**Work Instruction - Use of the LCAQD Seal**

**This is an extract (Annex B) from the Seal Use Policy and Practice document**

Documents requiring signature may be signed by officers operating within their delegated authority unless there is a requirement for signature under the Common Seal.

If a document is required to be signed under seal the following process must be followed:

1. Attach a Seal Authority Form.
	1. When a document is received and identified as requiring to be signed under Seal, a (pink) Seal Authority Form is to be attached to the document.
	2. A copy of the Seal Authority Form can be obtained separately.
2. Obtain authorisation to proceed.
	1. The Senior Manager (CEO/Executive Officer/Director) or Congregation Key Office Holder (Chairperson), hereafter known as ‘the Originator’ must authorise the commencement of the process to seek approval from District Church Council Executive Sealholders.
	2. The Originator completes and signs the Seal Authority Form.
3. Register the Seal Authority Form.
	1. The Originator ensures the Seal Authority Form is registered locally.
	2. The Registration Number is entered by the Originator on the Seal Authority Form.
4. Communicate with District Church Council Executive.
	1. The Originator sends via fax, email, post to all members of the District Church Council Executive (Bishop, 1st and 2nd Assistant Bishops and Secretary), a completed seal authority form requesting their authority to apply the Seal over the Sealholders’ signatures.
	2. A copy of the seal authority form is also sent to the District Executive Officer.
	3. The request must contain sufficient information to enable the District Church Council Executive to make an informed decision.
5. Consolidate Approvals.
	1. The District Church Council Executive Officers will signify approval (or other) for the document to be signed under seal by communicating in writing by fax, emailed scanned copy or hard copy, showing their actual signature to the person seeking approval.
	2. The Originator of the request for District Church Council Executive approval will retain on file a record of all approvals (or other) obtained.
	3. When approval is received from at least three of the District Church Council Executive members, the Originator may move to the Document signing stage of the process.
	4. In the event that approval from three or more District Church Council members cannot be obtained or is refused, the Originator is to advise the District Executive Officer and seek further guidance.
6. Document Signature.
	1. Two Sealholders will confirm that at least three of the District Church Council Executive members have approved the signing of the document under seal.
	2. Two Sealholders must sign while both are together adding their signature in the presence of a witness, who is a JP or Commissioner of Declarations, who will sign and date the document as witness.
	3. Two Sealholders from the same Department may not apply their signature to a document from that Department other than in exceptional circumstances (and then those circumstances must be documented on the Seal Authority Form).
	4. The appropriate Seal Clause label (containing the names of the available Sealholders) may be attached to the document, or entered into the document electronically where possible. A sample of the Seal Clause to be used is available below.
7. Application of LCAQD Seal.
	1. The LCAQD Executive Officer will then be requested to apply the Common Seal to the document.
8. Document Storage.
	1. The Originator is responsible for ensuring the ongoing security and storage of a copy of the document signed under Seal.
9. Seal Authority Form.
	1. The Originator retains a copy of the completed Seal Authority Form for storage with the document signed under Seal
	2. The Originator forwards the original completed Seal Authority Form to District Office for District Office action
10. Security.
	1. Documents signed under Seal are valuable items. When documents under Seal are mailed, an Express Post Envelope or Registered Mail must be used when mailing the document.
	2. When mailing a document under Seal, the date mailed, Express Post ID Number or Registered Mail ID and the addressee are to be recorded on the document or Seal Authority Form.
11. Alternate Officers.
	1. In exceptional circumstances, when two or more District Church Council Executives may be absent or, due to other considerations, be unable to consider a request for signature under seal, the District Church Council may appoint from the Council an Alternate Officer to carry out the required functions.
12. Presentation to District Church Council.
	1. District Office presents a consolidated list of all documents signed under Seal to each District Church Council meeting.

**Seal Clause**

THE COMMON SEAL of LUTHERAN CHURCH OF AUSTRALIA

QUEENSLAND DISTRICT A.B.N. 30 051 602 996 was hereunto

 affixed this ............... day of ............... 2007.by the authority

of the Church and in the presence of ………………………………..

and …………………………………………….. two of the

sealholders thereof who by their signatures hereto certify that

they are the proper officers of the Church to affix the Common Seal.

IN MY PRESENCE ......................................................... JP