2008, 23 August 2009

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SELECTION OF FUSED LEADERS

1. *Expression of Interest.*

An expression of interest should be forwarded (either verbally or written) to the Youth Coordinator/Senior Pastor. An expression of interest may come from an individual wishing to become a Fused leader, or from a person who believes the nominee would be fit to become a Fused leader.

2. *Completion of Application Form.*

The nominated person should be given an Application Form to fill out. This should be filled out and returned to the Youth Coordinator/Pastor promptly.

3. *Processing of Application Form by a Ministry Selection Team.*

The Ministry Selection Team (MST) should consist of a minimum of three people:

- Youth Coordinator/Senior Pastor
- Board Member/Elder
- One senior congregational person with relevant background AND/OR one active/retired Fused leader with a youth leadership experience of a minimum of 3 years.

Both sexes should be represented on the team.

Consideration of the Application should be made on the basis of the X document. The outcome of the application should be documented in written form and this form retained.

If there are unresolved issues arising from the Application, the matter should be referred to the Elders/Governance Board for a decision.

The Applicant should be advised of the outcome of the Application.

4. *Signed Declaration.*

The Applicant should sign the *Fused Leadership Agreement document* once they have read and understood the *Roles & Responsibilities of Fused Leaders document* and the *Fused Leadership Agreement document*.

5. *Ongoing Review Process of Fused Leaders by Youth Coordinator/Pastor & Ministry Selection Team.*

The MST should establish a system of ongoing support and review appropriate to Fused and the Leader concerned. This may include training if appropriate, mentoring, reporting etc.

The review process should be documented and the documentation retained.



ROLE & RESPONSIBILITIES OF FUSED LEADERS & YOUTH GROUP

- Sign the Fused Leadership Agreement
- Attend the planning meeting (One per term)
- Attend the weekly leadership meeting (7:00pm à 7:30pm Friday, prior to the Friday night program).
- You are expected to attend every Fused program. If you are unable to attend then you must give advanced notice (by the Wednesday prior to the event at the latest) to the Youth Coordinator.
- When rostered on to run a Friday night program you need to have the program planned by Wednesday. If your program requires an earlier setup time you must contact the Youth Coordinator so the venue can be booked.
- During the Friday night program, you are required to help supervise the youth, and participate in the activities.
- Supervision guidelines (*To Be Completed*)
- Your job on the night is to mix and spend quality time with the youth, rather than just socialising with fellow leaders and/or your favourite youth. A good idea is to aim to get to know at least one person whom you don't know v
- On the night, follow the instructions of the program leaders.
- Be appropriate.
- Accept the advice and guidance from the Youth Coordinator
- You are required to stay and help pack/ clean up at the conclusion of the program.



FUSED LEADERSHIP AGREEMENT

After observing the ministry, spending time in prayer, and discussing with my family the commitment involved with being on youth staff, I choose to commit to the following:

- I acknowledge the lordship of Jesus Christ in my life and have a personal relationship with Him.
- I am committed toward growing and maturing my relationship with God through quiet times, active attendance at church, and involvement in accountable relationships.
- I am committed to attending Bible Study.
- I am committed to choices and a lifestyle that are both godly and „ a b o v e r e p r o a c h , k n o w i n g t h a t m y l i f e s t y l e i
- I am making a commitment to the youth ministry for at least the full school year.
- I will attend relevant/appropriate leadership meetings.
- I understand the five purposes of our church (Evangelism, Fellowship, Discipleship, Ministry & Worship) as well as the strategy of the youth ministry and commit to help fulfil the purposes.
- I am committed to caring for the students God brings in my ministry.
- Because I am making a significant commitment and my presence is important, I agree to be consistent and on-time to the program(s) I commit myself to.

I am making a commitment to at least one of the following programs:

- Youth Group
- Weekend Services
- Small Group
- Special Events
- Outreach Events

Signature: _____ Date: _____



FUSED LEADERSHIP APPLICATION FORM

GENERAL INFORMATION

Name: _____ Date: _____

Address: _____

Date of Birth: _____ Phone: _____

Occupation: _____ Mobile: _____

Children: _____ Email: _____

WORK STATUS

Part Time Full Time Student

MARITAL STATUS

Single Engaged Married Divorced

Spouse's Name: _____

EDUCATION

High School: _____ Year Graduated: _____

University/Tafe: _____ Year Graduated: _____

Degree: _____

Other Education: _____ Year Graduated: _____

CHURCH HISTORY

How long have you attended Northam Church of Christ: _____

Are you a member? Yes No

Previous Church Attended: _____

How long with previous Church: _____

Have you been baptised: Yes No Date: _____

YOUTH MINISTRY EXPERIENCE

Previous experience in youth ministry: _____

What qualities and skills do you believe you can bring to this area of ministry:

What spiritual gifts do you feel you have, and how would you like to use them in youth ministry: _____

Why do you want to do youth ministry: _____

PERSONAL & SPIRITUAL HISTORY

Write a brief testimony on how you became a Christian (If possible include date):

Write briefly about significant events in your life that have impacted you spiritually:

How would you describe your spiritual journey now: _____

What accountability do you currently have in your spiritual journey: _____

What do you do when you have a conflict with someone? How do you handle confrontation:

Are there any special issues or concerns happening in your life right now that would have an impact in your commitment and involvement in the youth ministry (eg relationships, other commitments etc) _____

In caring for the youth we believe that it is our responsibility to seek adult staff that are able to provide healthy, safe and nurturing relationships. Please answer the following questions accordingly. Any special concerns can be discussed individually with the pastoral staff.

Are you using illegal drugs? Y e s N o

Have you ever gone through treatment for alcohol or drug abuse? Y e s N o

PARENTAL PERMISSION & EMERGENCY CONTACT INFORMATION FORM

CONTACT DETAILS

Parent/Guardian Name(s): _____

Address: _____

Phone: _____ Mobile: _____

Child's Medicare No: _____

Private Health Fund: _____

EMERGENCY CONTACT IF UNAVAILABLE:

Name: _____

Phone: _____ Mobile: _____

Relationship to Child: _____

Any Special Health Problems (eg. Asthma, Diabetes, Allergies etc)

ANY MEDICATION USUALLY TAKEN:

I, _____ give permission for _____
to attend Fused (Northam Church of Christ Youth Group).

I have read the proposed program and DO NOT wish for my child to participate in the following activities: _____

Signed: _____ Date: _____

This form is important. Please fill it in and return it to Lauren as soon as possible. If you have any queries please contact Benn (Northam Church of Christ Youth Coordinator) on 0439 745 136 or Lauren on 0407 222 401 or 9622 1952.

ADOPTION AUTHORITY: Board Meeting 19 September 2005

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REVIEW DATE: By July 2010

MP12 GUIDELINES FOR CONGREGATION & COMMUNITY CARE MINISTRIES

September 2005 / June 2006 / June 2007 / June 2008 / August 2009

BACKGROUND

The ministry of caring for people has always been a key activity of the church. It is important to ensure that those involved in caring and those cared for have adequate guidelines for the pastoral care relationship. It is important that caring ministries are done by a variety of people in addition to the pastor, and that the pastor is clear about the expectation of recruiting, training and releasing other people to be involved in Care Ministries.

ASSOCIATED DOCUMENTS

COCWA Essential Guidelines for Formal Church-Based Counselling Ministries, Volunteer Screening Policy

PURPOSE

This policy outlines the responsibilities of those working in caring ministries in the church and in the community and how the caring ministries will be administered.

POLICY STATEMENT - GENERAL STATEMENT

In its exercise of the ministry of care the Church will:

- Offer a high level of care to all its members and contacts;
- Develop a culture of mutual love and support offered through friendship, interaction in small groups, and congregational sharing and support;
- Provide all carers with guidelines and training in appropriate delivery of care;
- Provide facilities for keeping records (eg Computers) and ensure appropriate confidentiality for carers and clients.
- Provide opportunities for carers to develop their skills;
- Select people with appropriate gifting for caring positions rather than just filling places;
- Train carers to identify when they are out of their depth or require assistance; carers to see themselves as listeners rather than counsellors.
- Provide appropriate debriefing and evaluation for those involved in care ministries; and
- Proactively seek feedback from clients as to their experiences in care ministries in order to improve the relevance and effectiveness of care ministries.
- Reinforce that carers are listeners not counsellors.

ADOPTION AUTHORITY: *Board Meeting 19 September 2005*

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