



Questions from Secretaries Day 2022

Thank you to everyone who submitted questions before or during our Secretaries Day 2022. We have attempted to collate them below and provide you with answers or links to where you can find the information. If you need any further assistance with these or any other topics, please feel free to contact the staff at the District Office. They are skilled in many areas and are always happy to receive your call.

You can also refer to our Secretaries Day book, which is available to download from the [LCA SA-NT District Website](https://www.lca.org.au/sa-nt-district-website).

1. Are there magazines similar to Together in other states?

Yes, NSW-ACT District has a print magazine called Contact, but they are the only other District apart from SA-NT. Queensland and Victoria-Tasmania Districts have a fortnightly eNews. The national church has a monthly magazine called The Lutheran www.thelutheran.com.au as well as a regular eNews. To subscribe to any of the District or other eNews publications please visit [eNews - Lutheran Church of Australia \(lca.org.au\)](https://www.lca.org.au/eNews).

2. Are there training sessions for Facebook, media for helping us use this media for church information?

Not yet, but it is certainly something LCA Communications is hoping to introduce soon. Keep an eye out for more information as it is released.

3. Is there something online which shows leaders how to complete a program/risk assessment etc?

It is recommended to use Safety Management Online (SMO) for all risk assessments. This is done electronically through the programs function and is helpful as the risk level for each risk identified is automatically calculated. Alternatively, SMO has documents available under the resources tab to assist with hardcopy risk assessments and program planning.

A guide for completing risk assessments on SMO is available and can also be adapted for hardcopy assessments and program planning. Contact the PSD for a copy of this guide at psd.sa-nt@lca.org.au.

4. Our auditor has informed us that financial records need to only be kept for 5 years. Can you clarify why LCA require them kept for 7 years?

It is an ATO (Australian Taxation Office) requirement to retain financial records for at least 7 years. This can either be in digital or paper format. If you are ever requested by the ATO to produce records, you must be able to produce them for that long.

5. I'd like to know where I can get a wide range of graphics that I can use in worship PowerPoints, especially Christian ones.

The Worship Planning Page put together by the LCA Commission on Worship has lots of useful resources you can use and links to sites where you can get more. Have a look under the 'Other Resources' menu on the Worship Planning Page

and select 'Arts Resources'. You can get to their website via this link: [LCA Worship Planning Page – LCA Commission on Worship](#)

6. What documents do we keep at our church and what do we send to LCA for storing in the archives?

The Lutheran Archives website has a list of what records congregations should keep and how to protect them. Visit their site to download the list - [LUTHERAN ARCHIVES - Lutheran Church of Australia \(lca.org.au\)](#).

7. What membership databases are congregations using these days?

The LCA does not have a preferred or recommended database for storing congregation membership records. Some congregations have sourced their own or had them built, others use programs like Microsoft Access or Excel. Whatever system you use please ensure it is stored safely, as the information contained in it is private and should be secured appropriately. Also ensure that you regularly ask members to update their information so that you have current details for all of your members at any time.

8. Meeting minutes – what should be recorded, and do you have a template for these?

We will develop this over the coming weeks and make it available.

9. Where can I find a template for weekly worship bulletins?

The LCA doesn't produce a bulletin template each week, but you could consider spending a little time putting together a template that you could use each time or ask someone in your congregation who has these skills to develop one for you.

You can get bulletin notices and information from the LCA eNews, the Worship Planning page and also the district eNews. Have a look at these and consider picking a couple of items that you could highlight in your bulletin each week.

10. Is there training available for volunteers in their congregation roles, especially those with greatest responsibility?

The LCA NZ Learning Hub has lots of excellent training modules that will help volunteers and church council members with their roles. You can access the LCA NZ Learning Hub via the LCA Portal – click on the LCA Portal link at the top of the LCA website - [HOME - Lutheran Church of Australia \(lca.org.au\)](#). You will need your LCA email address and password to login.

11. Copyright/reporting/recording – in all areas and on music words, copyright songs/youtube/music/pictures etc in worship.

The LCA Worship Planning Page has access to some excellent guides that cover all things Copyright as they relate to worship. Have a look under the 'Other Resources' menu on their page and click on Copyright. You can download the guides from there.

12. LAMP2

LAMP2 is the new database of congregations, committees, boards and office holders of the LCA NZ.

If you hold a position in the LCA, whether that be paid or volunteer, you may need to be listed in LAMP2. This can be done by completing a LAMP2 form and sending it lamp2@lca.org.au.

If the listing for your congregation or entity is incorrect on LAMP2 please send them an email letting staff know the changes required (eg new phone number, delete an office bearer) and they will attend to this on your behalf.

Soon you will be able to update the worship services held by your congregation, whether they be regular or special services. These will in turn be published on your congregation's 1-Page website hosted by the LCA.

13. How do you support a new graduate pastor in his first placement?

The Bishop of each District is responsible for setting up a support group that will work with a Graduate Pastor in their first placement. Contact your District Bishop for more information about this.

14. How am I best to handle record keeping for compliance, eg WWCC, police checks, professional standards records?

We recommend all documentation is stored electronically. The LCA does this through Safety Management Online (SMO). Data for WWCCs and Safe Church training is automatically updated here by the LCA and District Office. This is also accessible to nominated people in your congregation – generally your Safe Church Coordinator or Chairperson. These individuals can also add police check details and other information to individual records. For more information contact the PSD on psd.sa-nt@lca.org.au or 08 8267 5211.

Remember all WWCCs must be sent to the District Office for reporting purposes with the Department of Human Services.

15. Is cloud storage useful for congregation records?

Cloud storage can be useful for many reasons, but in mainly because you can access it from anywhere, anytime. Through your LCA email account you have access to 1TB of cloud storage through OneDrive. Contact the LCA IT Department for more information – itsupport@lca.org.au.

16. Often we are interrupted by people dropping in for a chat or wanting to help. This means the normal daily duties don't get completed and we need to put in extra hours. As a church I believe it is OK to volunteer extra hours (even if we are already volunteering) but how much is actually expected, or should we do outside of rostered hours? Sometimes the boundaries get a bit blurred.

You should not be volunteering additional hours in your role if you are a paid employee at your congregation.

If additional hours are required to get your work done each ensure you have a conversation with your congregation or parish chairperson about this before doing the extra work so that they can approve it and organise for you to be paid or given time off accordingly. They may even be able to organise some volunteer assistance to help you.

You can volunteer in other roles in your congregation, just not one that you are paid to undertake.

17. Where can I find information about safe food handling?

Have a look at the resources on the LCANZ Learning Hub – see details above to access this.