



**LUTHERAN
CHURCH**
OF AUSTRALIA

**SOUTH AUSTRALIA
NORTHERN TERRITORY**

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“For even the Son of Man did not come to be served, but to serve, and to give his life as a ransom for many.” (Mark 10:45)

As followers of Christ, we are called to imitate the example that He set for us. Jesus says in Mark 1:45 that He “did not come to be served, but to serve.” We are to serve others just as Jesus served them.

There are many examples of service within our congregations, whether that be assisting with worship preparation, helping our children and youth, accompanying our older members to worship, serving food or being a member of a committee. All of these ask us to give of ourselves, to share our God given skills and talents for the benefit of others.

Today we focus on serving others through the gift of governance and administration – this is a ministry gift. Even the word says it. The gifts of administration and leadership are spiritual gifts from God that He does not give to everyone. Organisation and paperwork is not everyone’s favourite thing to do, but for some of us we appreciate the order it brings. Administration and leadership are not solo roles, but they form part of an important team who contribute and work together for the glory of God.



We hope this updated Church CHAT book will provide you with lots of information about various aspects of church governance and administration. Please have a read through it and share it with other members of your congregation leadership team. We hope there will be some 'light bulb' moments in here for you and that we have provided you with an answer to something or debunked a myth.

If you have a question about anything in this book, please do not hesitate to contact the District Office. Our team is skilled and knowledgeable in lots of areas and will be able to assist you or point you in the right direction.

Christian service is about sharing the love and message of Christ with others, which is a mission that is so much greater than anything else the world can offer. We serve to share. We serve to share the love of Christ. We serve to share our lives with others by building relationships. We serve to share the message of the Gospel, because God served us through His Son Jesus Christ.

Thank you for all you do for and in our Church. It is through you and people like you who are sharing and using their gifts from God that we will spread the love of Jesus.

Angela Rogers
District Administrator

ADMINISTRATION IN OUR CHURCH

GOVERNANCE

Governance And Responsibilities of The Church Council

What is Governance?

Governance encompasses the system by which an organisation is controlled and operates, and the mechanisms by which it, and its people, are held to account. Ethics, risk management, compliance and administration are all elements of governance.

1. **Determining the objectives of the organisation** – expressed through the vision and mission statements and implemented through a strategic plan. The objectives (as what is written in Rule 4 of your constitution) define the purpose of the organisation and how they will be fulfilled.
2. **Determining the ethics of the organisation** – defining what aspects of behaviour are really important. Ethics are based on morals and values and define the rules governing the conduct of people within the organisation. The ethical standards are set by the behaviours of the people at the top and cascade down through the organisation.
3. **Ensuring compliance by the organisation** – with its regulatory, statutory and legal obligations, as well as ensuring its staff work towards achieving the organisation's objectives, while working within the defined ethical and cultural framework of the organisation.
4. **Designing and implementing the governance framework** – the governing body (church council) is accountable for the performance of the organisation and retains overall responsibility for the organisation it governs; however, in most organisations it cannot do it all. Therefore, various responsibilities need to be delegated. The governance framework defines the principles, structures, and policies through which staff and other entities will operate with certain levels of authority and delegation whilst ensuring accountability.

The Church Council as the governing body appoints and provides direction and oversees the functioning of the organisation's staff and makes the 'rules' they are expected to follow.

The staff are operational, and their job is to achieve the objectives of the organisation; working within the ethics and complying with the 'rules' and providing assurance back to the Church Council that this is being accomplished.

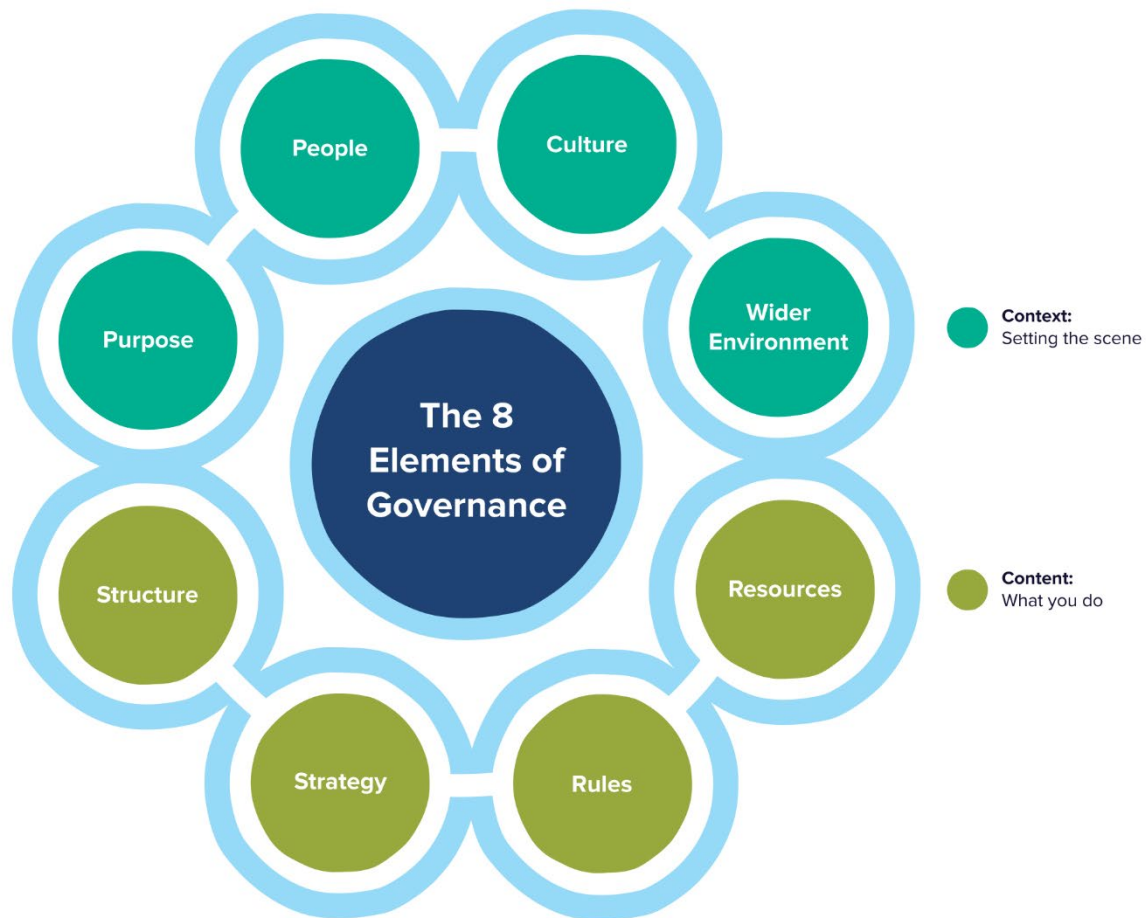
How does it apply to our Church Council?

It is Church Council's role to:

- Set the objectives or mission and ministry goals for the coming 12 months (or more or less) – what do you want the congregation to achieve?
- Set the tone for expected behaviours in the congregation by practicing grace, love, forgiveness. But also, by addressing behaviours which are not in line with our core values.
- Ensure compliance within your congregation – whether that be financial compliance (bills paid on time, with 2 to sign transactions etc); employment relations; child safety

standards are being met by everyone, especially by all Church Council members and other statutory requirements.

- Delegating tasks to other people but ensuring they are complying with requirements through regular reporting; having policies and guidelines in place to achieve these things.



Governance Standards of the ACNC

1. Purposes and not-for-profit nature – Charities must be not-for-profit and work towards their charitable purpose. They must be able to demonstrate this and provide information about their purposes to the public.
2. Accountability to members – Charities that have members must take reasonable steps to be accountable to these members and provide them with adequate opportunity to raise concerns about how the charity is governed.

3. Compliance with Australian laws – Charities must not commit a serious offence (such as fraud) under any Australian law or breach a law that may result in a penalty of 60 penalty units (currently \$10,000 or more).
4. Suitability of responsible persons – Charities must take reasonable steps to:
 - a. be satisfied that its responsible persons (such as board or committee members) are not disqualified from managing a corporation under the Corporations Act 2001 (*Cwth*) or disqualified from being a responsible person of a registered charity by the ACNC Commissioner, and
 - b. remove any responsible person who does not meet these requirements.
5. Duties of responsible persons – Charities must take reasonable steps to make sure that responsible persons are subject to and understand and carry out the duties set out in the standard, which includes acting with reasonable care, diligence, honesty and in the best interest of the charity.
6. Maintaining and enhancing public trust and confidence in the Australian not-for-profit sector – a charity must take reasonable steps to become a participating non-government institution if the charity is, or is likely to be, identified as being involved in the abuse of a person either:
 - a. In an application for redress made under section 19 of the National Redress Scheme for Institutional Child Sexual Abuse Act 2018 (*Cwth*) (*Redress Act*), or
 - b. In information given in response to a request from the National Redress Scheme Operator (Secretary of the Department of Social Services) under section 24 or 25 of the Redress Act.

To read more about these standards please visit the ACNC website - <https://www.acnc.gov.au/for-charities/manage-your-charity/governance-hub/governance-standards>

The LCA Governance Handbook has some good resources: www.lca.org.au/services-resources-training/

Being on Church Council

As a Church Council member, you are considered a 'Responsible Person' under the ACNC Act and this has obligations that you must comply with:

- not be disqualified from managing a corporation under the *Corporations Act 2001* (Cth) or disqualified from being a Responsible Person of a registered charity by the ACNC Commissioner
- to act with reasonable care and diligence
- to act honestly and fairly in the best interests of the congregation and for its objects
- not to misuse their position or information they gain as a Church Council member
- to disclose any conflicts of interest that may arise
- to ensure that the financial affairs of the congregation are managed responsibly, and
- not to allow the congregation to operate while it is insolvent

There is more to being on Church Council than just turning up at a meeting.

- Ensure your compliance requirements are met:
 - Safe Church training
 - Working with Children Clearance
 - SA Police clearance (if necessary)
- Understand what is required of your role, especially if you hold a position (eg secretary or treasurer) – you will find information on this on the LCA iLearn platform
- Have an understanding of the congregation's history and structure as well as its financial situation
- Have read the papers and made any necessary notes so that you can participate in the discussion
- Be prepared to share and work with the other council members
- Be aware of LCA Policies and where to find them
- Be prepared to ask questions

Public Officer

Every incorporated association MUST appoint a public officer. In South Australia, they must be a resident of SA aged 18 or over. The public officer receives letters and notices sent by Consumer and Business Services and must advise changes to the Commission. If the association is registered with the ACNC annual returns are uploaded to the ACNC website, in lieu of completing a return for Consumer and Business Services.

The public officer has no power over the management of the association but is responsible for ensuring that all compliance requirements are met.

They need not be a committee member, however the constitution may include the public officer as a member of the Church council or the Council may appoint one of its members to be the public officer. They do not have to be elected by vote, they can simply be appointed.

If a public officer changes address or is replaced, the public officer must give details to Consumer and Business Services or fines may apply. Any congregation who does not have a public officer for more than one month may be fined.

Constitutions

What is a constitution? A constitution is the governing document that states what the objects of your association are, how the association is governed, how and when meetings are held and the procedures for voting, details about membership, not for profit rules, behaviour management, dissolution procedures and how to change the constitution.

A constitution should work for your association, not your association working for it. By this we mean that it must meet your needs and must be practical and functional. It should be binding in some areas, but not so binding that the association cannot function.

It is recommended that every congregation review their constitution at least every three years to ensure it remains current and is meeting the needs of your congregation. There have been a number of changes made in recent years to information which must be included in a constitution.

The District Office can assist your congregation with updating or modifying a congregation's constitution, utilising the LCA model constitution. We provide a questionnaire to complete which streamlines and simplifies the process. Please do not try to undertake updating your constitution without support from the District, as there are certain clauses and details which must be included in any update.

You must give your congregation at least 21 days' notice of a meeting at which you plan to present an updated or amended constitution. Once the meeting has been held and the constitution approved the person taking minutes of the meeting will need to include the following wording in the minutes from the meeting:

"The changes to the constitution (as per the attached document) of (name of congregation/parish), were passed by special resolution."

Consumer and Business Services will require a copy of these minutes and they need to see that a 'special resolution' was passed (as required by your constitution).

Once the constitution is approved by your congregation two signed copies must be forwarded to the District Office. The constitution will be ratified and signed by District Church Council then the copies are returned to you for lodging with Consumer and Business Services and the ACNC. The District Office retains an electronic copy of all approved constitutions.

Incorporated vs Unincorporated Associations

An incorporated association has a legal structure that is managed by a committee of management, has a set of rules, or constitution (if applicable), can enter into contracts, purchase property and charge members a membership fee. An incorporated association provides protection to officers, in that they are not generally personally liable for the debts of the association nor are they generally personally liable if a claim was made against the association.

An unincorporated association is essentially a group of people that have come together to pursue a common purpose, for example a group of people who want to do woodwork together. The group cannot enter into contracts, purchase property, employ people or be sued. As an unincorporated association the members are liable for any debts and all the members are personally liable if someone were to make a claim against the association.

The District recommends that all congregations become Incorporated to protect the members from any claims made against the association and are able to assist you with this process.

Mergers, Re-Alignments or Closure of Congregations

If your congregation is thinking about doing ministry differently and looking at its future, please contact the District Office as both the Assistant Bishop for Mission and the District Administrator can assist you in this space.

There are many reasons why your congregation may consider merging or amalgamating with another congregation. These could include reductions in membership or that the congregation is struggling to find volunteers to take on governance roles and responsibilities, financial difficulties, or pastoral vacancy.

There are options available to you and it is important that these are discussed with all parties concerned prior to the situation becoming dire, as any change does take time. It is a process, and we will walk with you through this time providing you with guidance and support.

Unfortunately, there may come a time when a congregation considers closing because of declining membership. Again, please contact the District Office early in your conversations as we have assisted congregations through this process in the past and can walk with you through the conversations and steps required. We may even be able to provide you with some alternative options to a complete closure.

Above all, please remember that even though we might close one door God is opening another in another place and that there is a season for everything. God did not make everything to last forever.

Australian Charities And Not-For-Profits Commission (ACNC)



The ACNC is a federal government agency with the object of protecting the not-for-profit sector in Australia. They do this by enhancing public trust and confidence in the sector through transparency and good governance and management. Another purpose is to reduce unnecessary regulatory obligations on charities and associations.

Because of the work of the ACNC, charities and associations no longer need to lodge an annual statement and pay a fee with Consumer and Business Services. Instead, they complete an annual information statement with the ACNC and pay no fee. The annual information statement will ask for details about the activities of the congregation, including financial information and details of all office holders.

The annual information statement must be completed online within six months of the end of the financial year annually. At the same time, the responsible persons listing (church council members) is to be updated. It is also good practice to check that a current version of the congregation's governing document (constitution) is on the ACNC website and is able to be downloaded and read easily. These details can be checked at any time by logging in to the ACNC portal.

If you have any questions about the ACNC please do not hesitate to contact the District Office as we have experience dealing with them and their requirements. The ACNC website contains a lot of information and is a valuable resource tool for congregations and charities.

The ACNC website can be found at www.acnc.gov.au

Consumer And Business Services

Consumer and Business Services (CBS) is the state government regulatory authority for associations and incorporated bodies in SA. They now work closely with the ACNC and are aiming to reduce the workload for associations in this state.

CBS still need to be notified if the following occurs in your congregation:

- Change of Public Officer
- Changes to the constitution
- Details of Church Council members (depending on the size of your congregation)

You can find lots of useful information for associations on the CBS website - <https://www.cbs.sa.gov.au/associations-cooperatives>.



Australian Business Register

The Australian Business Register is the government's overarching record keeping site for all businesses that have an Australian Business Number (ABN). The information stored here is accessed by emergency services in a disaster situation, which ensures that only those people authorised are provided with information when they contact a government agency and that contact details for your business are correct.

ABN details must be updated within 28 days of a change of officer, and this is best done by an officer (probably the treasurer) who already has access to the ATO portal. To update the details of the congregation's ABN: <https://www.abr.gov.au/business-super-funds-charities/updating-or-cancelling-your-abn/update-your-abn-details>



External Conduct Standards – Overseas Aid Projects

The ACNC have four standards which apply to charities who support overseas projects. The aim of the standards is to assist charities in ensuring that their gifts of money and support reach the people they are intended to reach and do not assist in overseas illegal operations like money laundering, slavery, terrorism or people smuggling.

Congregations who support overseas projects with money, goods or people will need to ensure they comply with the standards and keep appropriate records. It is recommended that this information is retained with your financial records so that it can be easily located if needed. Please note that if your congregation donates to Australian Lutheran World Service or LCA International Mission to support overseas aid projects then the external conduct standards are met by these organisations and the individuals can be reassured that compliance requirements are being met.

For more information please visit <https://www.acnc.gov.au/for-charities/manage-your-charity/charity-governance/acnc-external-conduct-standards>.

Conflict of Interest and Related Parties Reporting

The ACNC requires all charities to report 'related parties' transactions on the Annual Information Statement.

What is a '**conflict of interest**'?

A conflict of interest occurs when your personal interest's conflict with your responsibility to act in the best interests of the congregation.

An example could be that you are a member of Church Council and you own or work at a furniture business. The congregation is looking to purchase some tables for the hall. Your business has submitted a quote. All the quotes are presented to Church Council for a decision. You declare a conflict of interest and remove yourself from the room whilst this is discussed and a decision made, so that you cannot have any influence in the decision-making process.



What is a '**related party**'?

A related party is someone related or very well known to a decision maker. These could include your immediate family or family friends or a member of the congregation.

What is a '**related party transaction**'?

A transaction between the congregation and a congregation member's business. An example could be that a special cake is to be ordered and congregation member Sally has offered to make it at a discounted rate through her business.

It is recommended that congregations adopt the LCA:

- Conflict of Interest Policy, procedure and template
- Gift Acceptance Policy, procedure and template

Which can be found on the LCA website: <https://www.lca.org.au/services-resources-training/policies/>

It is also recommended that congregations maintain a 'related party transaction' register; a template can be found on the ACNC website: <https://www.acnc.gov.au/for-charities/manage-your-charity/obligations-acnc/reporting-annually-acnc/related-party-transactions>

Below is an example of a related party transaction register:

Related Party Register

Entity Name: XYZ Charity

Full name	Role	Date appointed	Date resigned	Entities or business controlled or jointly controlled	Spouse or Children with potential transactions with the entity
Directors / members of the governing body					
<i>Eg. John Smith</i>	<i>Chair</i>	<i>1 May 2008</i>		<ul style="list-style-type: none"> • <i>John is part owner of JS&CF Marketing Services. XYZ Charity has used JS&CF Marketing Services previously.</i> 	• -
<i>Eg. Mary Jones</i>	<i>Treasurer</i>	<i>1 June 2021</i>		<ul style="list-style-type: none"> • <i>Mary is a Partner at Abacus Accounting Services. XYZ Charity has not used Abacus before.</i> • <i>Mary donates money to XYZ Charity.</i> 	• <i>Mary's son Simon Jones works as the Property Manager.</i>
<i>Eg. James Dobson</i>	<i>Director</i>	<i>1 August 2020</i>		-	-

Minutes and Minute Taking

Minutes must be taken at every official meeting of the congregation, council, committee or advisory body. These are the official records of meeting decisions and discussions. Minutes can be taken by a designated person at the meeting or shared between attendees on an alternating roster. It is recommended, where possible, the minute taker not be someone who is expected to have major input into the meeting, as this can present difficulties when trying to both interact and record at the same time.

The style of minutes taken can vary. This may include basic dot points of the main discussion, action points to be followed up later, or may extend to more detailed notes which more closely reflect a transcription of the meeting. It is best to discuss what kind of minutes you want from your minute taker prior to the meeting to ensure they understand what is relevant, with consideration for the skill level of the minute taker.

If the minute taker would like to record the meeting to listen back to later when finalizing the minutes, they need to advise all attendees that a recording will be used for the duration of the meeting. These recordings must be deleted after the meeting minutes have been accepted. This should only be done for very complex meetings and should not be necessary in a congregational setting.



After the meeting, the minute taker should complete the minutes and send to the chairperson for checking. The minutes must then be presented at the next meeting for acceptance or alteration. If corrections are required these should be made to the minutes and then presented again at the next meeting for acceptance. Corrections should not be provided as an additional document but be incorporated into the main document to avoid confusion in the future.

Once the minutes have been accepted, the minutes should be signed, and then stored somewhere which is safe but accessible. These should not be kept on a personal computer or within someone's home as this creates a risk that the minutes could be lost or become inaccessible for future council, committee or advisory board members. If all minutes are kept electronically, it is right to print the original minutes, have them signed and then scan the signed minutes back into the system as an electronic record.

If you need assistance with electronic storage of minutes and other documents, contact LCA IT as they may be able to provide you with safe and affordable options.

Refer to the records management section about accessing minutes and other church records.

Church Council Meetings

These meetings must all be minuted and verified at the next meeting, regardless of how formal or informal your meeting is. These can be used as evidence of discussions had and decisions made that may be referred to in the future.

Items that must be on each Church Council meeting agenda:

- Finance report
- Ministry reports
 - Pastor
 - Formal ministry groups (Elders, Sunday School, Small groups etc)
- Work Health and Safety issues
- Child Safety Standards
- Compliance matters
- Human Resources including planned/unplanned leave for pastor/staff, ministry reviews, annual performance reviews, caring for staff

Annual General Meetings

An annual general meeting is a meeting held once a year and all members of your congregation are entitled to attend. The purpose of the meeting is to give reports on the various activities of your congregation, present the financial report of the church for the previous year and also to allow members to ask questions of the church council. Often elections are held at the same time.

Whilst people can think of meetings as boring affairs, the AGM can be an opportunity to celebrate the successes of your church, acknowledge the contribution of volunteers and to encourage, engage and enthuse members for the upcoming year. Remember, even though your AGM is a requirement of your congregation it doesn't need to be boring – consider holding a community lunch before or after the meeting to thank members for their contribution to the life of your congregation.

A PowerPoint presentation is an innovative way of reporting to the congregation – everyone loves pictures. You could even include graphs to demonstrate various trends in membership.

There will be rules in your constitution about when you must hold your AGM and how your congregation members should be notified of this meeting. AGM's must be held within five months of the end of the financial year – *eg if your financial year ends on 31st December the AGM must be held prior to 31st May the following year.*



Items that must be on the agenda for your AGM:

- Chairperson's report
- Pastor's report
- Reports from committees and auxiliaries
- Presentation and adoption of financial statements
- Child Safety Annual Review

The following items will need to be included on the agenda if your congregation does not hold a separate Budget and Elections Meeting:

- Election of officers
- Election of standing committees
- Presentation and approval of budget for the current year

After the AGM and/or election of office bearers there are a few things that must be attended to:

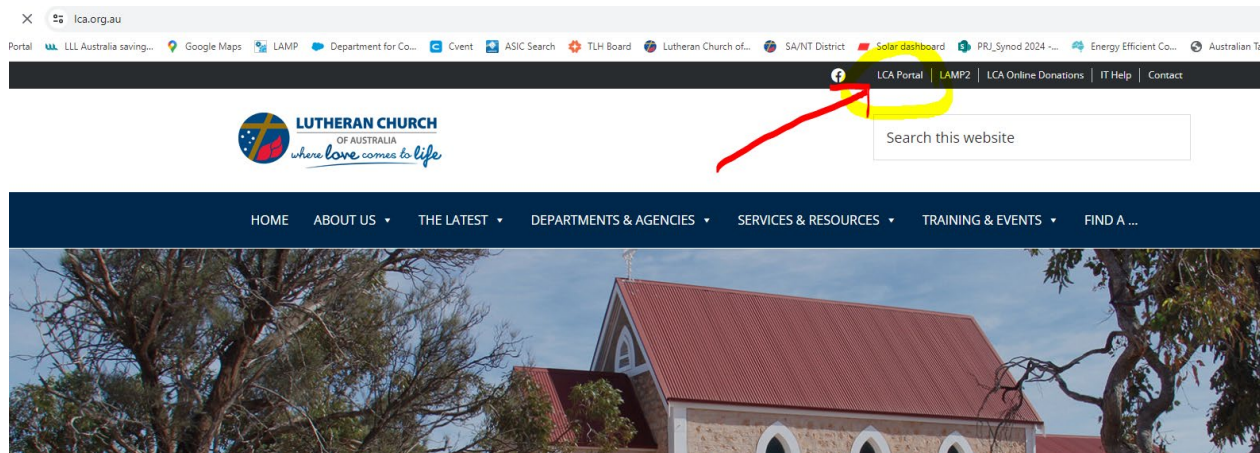
- Arrange a handover between retiring and new office bearers
- If your constitution is changed and approved two signed copies need to be sent to the District Office for approval by District Church Council.
- If a new Public Officer is elected, you will need to notify Consumer & Business Services
- Bank signatories may need to be updated
- Authorised persons with the ATO and other suppliers may need to be updated
- Australian Business Register must be updated with new office bearers
- Update information on the ACNC portal
- HRS may need to be advised of new Treasurer/Approving Manager/s

- LAMP2 will need to be advised of new Church Council members and forms completed
- The LCA Professional Standards Department must be notified of all position holders – this can be via a copy of your minutes
- Thank outgoing office bearers for their service

ADMINISTRATION

LCA Portal

The LCA Portal is the first step to accessing many of the resources provided by the LCA Churchwide Office. This is where users can access LCA email accounts, LAMP2, HRS and other tools to assist with congregational life. To login to the portal, you will need your LCA email address and password. Visit the LCA or District website and click on the LCA Portal button found on the black strip at the top of the page.



If you do not know your LCA email address or password, please contact LCA IT on (08) 8267 7380 or itsupport@lca.org.au.

LAMP2

LAMP2 can be accessed via the LCA portal. Your LCA email address provides you access to this system.

Members of your congregation who will need access to LAMP2 must have completed a LAMP2 form and received their LCA email address and login details. At a minimum, this should be your congregation/parish chairperson, secretary, treasurer, assistants to any of these positions, your Safe Church Coordinator, congregation/parish statistician and office secretary, if applicable. LAMP2 forms can be downloaded from the LCA website <https://www.lca.org.au/services-resources-training/forms/>.



To update congregation details, including change of mailing address, email, website or phone contacts, complete the form and email it to lamp2@lca.org.au. Once the changes have been uploaded to the system, LAMP2 will then update overnight to reflect the new information.

To make changes to the personnel listed on LAMP2:

- New or incoming position holders will need to submit a filled out and signed LAMP2 form, including signatory from chairperson or secretary. Send to lamp2@lca.org.au
- Changes to existing position holders require an email from the chairperson or secretary to lamp2@lca.org.au
- Removal of existing position holders require an email from the chairperson or secretary to lamp2@lca.org.au
- Updates to personal information, eg residential/email address, phone number – complete the appropriate sections of the form, sign and send to lamp2@lca.org.au OR log into HRS (using your LCA email address and password) and update these yourself – please note you can only update your own details.

LAMP was retired at the end of 2017 and has been replaced by **LAMP2**. LAMP is no longer available. All statistics and call information has now been transferred to LAMP2.

Statistics

Congregation's annual statistics **MUST** be added to LAMP2 by **28th February** each year. This is so that LCA levies which are invoiced annually can be calculated on accurate information, as well as the calculation of General Convention of Synod delegate allocations. The District also uses this information to calculate your synod delegate entitlement prior to District Convention of Synod.

Instructions on how to complete statistics can be found at: <https://itsupport.lca.org.au/hc/en-us/categories/4568760513305-LAMP2?target=blank>

Please ensure your congregation has a person appointed to record births, deaths, marriages, and attendance information and to enter statistics before the due date. If you have trouble accessing LAMP2, please contact LCA IT for assistance.

Worship Services

Congregational worship services are listed in each congregation's page in LAMP2. These then feed through to each congregation's profile page online.

If your congregation worships at the same time each week you can enter this information, just the same as you can enter information advising that on the first and third Sunday's you worship at 10am, the second and fourth Sunday is at 8am and the fifth Sunday is a parish service at 9am. You can enter as many services as you require.



People who can access LAMP2 have authority to update the service details for your congregation only.




To update the worship services for your congregation: <https://itsupport.lca.org.au/hc/en-us/articles/4587600193433-Add-or-Edit-a-Worship-Service>.

Special Services

If you have a special service which falls outside of your usual worship schedule, eg Christmas services, Easter, parish services or an additional service or changed service time, then you may like to include these on LAMP2. This then will advertise these services on your congregation profile page until after the service has passed.

We also recommend that you contact the District Communications team for further advertisement. This may include Christmas, Easter or anniversary services. The District Office compiles a list of Easter and Christmas services which we advertise on Facebook and our website.

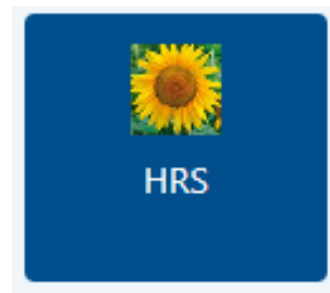
The screenshot shows the 'LAMP2 - Organisation Detail' page for the 'Adelaide Deaf Community Congregation'. The page has a blue header with a back arrow icon. Below the header, the title is 'Adelaide Deaf Community Congregation' and the organisation type is 'Worship Centre'. There are four tabs: 'Contact Details', 'Office Details', 'People', and 'Services', with 'Services' being the active tab. Under 'Regular Services', there is a table with columns for frequency, day, time, service name, and language. The table shows a 'Weekly' service on 'Sunday' at '11.00AM' named 'Deaf worship - HC' in 'Auslan (Australian Sign Language)'. There are also icons for a plus sign, a trash bin, and an edit pencil.

Regular Services					
Weekly	Sunday	11.00AM	Deaf worship - HC	Auslan (Australian Sign Language)	  

The screenshot shows the website for the 'Adelaide Deaf Community Church'. The header includes the Lutheran Church of Australia logo and the text 'Lutheran Church Adelaide'. Below the header is a large banner image with the word 'Welcome' in a white script font over a red and blue background. Underneath the banner, the church's name 'Adelaide Deaf Community Church' is displayed, along with its address: 'Church 13 Edward St, Magill SA', 'Office 19 Edward Street, Magill SA', and 'General Inquiries +61 (08) 8364 9997'. There are buttons for 'Visit our Website' and 'Google Map'. At the bottom, there is a 'Worship Services' section with a carousel of four service cards. Each card shows a date (3 JUL, 10 JUL, 17 JUL, 24 JUL) and the text 'REGULAR SERVICE Sunday 11:00 AM'.

HRS

To update your personal details, you will need to log in to HRS via the LCA Portal, using your LCA email address and password. Once logged in you will be able to update any personal information. Please note, your personal email and phone number will not be made available on LAMP2, as only LCA email addresses and congregation contact information will display for those visible on LAMP2. This is to ensure your privacy is protected and personal contact information is not made public. Please be advised that mobile phone numbers of pastors are visible in LAMP2.



Telecommunications

It may be worthwhile reassessing your communication needs and reviewing your telephone plans to ensure you are getting the best services for the best price. Is your current phone plan appropriate for your congregation and meeting your needs? Does the congregation still have a need for a landline and is it monitored, or messages checked daily? Does your pastor have a church supplied phone? Does he have full mobile coverage in your area? Do you provide your pastor with a home office landline that no longer gets used? Are you paying for services that no longer suit the needs of your congregation and pastor?

The answers to these questions may depend on the availability and reliability of mobile coverage in your area.

If NBN is now available in your area, please contact your preferred internet provider (not NBN direct) to arrange connection. They will advise what equipment is required to suit your situation.

The LCA have partnered with CommsChoice to provide a wide range of telecommunication services. Please phone them on 1300 431 313 or email LCA@commschoice.com.au to discuss your needs.

White Pages Listing

To make changes to your congregation's White Pages-Sensis listing please contact Sensis direct on 1800 810 211 or use their live chat at www.sensis.com.au/sensis-contact-us. If you find that no one from your congregation is an authorised person to make changes on your account, please contact the LCA Churchwide Office on (08) 8267 7300 or via admin@lca.org.au.

IT FOR CONGREGATIONS

IT Shop

LCA IT Services has set up an online IT Shop <https://itshop.lca.org.au>, from which you can purchase hardware or software. Please contact LCA IT for assistance with this.



LCA IT assistance can be found on the LCA IT Support website <https://itsupport.lca.org.au>.

Website Hosting

LCA IT Services have online resources to help your congregation with discounted rate for several hosting options.

LCA IT Services can assist with transferring and securing your website.

Please visit <https://www.lca.org.au/information-technology-services> for further information.

LCA IT Services

LCA IT Server can offer you the following services to assist your congregation at *discounted rates:

- LCA Email Addresses (including custom domains for your own branding)
- Online Support with LCA logins/LAMP2/Multi-factor Authentication
- Website hosting (including a transfer service)
- Website maintenance service
- Cloud Storage (SharePoint and OneDrive)
- VOIP phones
- Domain Names registration, renewals, and DNS hosting

LCA IT Services have a support service for any of these services.

Please contact the LCA IT Department for further information – hosting@lca.org.au.

*not all services are chargeable

LCA Email Addresses

Individual email addresses:

An LCA email address will be created for every office bearer, as registered in LAMP2 and all employees, including pastors. The format of this will be firstname.lastname@lca.org.au eg. Billy.smyth@lca.org.au

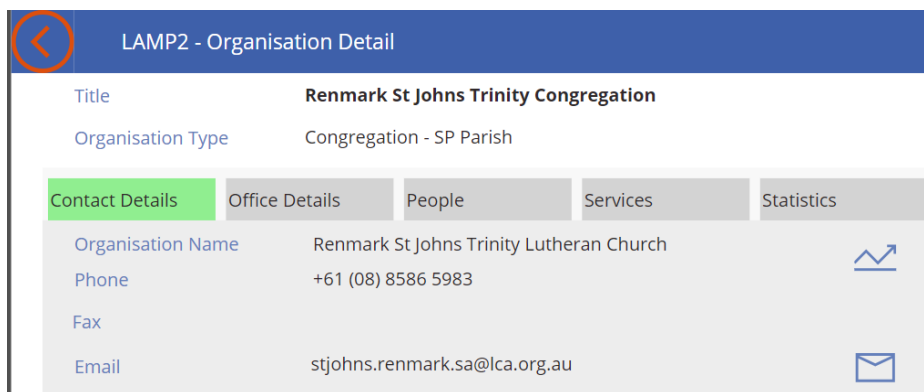
All employees are required to use their LCA email address for all LCA business, and this includes our emeriti pastors.

As a volunteer you can either access your LCA email account through the LCA portal or your preferred email program (eg Outlook). There is no cost for your LCA email account. Additionally, you can also have your LCA emails forwarded to your private email account. Instructions can be found here: [How to set up email forwarding – LCA IT Services](#)

Employees cannot have LCA emails forwarded to a private email address.

Congregational email addresses:

Each congregation has an LCA email address, in the format shown below. Every congregation email can be found in LAMP2.



Congregation email accounts can be accessed by more than one person.

These addresses are the District Office's main way of contacting congregations. Please ensure that people have access to this account, and it is being checked regularly. If your congregation has set up its own email account, please ensure that your LCA congregational email account is checked weekly, at least.

If you don't have access to your congregation email, the friendly IT staff at the churchwide office can help you gain access.

Custom email addresses:

If your congregation has its own domain and custom email account, it is possible to use this inside the LCA system.

For example, your church might use the domain 'mychurch.org.au' within the community. If you register 'mychurch.org.au' with the LCA IT Department, we can then create emails for your congregation utilising the registered domain, such as office@mychurch.org.au

Positional email addresses:

Every office bearer also has a positional email address, which is automatically forwarded to their LCA email address, which can in turn be forwarded to their private email address. We use these email addresses when we want to email a specific group of people – eg chairpersons or treasurers or synod delegates.

Essentially, no matter what we ask that people are regularly checking their LCA email addresses and using them for LCA business.
All LCA email accounts are stored securely within our systems.

Email Disclaimers

This is the email disclaimer that is recommended for use by congregations and parishes:

"The information contained in this email, and any attachments to it, are for the use of the intended recipient and are confidential. If you are not the intended recipient, you must not use, commercialise, disclose, read, forward, copy or retain any of the information. If you have received this email in error, please delete it and notify the sender by return email. The LCA does not warrant that any attachments are free from viruses or any other defects. You assume all liability for any loss, damage, or other consequences, which may arise from opening or using the attachments. Unless otherwise expressly stated by an authorized representative of the LCA any views, opinions and other information expressed in this message and any attachments are solely those of the sender and do not constitute formal views or opinions of the LCA."

This disclaimer will automatically be added to your outgoing emails from your LCA email address.

If you need assistance setting up your email disclaimer, please contact the LCA IT department.

Email Signatures

The LCA SA-NT District suggests the use of a 'standardised' email signature which identifies you as a member or employee of the LCA.

An example is:



Your Name | Your position
South Australia – Northern Territory
Lutheran Church of Australia
Your address and contact details
your.email@lca.org.au | www.yourwebsite

For an electronic copy of this or more information, please contact the District Office.

LCA LEARNING HUB



LCA LEARNING HUB



The aim of the Learning Hub is to provide information, training, links, and resources on a broad range of subjects that are essential and relevant for LCA church workers, congregations, parishes, and their leadership. The Learning Hub supersedes the old Congregational Leadership Training but is much more comprehensive and wide ranging in the topics and subject matter that it covers. There is a base level of information included on each topic, but what makes this Hub especially useful are the extensive resources and links that are provided to assist leaders and those wanting further information.

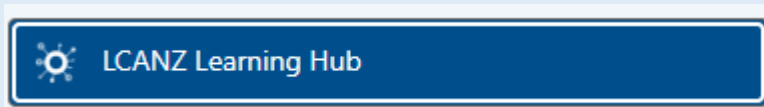
How to access the LCA Learning Hub

Go to the ALC iLearn page <https://ilearn.alc.edu.au/>

Login via the VET/iLearn login using LCA email and password.

People who have had previous access to the Congregational Leadership Training will have automatic access to the new LCA Learning Hub.

Those with an LCA portal access can access the Learning Hub via the button on the portal. Use your LCA credentials to login to the Learning Hub.



ALC iLearn ALC home LCA home LEA home ALC Webmail ALC Library You are not logged in. (Log in)

Governance

- Governance Principles
- Incorporated or Unincorporated
- Constitutions
- Legislation
- Future Planning
- Change Management

Congregational Councils

- Council Role and Responsibilities
- Council Members
- Decision Making
- Communication
- Confidentiality
- Conflict of Interest
- Chairperson
- Treasurer
- Secretary

Meeting Processes

- Before the Meeting
- The Meeting
- After the Meeting
- Annual General Meetings

Ministry Nuts and Bolts

- Leadership
- Team Ministry
- Working with Volunteers
- Working with Difficult People
- Starting a New Ministry
- Being a Welcoming Church
- Being a Caring Church
- Mentoring

Risk Management

- Risk Management Processes
- Risk Mitigation Strategies
- Risk Register
- Activities and Events Requiring Risk Assessment
- Resources

Health and Wellbeing

- Support Structures
- Spiritual Life
- Time Management
- Self Care
- Managing Mental Health
- Coming Back to Work
- Church Worker Wellbeing Survey Results
- Church Worker Online Retreats

FINANCE

What Needs to Be Done When A New Treasurer Is Appointed

When a new treasurer is appointed, a meeting should be organised between the outgoing treasurer and incoming treasurer to allow a handover of information and paperwork. Listings of bank accounts, details of regular payments, processes for payment of bills and details of current bank signatories are just some of the many things you will need to let your new treasurer know. Information about the past financial situation as well as a copy of the current budget and any information about any future projects the church council are considering or have committed to.

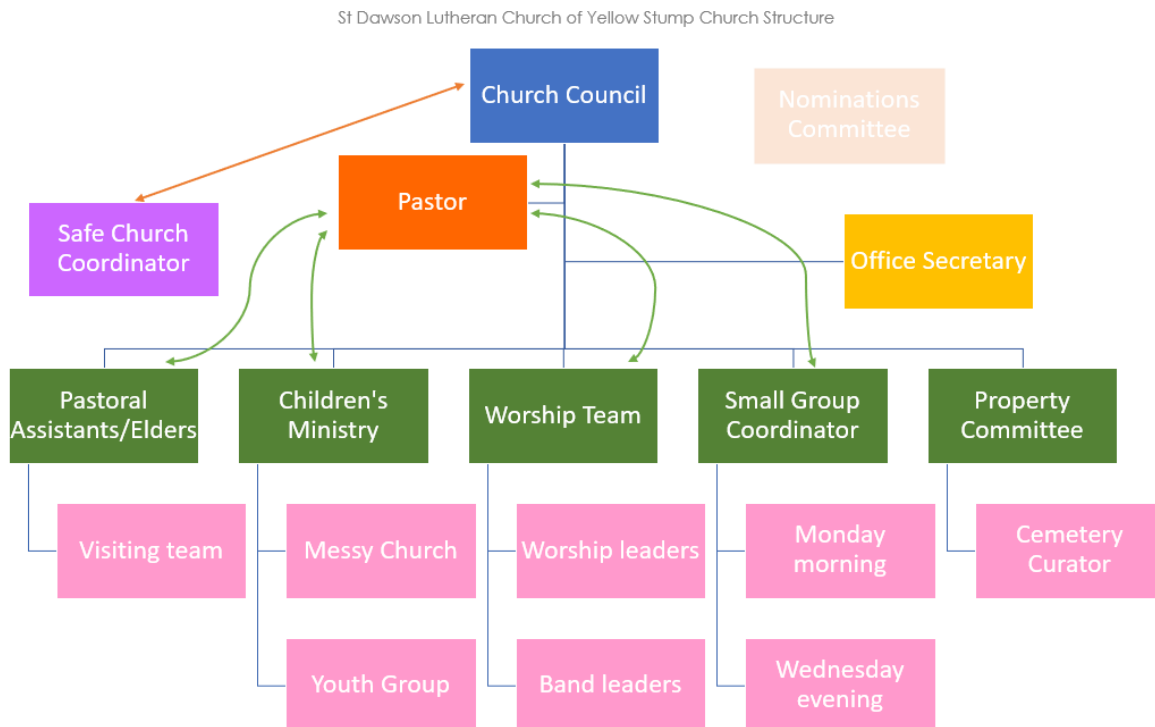
The following site can give you further details and also has a very helpful checklist you can download to assist:
www.ato.gov.au/non-profit/your-organisation/in-detail/checklists/handover-checklist-for-not-for-profit-administrators/



Don't forget you will also need to advise the District Office of new contact information, HRS to update payroll information and complete a LAMP2 form.

The ACNC has some training modules for treasurers that are useful, particularly for explaining reporting obligations. Found at <https://www.acnc.gov.au/tools/online-learning>

To assist a new treasurer in their role, they will need to gain an understanding of the structure of your congregation, and this could be done through drawing up an organisation chart, like the example below and it include who is responsible for each group.



Accounting Systems

There are various accounting systems that your congregation could use, what you choose will depend on the size and complexity of your congregation.

Manual Cashbook – should only be used in the very smallest of congregations, as it requires manual calculation of GST and it can be harder to maintain accuracy. Bank reconciliations and reports will need to be manually prepared.

Computerised Cashbook – essentially an excel spreadsheet, whereby the calculations can be done by formulas thereby eliminating some of the manual tasks. Bank reconciliations and reports will need to be manually prepared. You should only use this for small congregations that do not have many transactions.

Accounting Software – there are various options available for purchase on a monthly subscription, and it is important that these are kept up to date each month. The District Office uses and recommends MYOB. A computerised package eliminates most of the disadvantages of other cash book systems. It is recommended that some form of training be undertaken when implementing an accounting software package for the first time.



Some of the main benefits of a computerised accounting package are:

- minimising the time required to maintain accounts
- bank reconciliation process is simple
- simplifying the preparation of the BAS
- ease of reporting – a good software package will generate Profit and Loss Statements for the organisation as a whole or by division, for any given period of time, and for specific events
- the ability to use comparative reporting – for example, you can generate a Profit and Loss Statement with a prior year comparison, with percentage and dollar differences for each item
- the ability to set up “classes” so that reports can be generated for different activities showing the figures that relate to them.

Accounting Definitions

There are a number of key terms that are commonly used in church accounting. Some of these terms are defined below:

Cash accounting Method of accounting based on cash payments and receipts.

Accrual accounting Method of accounting which includes amounts the entity owes but has not yet paid and amounts the entity is owed but has not yet received.

Profit and Loss or Income Statement A summary of all income and expenditure over a specific period. The difference between income and expenditure is the surplus or profit for the period.

Balance Sheet A summary of all assets and liabilities at a specific date. The difference between assets and liabilities is considered equity.

Cash Flow Statement A summary of all cash payments and receipts over a specific period.

Budget An estimate of income and expenditure over a specific period, often by area.

Bank reconciliation A reconciliation between the bank transactions shown in your records and those appearing on the bank statement at a specific date.

Cash book A record of all cash payments and receipts.

Finance - Annual Calendar Reminders

Please be aware this is a sample document and will need to be customised to suit the requirements of your congregation or parish.

January	Update any automatic debits/transfers as required for the new year Finalise end of year information and prepare financial records for review or audit (as per your constitution's requirements)
February	Submit LCA Annual Statistical Information Lodge BAS return for October to December for the previous year (if operating on quarterly BAS returns) Lodge and pay Annual GST Return (if only required to do this annually)
March	Prepare reports for Annual General Meeting
April	Lodge BAS return for January to March (if operating on quarterly BAS returns)
May	Lodge Annual Information Statement on the ACNC Portal Annual LCA Fund Levy invoice will be issued
June	
July	Lodge BAS return for April to June (if operating on quarterly BAS returns)
August	
September	
October	Lodge BAS return for July to September (if operating on quarterly BAS returns) Prepare budget for the coming year for presentation to Church Council
November	Ensure full District Contribution has been paid to the District for the year Complete District Contribution survey for the coming year
December	

Bank Accounts

A condition of insurance is that all bank accounts held by a congregation, or any other group associated with the church must be 'two to sign', which means that all transactions (cheque or electronic) must be authorised by two current signatories. Additionally, LCA Insurance provide the following statement:

Segregation of duties means that the person preparing payments cannot also sign or authorise, all payments need to be dual signatures and the person who reconciles the bank statements needs to differ from the person preparing or signing the payments.

If fraud occurs because this has not been adhered to the insurance provider will not respond to claims.

Please note that relatives should not be signatories on the same church bank accounts and that all signatories must be 18 years and over.

Expenditure

All expenditure and payments should be approved as per the current year's budget or by Church Council, in line with your Financial Delegations policy or your congregation's constitution. If your congregation does not have a Financial Delegations policy and would like assistance drafting one please contact the District Office.

If you are paying a new supplier or if a current supplier advises you of a change of bank account, please be aware of the following advice from LCA Insurance:

The **verification process** should be used when anyone requests you to make a payment or change existing payment details. Verification should be done by using the existing contact details you have on file.

Do not just reply to an email advising of new bank account details, actually email the company in a new email asking them if they have changed their bank details.

There has been fraud committed whereby people have just accepted an email advising of new bank account details.

Income

The counting of weekly offerings is an area which is vulnerable to the risks of theft and misuse. To encourage the safe handling of congregation funds the District Office has developed a 'Handling of Offerings Policy' which can assist congregations with ensuring that their weekly offering is counted and handled safely. This policy recommends a minimum of two people count and verify all monies. Banking the funds should be completed as soon as possible and when this is not immediate all money should be stored securely until it can be banked.

This policy should be adopted and implemented by all congregations. A copy is available on our website www.sant.lca.org.au.

Members should be encouraged to make their weekly offering via Regular Electronic Giving (REG) through the LLL. More details on REG can be found in this booklet.

Credit Cards

A lot of congregations are no longer running a petty cash tin, instead they have provided their office with a pre-paid credit card. Australia Post have these available for purchase and they can be topped up easily.

It is important to have a policy or rules around the use of a credit card (what can and cannot be purchased using the card and how much can be spent). All receipts must be kept for reconciliation each month.



District Contributions

The work of the District Office is funded largely by the contributions it receives from congregations.

A letter and questionnaire is sent to congregations toward the end of each year requesting confirmation of their planned contribution for the following year. It is helpful for the District to receive your contribution in regular amounts if this is convenient for your congregation.

Contributions can be processed via automatic bank transfer. For EFT details please phone or email the District Office. Please ensure that you provide us with an appropriate reference on your transfer – e.g., Unley St Johns Dist Cont, as there are many 'St John's' congregations in our District!

The District also welcomes your one-off or regular donations to support general or particular ministries. If you would like to donate and nominate where the funds are to be directed, please contact the District Office for assistance.

Some information for you, in 2022 from 135 congregations, the average contribution was \$216.72 per weekly average attendance. We were blessed by 38 congregations who increased their contribution from 2021, 45 contributed the same amount, whilst 39 decreased their contribution. Unfortunately, there were 41 congregation who made no contribution to the work of the District.

As congregations change over time, they reach out to the District Office for more and more support, but we cannot provide this support without the contributions from the congregations.

Regular Electronic Giving

Do you want to be more organised with your church offering? Do you feel bad if you are away on holidays and not able to give your weekly offering?

REG could be your answer.

- REG is a convenient, safe and confidential way of giving a regular offering to your congregation.
- Your REG offering can come from your *bank, credit union or LLL account*.
- You can set up REG to coincide with your regular income (eg salary, pension, dividends) or budget: weekly, fortnightly, monthly, quarterly or even half-yearly.
- REG keeps things confidential. Your congregation doesn't receive any information regarding your identity or the amount of your offering.



How REG benefits your congregation

- Provides a regular income or cash flow, making budgeting easier
- Can increase giving through the convenience of direct debits
- Safer because there is less cash to handle and bank each week

How REG benefits you

- No need to remember to bring cash to church
- If you are away from church, your offering is still made
- You can apply 'first fruits' principles

You can also use REG to support your favourite Churchwide or District mission or ministry project.

With REG you are not encouraged to give more, but more regularly. Further information can be found at www.ill.org.au or www.lca.org.au/reg.

By The Book

The District Office is pleased to advise that we can now offer a bookkeeping service for congregations, called 'By the Book'. This is a fee-for-service facility.

'By the Book' (BTB) service includes payment of invoices, receipt of income, reimbursements, salary reconciliation, monthly reconciliations, and reporting for Church Council, ATO BAS lodgement and preparation for annual financial review or audit.

'By the Book' is not able to bank money for you, authorise pastor or other staff leave requests in HRS, conduct annual financial review or audit, or appoint someone to do this, or prepare a budget for the coming year. It is for this reason that a treasurer' still needs to be elected but their tasks are much reduced. Essentially the treasurer will need to ensure that offerings and any other monies received by the congregation are banked in a timely manner, authorise payments (so that BTB can process these), speak to the reports provided by BTB to Church Council and the congregation, authorise HRS applications and arrange for the annual financial review or audit.

Please contact the District Office if your congregation would like to know more about this service.



Payroll

The LCA provides a payroll service, which is known as 'HRS'.

If your congregation is still processing their own payroll, you must ensure that correct pay rates are being applied and that all government and LCA rules in relation to superannuation, PAYG and reporting are adhered to. It is the responsibility of the Treasurer to ensure that correct ATO procedures are being followed.

From 1 July 2019, you are also required to complete your own Single Touch Payroll (STP) compliance. This includes having an electronic accounting AND payroll system, an ATO approved gateway and are lodging your payroll details on completion of your payroll processing before making payment to your pastors and staff. Is this the time to transfer to LCA HRS?

If your payroll is processed through the LCA HRS system, it is best practice to verify that employees are being paid correct entitlements and at correct rates. Adjustments to Pastor salaries automatically occur from 1st January each year. Adjustments for award payments as determined by FairWork Australia are processed as per the award requirements.

LCA HRS is compliant for STP requirements, as per ATO guidelines.

Questions can be directed to the LCA HRS Department (08) 8267 7300 or hrs@lca.org.au.

Balancing Your Payroll Sweep From LCA HRS

This diagram may assist you to ensure the correct amount has been swept from your bank account for your fortnightly payroll:

* Company				TOTALS *			
-----ADDITIONS/DEDUCTIONS-----				-----TOTALS-----			
YTD	CD	DESC	PAY	YTD	PAY	YTD	
73,375.51	B1	BANK1	850.00	1,700.00	GROSS ③	18,394.06	73,576.22
665.40	DS	DISALLO	81.54	326.16	TAX	3,647.00	14,588.00-
7,608.34	ET	EX TAX	125.00-	500.00-	NET ①	15,226.64	61,576.54
2,719.62	FS	FIXEDSG	742.84 ②	2,971.36			
436.78	HA	HOUSEAL	1,313.84	5,255.36			
1,359.81	HO	HONOR	418.27	1,673.08			
	L1	RESEARC	27.69	110.76			
	MC	EMPION	101.00 ②	404.00-			
	MC	FRINBEN	3,240.46 ②	12,961.84-			
	PR	PRESALL	162.31	649.24			
	RA	RELOCAL		670.00			
	RE	Resch	83.08	332.32			
	SG	SGC	1,774.18 ②	7,097.12			
	SL	STSL	22.00-	88.00-			
	VB	SUPSACS	1,413.00- ②	5,652.00-			

Calculate your sweep:-

① Payment to staff	15226.64
② Other amounts - Fringe Benefits / Super etc	7271.58
	<hr/>
	22498.22
③ Amount to be paid to ATO - not deducted by HRS	3647.00

This sweep may be adjusted for the following items:

- Payments for LCA Pastor relocation grants
- Payments for LCA specific mileage for attendance to pre-approved District or LCA meetings
- Payments for LCA Transfer Fund relief services and travel
- Other preapproved amounts as advised to the congregation

Annual, Personal and Long Service Leave Balances on Payroll Report

Annual leave, personal leave (sick leave/carer's leave) and long service leave (excluding pastor's rest and refreshment leave) is shown on the Pay540 report which is issued each payday.

Company		PRECEDA PAYROLL JOURNAL									
		F T C		-HOURS-				*-----*		*-----ADDITIONS/D	
		R Y A		PAY		YTD					
		Q P M CD DESC		HOURS		HOURS		YTD		CD DESC	
	35.00000	01	NORMAL	76.00	2,660.00	1,314.80	45,148.91	BT	SALSAC\$		70
		10	PUBLIC			68.40	2,371.89	FS	FIXEDSG		33
		12	ANNUAL			174.80	6,014.87	HA	HOUSEAL		64
		25	R&R			190.00	6,650.00	MS	FRINBEN		1,62
TAXC 2 DEPC											15
SUPTXC											3
A/L	155.83674		HRS								
SICK	424.81890		HRS								
LSL	.00000		HRS								
TOTAL				76.00	2,660.00	1,748.00	60,185.67				
	.00019										12
		F A									
TAXC 2 DEPC											
SUPTXC											
A/L	.00000		HRS								
SICK	.00000		HRS								
LSL	.00000		HRS								
TOTAL											
	29.46302	01	NORMAL	60.80	1,791.35	1,149.60	33,353.05	SG	SGC		17
		09	PERSONA			51.20	1,486.84				
		10	PUBLIC			60.80	1,773.96				
		12	ANNUAL			121.60	3,513.12				
TAXC 2 DEPC											
SUPTXC B		80	BEREAVE			15.20	447.84				
A/L	133.85298		HRS								
SICK	105.40610		HRS								
LSL	.00000		HRS								
TOTAL				60.80	1,791.35	1,398.40	40,574.81				

Full time pastor

Casual employee

Part time employee

- A/L = annual leave accrued balance in hours
- Sick = personal leave accrued balance in hours
- LSL = long service leave accrued balance in hours

Notes:

Annual leave accrues from first payroll for full time and part time employees only.

Sick leave accrues from first payroll for full time and part time employees only.

Long service leave accrues from first payroll for full time and part time employees only. Long service leave is not applicable for pastors*.

To calculate how much leave is accrued in weeks: for a full time pastor with 155 hours accrued (as per the report above); this means that he has $155 \div 7.6$ (hours per day) = number of days leave = 20.39 days. To convert this to weeks, divide the number of days by the number of days per week that they normally work, eg $20.39 \div 5 = \sim 4$ weeks

In the example above the casual employee did not work this fortnight and therefore no hours show.

*Pastors accrue Rest and Refreshment leave but this is not shown on this report (as per the top example). This calculation is available from either HRS or the District Administrator.

PAYG

To assist congregation treasurers to lodge their quarterly BAS and pay their quarterly PAYG amount please refer to this helpful diagram:

Company	PRECEDA PTD RECONCILIATION		Program: PAY870 Run at 6:25:07 on 4/07/2019 by LUC006663 Payrun Env: LC Pay Period End Date: 30/06/2019		Page: 72
WEEKLY	FORTNIGHTLY	MONTHLY	FOUR WEEKLY	HALF MONTHLY	
TYPE	PREVIOUS TOTAL (EXCL YTD ADJ)	YTD ADJUSTMENTS (PERIOD TO DATE)	PROCESSED TOTAL FOR PERIOD	YEAR TO DATE TOTAL (EXCL YTD ADJ)	YTD ADJUSTMENTS (YEAR TO DATE)
TAXABLE INCOME					
HOURS					
01 NORMAL	.00	.00	.00	15,800.50	.00
10 PUBLIC	.00	.00	.00	1,015.75	.00
12 ANNUAL	.00	.00	.00	5,193.69	.00
25 R&R	.00	.00	.00	9,829.70	.00
SUB-TOTAL	.00	.00	.00	31,839.64	.00
TAXABLE ADDITIONS					
HA HOUSEAL	.00	.00	.00	8,354.16	.00
RE Resch	.00	.00	.00	691.47	.00
SUB-TOTAL	.00	.00	.00	9,045.63	.00
TAXABLE DEDUCTIONS					
BT SALSACS	.00	.00	.00	1,276.10	.00
MS FRINBEN	.00	.00	.00	19,922.49	.00
SUB-TOTAL	.00	.00	.00	21,198.59	.00
TAXABLE GROSS	.00	.00	.00	19,686.68	.00
NON TAX ADDITIONS					
CA CAR	.00	.00	.00	4,969.26	.00
K3 KM - 3	.00	.00	.00	688.25	.00
SUB-TOTAL	.00	.00	.00	5,657.51	.00
TOTAL EARNINGS	.00	.00	.00	25,344.19	.00
AFTER TAX DEDUCTIONS					
SUB-TOTAL	.00	.00	.00	.00	.00
TAX	.00	.00	.00	1,542.00	.00
NET PAY	.00	.00	.00	23,802.19	.00
TAX ADJ	.00	.00	.00	.00	.00
NON CASH ITEMS					
PS FIXEDSG	.00	.00	.00	3,824.10	.00
SUB-TOTAL	.00	.00	.00	3,824.10	.00
ENVELOPES		.00	OVER/UNDER	.00	
CHEQUES		.00			
NO PAY O/P		.00	NO. OF CONTRIBUTORS:		

To calculate the amount of PAYG for your BAS Return (using the March BAS return as an example):

- Locate the previous PAY870 report for the end of the previous quarter eg for the March BAS return you will need the December PAY870 report
- Locate the PAY870 report for the end of the previous month eg for the March BAS return you will need the March PAY870 report
- To calculate the 'Taxable Gross' figure:
 - Deduct the figure from the March report from the corresponding figure on the December report
 - Use this total on the March BAS return
- To calculate the 'Tax' (PAYG):
 - Deduct the figure from the March report from the corresponding figure on the December report
 - Use this total on the March BAS return

Business Activity Statement (BAS)

All entities that have an ABN (Australian Business Number) must comply with the requirements of the Australian Taxation Office. See their website for further information www.ato.gov.au/Non-profit/.

BAS returns need to be completed by the due date, with any payment also being processed at the same time. The ATO will advise how often this is to be completed for your organisation. If you are unable to complete your BAS or make a payment by the due date you must contact the ATO and advise them prior to the due date. Please also advise the District Administrator.

Please ensure that the contact and/or authorised person for the ATO is kept up to date. It should be the treasurer plus one other person from your congregation. Refer to the section above about the Australian Business Register. <https://www.abr.gov.au/business-super-funds-charities/updating-or-cancelling-your-abn/update-your-abn-details>

It is recommended that all congregations use the ATO Portal to lodge their BAS as this is the most efficient method. The ATO are in the process of phasing out paper-based processes and this may have implications for congregations going forward.

<https://www.ato.gov.au/general/online-services/>

Please contact the District Administrator if you require assistance to moving over to the ATO portal.

Should Our Congregation Be Registered For GST?

A congregation is required to be registered for GST if its current turnover or its projected turnover exceeds \$150,000. You can choose to register even if your GST turnover is lower than this.

Registering for GST will enable your congregation to:

- Remit GST to the ATO for the sale of goods and services (eg catering, hall hire)
- Claim credits for GST included in the price of goods and services bought in carrying on its activities.

The ATO can provide support to congregations regarding GST and other matters:

- The ATO website has information regarding [not-for-profit organisations and GST](http://www.ato.gov.au/Non-profit/) www.ato.gov.au/Non-profit/
- You can phone the not-for-profit information line on 1300 130 248
- Sign up for the Not-for-profit News Service
- Watch webinars and videos
- Email queries to notforprofit@ato.gov.au

GST

LCA GST Religious Group

The LCA is a principal member of the 'LCA GST Religious Group' and other organisations within the LCA can be a member if they:

- Have an ABN
- Are registered for GST
- Are endorsed as an income tax charity
- Are registered with ACNC
- Are members of the Lutheran Church of Australia
- Are NOT a member of any other GST religious group



This means that transactions between members of the same group will be excluded from GST, meaning we do not charge each other GST on transactions and these transactions are not included in GST returns.

Please note: HRS activity requires you be a member of the group.

Manse Expenses

- Residential rent is generally an 'input taxed supply' – i.e. you cannot charge GST on rent or claim credits for related costs.
- There is an exception where the rent charged is **less than 75% of market value**.
- If the pastor would receive an accommodation allowance for living in their own home instead of the manse, the value of the allowance **must** be included in the calculation of total rent charged (for the purpose of assessing against 75% of MV).

e.g. 1. – Pastor Mark lives in a manse paying \$30 rent per week. The Lutheran Church would pay Mark \$130 per week housing allowance if he lived in his own home rather than the church manse. The going market rate for homes in the area is \$200 per week. As such, GST **cannot be claimed** as:

Forgone housing allowance (\$130/week) + rent paid (\$30/week) > 75% of market value (\$200 * 75% = \$150)

e.g. 2. - the LCA Housing allowance is instead \$110 / week. As the total rent plus forgone allowance is \$140 which is less than 75% of the market rate, GST **can be claimed** in this instance.

Fundraising

- Registered charities, gift deductible entities and government schools can 'elect' to treat fundraising events as input taxed (no GST).
 - Events include fetes, balls, gala shows, dinners, performances or similar events.
 - Events can include 'other fundraising activities', but only where any goods are sold for \$20 or less, there is no sale of alcohol or tobacco and where the goods sold are not a normal part of the organisation's business – i.e. a florist cannot sell flowers as part of a fundraiser.
 - Where an event is an 'other fundraising activity', you can write to the ATO seeking approval / confirmation that no GST will apply.

- If an organisation makes this election, **ALL** sales and purchases in connection with the event must be treated this way consistently.
- The election **must be made before any sales or purchases take place**.

Further details can be found at: www.ato.gov.au/non-profit/your-organisation/gst/gst-concessions/#fundraisingevent

The diagram below may also be of assistance to you:



GST treatment of general charitable transactions

Item Description	GST	Input taxed			GST Free			No - supply (not included in the BAS)
		Residential Rent	Fundraising Activities	Financial Transactions	Religious services	Non-commercial 50% of GST inc market value	Non-commercial 75% of cost to acquire	

Revenue items

Donations, tithes and offerings								✓
Interest				✓				
Fete			✓					
Chocolate drive			✓					
Sponsorship income	✓							
Commercial sales/services	✓							
Non-commercial sales/services						✓	✓	
Membership fees	✓							
Residential accommodation		✓						
Commercial accommodation	✓							
Wedding service fee					✓			
Evangelical courses					✓			

Expense items

Interest expenses				✓				
Residential accommodation expenses		✓						
Commercial accommodation	✓							
Gifts / Donations to others								✓
Fete			✓					
Chocolate drive			✓					

Please see the Church Finance Guide for definitions of the above terms. See Church GST Handbook / Definitions for some or use the search function.

Disclaimer: The information is general in nature and is not to be taken as substitute for specific professional advice. We recommend that our advice be sought on specific issues prior to acting on transactions affected. 26/05/2015

Annual Audit Or Review Of Financial Records

LCA policy and your congregation's constitution state that all financial records of your organisation **MUST** be audited or reviewed at least annually.

The ACNC states that, for small charities, it is optional to submit a financial report in the Annual Information Statement, so there is no ACNC requirement for a small charity to have its financial report reviewed or audited. However, small charities are encouraged to submit a financial report as part of their Annual Information Statement. Also, if your congregation's constitution requires a financial review or audit then you must adhere to this.

For small charities, that is those who annual revenue is less than \$500,000, they are only required to complete their annual information statement online. However, the District strongly encourages you to continue to have an annual review of your financial records completed.

Medium charities – those with annual revenue of more than \$500,000 but less than \$3 million - are required to submit financial reports that have been **either** reviewed or audited.

Large charities – those with annual revenue over \$3 million – must submit **audited** financial reports.

What is the difference between an audit and a financial review? Essentially a financial review is not as comprehensive as an audit. It is the process of checking that all transactions have been recorded correctly. The following table may assist:

	Review	Audit	The
Positives	<ul style="list-style-type: none"> • Generally cheaper than an audit • Takes less time • Easier to find a reviewer than auditor (especially in regional areas) 	<ul style="list-style-type: none"> • Higher level of assurance – opinion that your charity meets requirements, based on identifying any financial reporting issues • Higher level of examination of the charity's financial report based on more detail and evidence 	
Negatives	<ul style="list-style-type: none"> • Lower level of assurance – less likely than an audit to identify financial reporting issues • Lower level of examination of charity's financial report 	<ul style="list-style-type: none"> • Can cost more money • Can take more time • Can be harder to find an auditor 	

ACNC website can assist you further with this:

www.acnc.gov.au/for-charities/manage-your-charity/obligations-acnc/reporting-annually-acnc/reviewing-and-auditing

For more information contact the District Office or visit the SA-NT District website

www.sant.lca.org.au for a copy of the District's policy and guidelines.

Loans

Congregations and parishes can borrow funds from LLL Australia for a variety of purposes including purchase of a manse, building renovations, large scale maintenance projects, and development projects.

Choosing to borrow from the LLL is an opportunity to partner together as we seek not only to finance your project but to support you in your wider mission and ministry.



If your congregation or parish is thinking about a loan, early engagement is highly recommended. Please contact your District Administrator and the LLL to discuss your specific need. The LLL can provide details on loan structure, repayments, and security arrangements.

Some important information to remember:

- All applications require an LLL Loan application form to be completed. You will find the latest loan application form at www.lll.org.au/loans.
- All applications will require complete financial records for the past two years, current year budget and a forward projection for the following two years, at a minimum.
- Mortgage security will be required in most circumstances. The LLL will assist in arranging this. If the congregation's land is held in the name of LCA SA-NT District Holding Ltd the District Administrator will also assist with this.
- Loans without mortgage security will have a higher interest rate (except if cumulative borrowings are less than \$100,000 the lower rate will apply).
- District Church Council approval is required prior to the formal lodgment of a loan application. This is done via the District Administrator.
- Loan documents must be signed, and any applicable mortgage be in place, prior to any advancement of funds.

You can contact the LLL by phoning 1800 556 457 or visit their website at www.lll.org.au.

District Loan Guarantee

The SA-NT District, on behalf of the LCA, guarantees all LLL loans for congregations and other Lutheran entities. The District Church Council acts as guarantor and has signed documentation to this affect.

Loans obtained by Lutheran Schools in this District have an additional guarantee, in that all the schools have agreed to guarantee each other's loans. This provides an additional level of guarantee for congregations who share land titles with a school. The LLL may request a congregation to sign mortgage documents if the land title is in the name of the congregation on behalf of a school.

Please contact the District Administrator if you have questions about this.

LCA Levy

The LCA Levy is payable by parishes "*per communicant member, 18 years and over*", and is calculated on the previous year's statistics as loaded in LAMP2. The LCA Funds levy is charged to the parish, not individual congregations. The Parish is responsible for collecting the appropriate amounts from the individual member congregations.

Invoices are issued in early May, hence the importance of having your statistics loaded by February 28 each year. The amount required to be paid per communing member 18 and over is updated annually and advised through the LCA Pastor Stipend Schedule.

If your congregation or parish is having difficulty paying this invoice, please contact the District Administrator as soon as possible.

Return To Work

Return to Work (previously called *Workcover*) is workers compensation insurance that is paid by all employers on behalf of their employees. This is a compulsory insurance policy.



The treasurer should complete an annual audit to ensure all employees are covered by Return to Work and that appropriate fees are paid. Please visit www.rtwsa.com/.

If your congregation ever needs to lodge a claim, please contact the District Office for assistance.

Return to Work does NOT apply to pastors in South Australia. They are covered by an LCA insurance policy. For information and any claims, please contact the [LCA Churchwide Office](#).

Personal Accident Protection for Pastors

Pastors are excluded by legislation from the Work Health and Safety Act 2012 (SA). To overcome this and provide protection for our pastors in case of an accident in the workplace the LCA has purchased, on behalf of congregations, a Personal Accident Protection Policy.

For many years this policy was paid by the LCA. Moving forward this will be on-charged to congregations and parishes for their pastor. You will receive an annual invoice from the SA-NT District for this insurance.

For any claims, please contact [LCA Insurance](#) at the Churchwide Office.

PROPERTY

Insurance

LCA Insurance is a division of the Lutheran Church of Australia. Their role is to acquire and administer insurance for the Church in all its capacities.

The insurance they acquire is called the National Group Insurance Program for the Lutheran Church of Australia. It covers all Lutheran entities nationally, including churches, aged & community care sector and education. They also appoint a broker to assist the LCA Insurance Program.

The insurance package, which is purchased at group rates includes, property, public liability, director & officers' liability, voluntary workers, business travel, equipment breakdown.

You can find out more about the services they provide in connection with the program at www.lcainsurance.com.au

Building Insurance

Have you recently reviewed the level of building insurance you have for your church properties? You must ensure that you have an adequate level of cover to suit your situation. Many of our congregations have historical significance including some which are heritage listed buildings so we need to pay particular attention to the sum insured of the building insurance to make sure it will cover any necessary repairs that may be required. Please ensure your insurance covers full replacement costs including demolish and rebuilding costs.



You must also ensure that you have appropriate cover for your congregation/s manse and any other properties that you might own. If your congregation has questions about the valuation or the level of insurance, please contact LCA Insurance on (08) 8267 7330 or email insurance@lca.org.au or visit their website www.lcainsurance.org.au

It is strongly recommended that you take photos of your church buildings and property regularly so that you have a record of what belongs to your congregation and its state. This can be particularly useful if you need to make an insurance claim and need photographic evidence.

All properties in South Australia were inspected by the LCA's insurer in recent years and this valuation is utilised in calculating insurance premiums.

Contents Insurance

Just as it is important to have sufficient building insurance, it is essential to have an adequate level of contents insurance for all church properties.

It is recommended that each congregation holds an Asset Register which lists each item, the quantity owned, when it was purchased, the purchase price, any disposal date & its current value. Do not forget to include little items, like how many coffee cups in the kitchen, all the items in the Sunday School cupboard and the 'stuff' kept out in the shed.

A copy of this register should be kept in the church office and a separate copy stored in a secure location offsite (in case of fire). It is good practice to review this register annually. There are plenty of free templates available on the web. One such example can be found at www.ourcommunity.com.au. Again, it can also be helpful to take photographs of contents so that you have photographic evidence of ownership should it ever be required.

Does Your Congregation/Parish Rent Out Its Manse?

It is recommended that all rental arrangements be managed by a real estate company who will have registered property managers. There are advantages to having the property professionally managed, in that the agent is responsible for the payment of rent by tenants, all property inspections and the beginning and ending of rental agreements, including the screening of potential tenants. As a property owner you are responsible for maintenance and repairs of the property.

Don't forget that your insurer must be aware that a church property is being rented to an external user.

Unoccupancy of buildings

It is standard practice for all insurance property policies to have an unoccupancy clause. If you expect your property to be unoccupied for more than 60 days, you should contact LCA Insurance as soon as possible so they can advise your insurers. Failure to do so may result in a claim being denied.

Public Liability and Hall Hire

If your congregation allows external groups to hire your hall or facilities, it is a good idea to have a Hall Hire Agreement hirer's can sign to agree to pay a hall hire cost, a cleaning bond and to list who the responsible person will be.

Please note that events of the Church are covered by the LCA Public Liability Insurance Policy. When an external non-Lutheran group is using your facilities e.g. Girl Guides, dancing group or sporting club, wedding caterers, these groups must provide evidence of a current Public Liability policy of no less than \$10,000,000. For further information about this please contact LCA Insurance on (08) 8267 7330 or email insurance@lca.org.au or visit their website www.lcainsurance.org.au

The District have developed a [template Hall Hire Agreement](#) which congregations are welcome to use and adapt to their congregation's needs. You may wish to add additional items to the agreement, such as no smoking on church grounds, no parties or to itemise things that should not be touched or used in the hall, eg Sunday School cupboards. Whatever form you choose to use, it should advise who the hirer is and who to contact in case of an emergency.

If you would like a copy of the District's template that can be easily edited, please contact the District Office.

Australian National Redress Scheme

In 2018 the LCA General Church Council decided that the LCA will join the Australian National Redress Scheme for people who have experienced child sexual abuse in institutional settings. LCA Insurance has been instructed to establish a reserve to pay for these claims and pay eligible National Redress claims from abuse survivors. A levy will continue to be included in your renewal premium to collect these funds for the payment of these claims. If you choose not to take up insurance with LCA Insurance they will still continue to invoice you for this levy.

All claims including property

As with all claims, it is important that you do not proceed with repairs/replacement unless LCA Insurance or insurers have given approval. Failure to do so may result in your claim being denied. All claims will require the submission of a completed claim form, written quotes, and photos of the damage prior to approval. Your insurers and LCA Insurance also reserve the right to appoint an assessor to any claims made. When a loss occurs, you need to take all necessary steps to mitigate your loss and notify LCA Insurance as a matter of urgency on (08) 8267 7330 or email insurance@lca.org.au or visit their website www.lcainsurance.org.au

Increase in crime claims

We have seen an increases in crime related claims, these include social engineering fraud and misappropriation of funds. It is important to stay vigilant by ensuring you have dual signatures on all accounts, multi-factor authentication on software, and ensure that accounts are audited regularly. It is also important that you have a segregation of duties and a verification process in place to ensure coverage under the crime policy.

Segregation of duties means that the person preparing payments cannot also sign or authorise, all payments need to be dual signatures and the person who reconciles the bank statements needs to differ from the person preparing or signing the payments.

The **verification process** should be used when anyone requests you to make a payment or change existing payment details. Verification should be done by using the existing contact details you have on file.

District Holdings Ltd

The LCA SA-NT District has a property trust company that was established as a repository for all land holdings within the SA-NT District. All congregations and other entities are encouraged to 'deposit' their land holdings with the Holdings Ltd.

The principal object of the Holdings Ltd is to hold property in trust for congregations, parishes, schools, aged care and other District Lutheran entities. The beneficial owner of the property continues to be the congregation or other entity. The Holdings Ltd may not mortgage or lease the property without the written permission of the beneficial owner. Currently, LCA SA-NT District Holding Ltd holds over 150 properties valued in excess of \$50 million.

The beneficial owner (the congregation) is liable for all maintenance, rates and taxes, insurance, and utilities in relation to the property and continues to use the property as normal. Further development of the property is the responsibility of the beneficial owner.

For any property held in the name of the Holdings Ltd, a Declaration of Trust is provided to the beneficial owner stating which titles are held and who the beneficial owner/s is.

If the property is ever to be sold, the District Administrator will, on behalf of the District Holdings Ltd, manage the sale of the property in conjunction with the congregation. The proceeds of the sale will be handled as per the instructions of the congregation.

Congregations are encouraged to consider transferring property titles to the name of the Holdings Ltd and the District Office can assist with this process.

There are, of course, advantages and disadvantages of having property in the name of the Holdings Ltd:

FOR	AGAINST
<ul style="list-style-type: none">• No lost titles• Old titles are retained by LCA Archives ensuring historical records are not lost• Legal protection against being sued and the property used as an asset• Entity continues to place value of property on their financial balance sheet• If a congregation is closed and the property is to be sold the District Office can handle all of this for you• No GST or stamp duty on the transfer of property due to NFP status	<ul style="list-style-type: none">• Ownership of the property is not in the name of the congregation• \$10 annual administration fee• Once off conveyancer fees are applicable on transfer of titles

Land Titles

In South Australia, all property is either held in the name of the local congregation or parish or in the name of LCA SA-NT District Holding Ltd. If the property is held in the name of the District Holding Ltd, the title is now an electronic document held by the Lands Titles Office. Old versions of the titles have been scanned or photographed and sent to Lutheran Archives for safe keeping.

If the property is in the name of the congregation or parish there are a few options of where the title could be held:

- In the church office/safe
- At the manse
- With the secretary, chairperson or treasurer
- In a bank safety deposit envelope
- At a lawyer's office

If you still have paper copies of your land titles, the District Office can store digital copies of these for you and the paper versions can then be sent to Lutheran Archives for storage.

Please be aware that some historical church owned properties have caveats restricting them to being used for religious purposes only. This may prevent sale or other use of the property in the future. Please contact the District Office if you have questions about this.

If you need to do anything relating to the property title, please contact the District Office as we have a very good conveyancer who has extensive experience handling transactions for Lutheran organisations.

Manse

The manse is the home of your pastor and his family. This is their private retreat, and they should be given this courtesy. All maintenance or working bees should only be carried out at a time convenient to the pastor and his family.

Please encourage all visitors to make prior arrangements before just 'turning up' at the manse.

The LCA has policies that outline the provision of housing for a Pastor:

- Provision of Housing for Pastors Policy
- Provided Housing Standards
- Maintenance and Care of Provided Housing



Copies of these documents are available by contacting the District Office or LCA Churchwide Office or via the LCA Portal under 'Church Worker Support Resources'.

It is recommended that all congregations have a conversation with their pastor about inspections and maintenance issues and what is expected from both parties as soon as possible after the pastor begins serving your congregation. If your pastor is already serving, it is never too late to have that conversation.

Some things to talk about are:

- Who pays the electricity, water, telephone and internet?
- What is covered under your insurance?
 - Does the pastor have contents insurance? (it is recommended that they do)
The pastor is responsible for his own contents insurance.
- Is the pastor allowed to do any renovations - ie paint the children's bedrooms in a bright colour? Change the garden?
- Is the pastor allowed to do any maintenance? Who pays for this? Does he need to get it authorised before doing so? Can he spend a certain amount before getting it authorised?
- What happens if he has an emergency – ie burst pipe?
- Are you going to arrange regular inspections of the property? If so, how often (6 monthly is recommended). What notice needs to be given to the pastor and his family before people come and do an inspection or maintenance? Please remember you are there to look at the property and any repairs needed, not to see if the dishes have been done.
- How does the pastor and his family report any maintenance issues? And to who?
- Are there any improvements/renovations that either party would like to do in the future? ie kitchen replacement?
- Set up of home office, if applicable
- Appliances provided by the congregation, eg fridge, washing machine, lawn mower

The District Office has a suggested list of items that could be inspected on a regular basis and a checklist to use if you wish to undertake an inspection of your church's manse or property. Please phone or email the District Office for a copy.

At the inspection some of the things you should be looking for are maintenance items that need addressing – grout in the bathrooms/kitchen/laundry – is it deteriorating and need replacing (the resulting damage may not be covered by insurance as it is a maintenance issue), floor coverings, window treatments, effectiveness of heating and cooling, garden issues, and anything you are told about.

If your congregation does not feel comfortable or confident in doing this, consider engaging the services of a property manager.

Property Maintenance

One of the most important maintenance jobs which is often overlooked is cleaning your building's gutters. Sometimes it is not until we have heavy rainfall, and the water is pouring over the edges that we remember this important maintenance task. All this water needs to go somewhere and if your gutters are clogged, or the rain can't escape in the down pipes then the consequences can be extremely costly.

So what can happen?

Overflow

Leaf litter build-up causing blocked gutters to overflow into the eaves and ceiling not only causes damage to the building, but if the water flows inside, it will cause even more extensive damage.

Structural Damage

Water that can't run through the gutters and downpipe will find the path of least resistance, which means overflow will run through any cracks that exist in the walls or roof. These cracks will get bigger over time and can lead to wood rot, compromising the structural integrity of the build.

Mould and Mildew

Leaves and dirt resting in the gutters can cause mould and mildew to grow. This can cause corrosion and leaking resulting in them needing to be replaced.

Attracting Pests

Rotting debris sitting in the gutters can attract birds, mice and rats, as well as possums; all of whom would all be attracted to the nutrient-rich composting leaf litter.

Policy Conditions

The costliest consequence of damage from blocked gutters comes when you try and claim the damage through insurance. Policies are very clear about limiting or providing no cover for pre-existing damage or lack of regular maintenance. Below is an example of such policy exclusions.

- *the action of moths, termites or other insects, vermin, rust or oxidation, mildew, mould, wet or dry rot, corrosion, change of colour, dampness of atmosphere or other variations in temperature, evaporation, disease, inherent vice or latent defect, loss of weight, change in flavour, texture or finish.*
- *wear and tear, fading, scratching or marring, gradual deterioration or developing flaws, normal upkeep or making good.*

It is therefore important to ensure that regular maintenance occurs on your church buildings including the clearing of gutters and ensuring roof leaks are immediately rectified.

Manse Maintenance

Is your congregation/parish budgeting for repairs and maintenance of the manse or other properties they own? Are they putting money away for major renovations? Some thoughts about maintenance:

Planned or preventative maintenance	Expenditure associated with regular servicing of equipment and preventative repairs for the preservation of the asset eg <i>servicing the air conditioner, cleaning gutters</i>
Statutory maintenance	Associated with meeting the requirements of mandatory regulations eg <i>fire safety, asbestos management</i>
Emergency maintenance	Immediate rectification of breakdowns and failures of the building or services. eg <i>blocked plumbing</i>
Corrective or condition-based maintenance	Required to rectify deterioration to an acceptable standard. eg <i>replacing damaged or worn floor coverings</i>

Deferring maintenance will often result in a greater cost in the end because, for example, suddenly the gutters will need replacing rather than just cleaning and maybe painting.

There are some things that need special consideration – is the manse heritage listed or does it contain period features that should be maintained?

Please consider your pastor and his family when planning any maintenance. Ensure that you check with them for a time that is convenient for the family.

Don't forget to think about energy efficiency of your properties too. Are there any repairs or maintenance that you can do to your properties now that will make the building more energy efficient in the future, eg installing solar panels, changing lighting. Installing water saving shower heads. See the section on Energy Efficiency below for more ideas.

Heritage Listed Properties

A number of our churches and halls are heritage listed, either on a state listing or a local government listing. You can check if your buildings are listed or not on the [State Heritage Unit website](#).

Please take lots of photographs of your property as they will serve as very helpful reminders of the little details eg *what did the stained-glass window look like?* These photos are also essential for insurance purposes and will be required for development applications.

If you are looking for assistance with maintenance or development of your heritage listed property, please contact the State Heritage Unit as they have people and resources that can assist you - www.environment.sa.gov.au/our-places/heritage



Please also contact the State Heritage Unit prior to beginning any work on your site, as all work on a heritage site is considered 'development', regardless of what it is. They will be able to assist you with the Development Application. Note that all 'development' of a heritage site includes "demolition, removal, conversion, alteration or painting of, or addition to, the place, or any other work that could materially affect the heritage value of the place" (eg non-structural alterations, painting and other conservation work such as re-roofing or salt damp repair etc). The District Office has names of contractors who can assist in this specialised area.

Energy Efficiency of Property

With the rising costs of essential services, it is good stewardship to think about how we can reduce congregation expenses as much as possible. Do a check on your electricity and water invoices to ensure you are being charged the correct tariffs. If you are not sure contact your supplier.

The Energy Advisory Centre can assist with ways in which you can save energy:
www.escosa.sa.gov.au/consumers/energy/energy-efficiency-advice Ph: 8204 1888

Often changing the type of lighting in a building will result in significant savings, as well as checking when lights are turned on and off. A sign near the exits of a building to remind people to check the lights are off is handy. Also check on the heating and cooling options available in the buildings. Checking things like insulation in walls and ceilings, draughts under doors and around windows, blinds to block out the sun or keep heat in – these can all have an effect on your running costs.

The LCA has a contract to provide reduced rates on electricity supply with AGL. Details can be found on the LCA website.

Just like electricity, there are ways to reduce water consumption at a property. Does the garden have water saving plants? Does it have a watering system? Can it be watered using rainwater? Can the toilets be run on rainwater? Are there any taps dripping or toilets running? Do you have water-saving shower heads installed?



SA Water's website has details of ways to reduce water consumption - www.sawater.com.au

Solar panels can be a good investment on the church building, but they can be a real asset on a manse. Don't forget to look at energy saving options for the manse too.

Asbestos

Many older buildings contain asbestos. It is commonly found in wall and ceiling fixtures, around pipes, in vinyl flooring and in old paint.

All buildings must have an asbestos register which records where asbestos is located in your buildings and the safety level of the asbestos. Asbestos will be identified with yellow stickers.

Asbestos needs to be regularly inspected by a qualified person depending on where it is and what sort of material it is. The links below will provide further information about this.

Do not allow any maintenance or renovation to begin without referring to your asbestos register. Further information about this can be found at www.safework.sa.gov.au and www.asbestos.sa.gov.au/

Test & Tag

Congregations must make sure that electrical equipment is regularly inspected and tested by a qualified person if the electrical equipment is:

- supplied with electricity through an electrical socket outlet; and
- used in an environment which exposes the equipment to operating conditions that are likely to result in damage to the equipment or a reduction in its expected life span, including conditions that involve exposure to moisture, heat, vibration, mechanical damage, corrosive chemicals or dust.

The SafeWorkSA site gives you details of how often equipment should be tested, based on its usage and where it is used/stored. Please visit www.safework.sa.gov.au/health-safety/hazards-risks/electrical/electrical-safety for details.

You must ensure that you keep a record of any testing of electrical equipment until the next test or until the equipment is permanently removed from the workplace or disposed of.

Common items that need to be tested can include:

- all computers and laptops
- iPad, tablet and phone chargers
- urns and other kitchen appliances
- extension cords and power boards
- musical instrument and sound electrical cables
- vacuum cleaner
- hand dryers
- heaters and fans



A record must specify:

- the name of the person carrying out the testing
- the date of the testing
- the outcome of the testing
- the date on which the next testing must be carried out.

This record can be in the form of a tag attached to the electrical equipment, however, other methods such as logbooks, a register or computerised database can also be used.

To find out how often items should be tested please refer to this website:
<https://ecotestandtag.com.au/colours-and-frequency>.

Emergency Services Levy

The Emergency Services Levy is paid to Revenue SA. Where property is held in the name of the District Holding Ltd, the District Office will invoice individual congregations or parishes for the ESL for their properties. These invoices are sent to congregations and parishes as soon as the invoice is received by the District Office.

There are some properties that are owned by the LCA Churchwide Office – in this case an invoice for the ESL will be issued by the LCA.

Signage

Signage is the first thing the general public will notice about your congregation. A well-designed sign with up-to-date details is vital to keep the public informed about important information with your congregation.

You should do a regular check of your church sign to check:

- Is the church sign faded?
- Is the pastor's name correct? Is the pastor's name covered with masking tape?
- Is the logo correct?
- Is the font small or hard to read?
- Can passing traffic read the sign?



What is your sign telling the outside world about your church and the people who attend? If your sign is clean and not covered with tape it tells people that you are alive and care for others.

The sign should provide details of:

- Name of the congregation
- Time of services
- Contact details either of the pastor or the office
- Any other programs or activities
- Does it need lighting at night?

The church has guidelines for the correct use of the LCA logo.

www.lca.org.au/departments/ministry-support/communications/lca-logo/

Your congregation could consider applying for a Mission Resources Grant to partially or fully fund the update of your church's signage. Refer to the section in this book for more details and how to apply.

SYNOD AND CONFERENCES

District Convention of Synod Delegates

Every congregation of the District is entitled to nominate and appoint delegates to represent them at the District Convention of Synod. Delegates are appointed for a two-year term.

The District advises each congregation of their delegate entitlements prior to each convention. Appointments are then finalised by each delegate completing a LAMP2 form and sending this to the District Office for processing.

Congregations are invoiced for their entitled number of delegates at the beginning of a convention year. This invoice is the congregation's synodical contribution.

All pastors of the SA-NT District are automatically considered delegates and are expected to attend. Calling bodies will be invoiced for their pastor's attendance at District Convention of Synod.

All invoices are required to be paid irrespective of actual delegate attendance at a convention.



Delegates will be required to register to attend the District Convention of Synod. Additional costs for optional extras, such as meals or printed copy of the Book of Reports, will require payment at the time of registration by credit card.

Has your congregation thought about supporting a younger member to attend convention so that they learn the ropes of what goes on in our District and become engaged in congregation life? This can be a great way to involve the next generation of our church in what happens and encourage them to be a part of shaping what the future might look like.

Proposals To District Synod

Congregations intending to submit a proposal to synod must meet together to discuss and agree to the proposal and approved at a congregational meeting. It must be submitted to the District Office by the advised due date. For assistance with this or further information please contact the District Office.

Who Can Submit Matters for Discussion at Convention?

- Any congregation or parish
- Any standing committee, council or commission of the District, provided the matter is within the terms of reference of the group
- The Pastors' Conference
- The District Church Council or its Executive
- The General Church Board or its Executive

District Nominations to Standing Committees

Prior to convention, nominations will be sought from congregation members to fill positions on District Committees. Please consider if your congregation has someone with the skills, interest or knowledge that would be helpful to the wider church in this way and prayerfully encourage them to nominate.

District Pastors Conference and Retreat

The District holds a pastors conference and pastors retreat each year (except in a General Convention of Synod year when General Pastors Conference is held). Attendance at each of these conferences is expected by pastors and strongly encouraged for retreats. Parishes are expected to cover the cost of their pastor attending these conferences and retreats as part of their continuing education and general well-being.

LCA (Churchwide) General Convention of Synod Delegates

The LCA General Convention of Synod is held every three years. Nomination information for delegates and LCA committees is communicated to congregations via LCA E-News, the LCA website and to LCA email accounts. Please visit www.lca.org.au for further details or contact the LCA Churchwide Office - (08) 8267 7300 or admin@lca.org.au.

Not all pastors attend General Convention of Synod – there are specific pastor delegates. Pastor delegates are elected by their peers and once elected are expected to attend. Pastor travel costs to convention are paid by the LCA. Accommodation and meals are expected to be paid by the parish. There is assistance available, please contact the LCA for details.

The LCA charges a 'parish fee' to cover the running of General Convention of Synod and this is charged in the year of the convention.

Lay delegates will pay a registration fee upon registration to attend convention and this fee covers their meals and other expenses. Parishes are expected to pay for this fee, travel and accommodation costs for lay delegates to attend. There is assistance available, please contact the LCA for details.

The next General Convention of Synod will be held in Adelaide in October 2024. Please watch out for details about appointing your delegates, proposals, nominations for various positions and attending convention.

General Pastors Conference

All active pastors of the LCA are required to attend to General Pastors Conference. Travel costs for pastors for this conference is paid by the LCA. Parishes are expected to pay for this fee, travel and accommodation costs for lay delegates to attend. There is assistance available, please contact the LCA for details.

The next General Pastors Conference will be held in Adelaide in September/October 2024.

RECORDS MANAGEMENT AND ARCHIVING

Church records tell the story of your congregation and its ministries. They highlight how God is working through your congregation and how you are bringing God's love to life. They are an integral part of our history as the Lutheran Church of Australia and New Zealand.

Every congregation is required to keep records to fulfil administrative and legal requirements, recording events, decisions and finances. You also need to keep the 'soul' records that complement these legal records and turn them into the story of God's faithfulness: take photographs of events, document the ministries and the stories of the people who reach out into the community, showing how we live God's love.

So what records should a congregation keep?

- Registers – baptisms, confirmations, marriages and burials (essential)
- Minutes – parish and congregation meetings (essential)
- Minutes – management committee (e.g. Parish Council, Church Council, Executive, Elders)
- Minutes – All committees and groups (e.g. Worship, Evangelism, Women's, Men's, Youth, Sunday School, Property)
- Selected correspondence – All committees and groups. If it helps tell the story of the congregation and to facilitate the understanding of the minutes or other documents, it needs to be kept permanently. If it is purely 'administrative' it can be destroyed when it is no longer useful.
- Annual Reports – congregation, parish, committees, groups
- Annual membership lists – ensure they are dated
- Sunday School records, attendance rolls
- Legal documents – constitutions, property titles, employment contracts (for a fixed time-period)
- Building plans
- Newsletters – regular, monthly, quarterly (add the Archives to your mailing list)
- Publications – histories, brochures, anniversary booklets and service orders
- Photographs and audio visual material: tapes, video & film (of e.g. buildings, pastors, members, special occasions)
 - Remember it is important to label who is in photographs
- Special service orders & bulletins – (e.g. installations, dedications, anniversaries)



Keeping Records Of Pastoral Acts

Congregations should maintain an official register book for baptisms, weddings and funerals. Some places may choose to keep a digital record as well as or instead of a hard copy. It is often dependent on the pastor to keep this record up to date, but this should remain at the church and not be taken with the pastor if he accepts a call elsewhere.

Each congregation should also have an official wedding register book that is kept on the church premises.

There is no expiry date for keeping these records. They should be accessible in perpetuity. Some congregations send old register books down to the archives for storage. Some pastors also keep their own records of these pastoral acts. This is because some of these acts are conducted outside of the congregation where they serve and can be taken with them as they move between parishes.

If you have more specific questions about this, contact the District Office for assistance.

Records Maintenance

The following records should be maintained and kept at your church premises:

- Records you are regularly accessing
- Records within their statutory & auditable period (e.g. finances for 7 years). Beyond this, the archives are primarily interested in congregation annual financial statements and details of significant purchases (e.g. an organ or a stained glass window). They do not require weekly finances.
- Bulletins (generally, Lutheran Archives does not accept bulletins, so if you would like a copy permanently retained they need to be kept by your own congregation)

Send to Lutheran Archives all other records. We recommend a periodic review of your records and regular depositing – set an annual reminder in your calendar.

Some tips on how to manage your congregation/parish records:

- Date records - including the year. Label records with your congregation, the place, and the event or committee.
- Photographs – ensure photographs are identified
- Digital photographs - use folders and subfolders to help sort these, e.g. a folder for each year, a subfolder for each event. Send a selection to Lutheran Archives along with identifying details.
 - Please ensure these are backed-up elsewhere prior to sending
- Printed photographs – photocopy the photograph and write identification on the photocopy. Alternatively, use a very soft pencil (4B or 6B) to write on the back.
- Printed records can be more durable than electronic records – print registers of vital records (baptisms etc), minutes and membership lists in addition to the electronic record.
- Regularly back-up your electronic records. Keep a copy of the backed-up records (off-site).

Inspection of Records

The constitution states the following:

INSPECTION OF RECORDS AND DOCUMENTS BY MEMBERS

- 1.1 A member wishing to inspect the Register of Members, the record of the names and addresses of Church Council members or any other record or document of the Congregation must contact the Secretary to make the necessary arrangements for the inspection and may do so free of charge.
- 1.2 If the member wishes to inspect a document that records the minutes of a Church Council meeting, the right to inspect that document is subject to any decision the Church Council has made about minutes of Church Council meetings generally, or the minutes of a specific Church Council meeting, being available for inspection by members.
- 1.3 The member may make a copy of or take an extract from a record or document of the Congregation but does not have a right to remove the record or document for that purpose and must not use or disclose information in such record or document except for a purpose:
 - 1.3.1 that is directly connected with the affairs of the Congregation; or
 - 1.3.2 that is related to complying with a requirement of the Act.

If someone wishes to look at any record that includes personal information, it is important that the viewer be reminded that these are private records and that the information they see must not be shared with other people. This is particularly important for some people due to their personal circumstances, and it is likely they would have indicated this on the form when the information was collected. Please ensure this information is not included.

If a member wishes to view minutes from a church council meeting or another committee of the congregation, application should be made via the church council secretary who would then liaise with the church council.

The church council have the right to 'redact' or hide some parts of the minutes, particularly if they relate to an individual or a staff member.

PASTORAL CARE IN OUR CHURCH

SUPPORTING CHURCH WORKERS

Our church needs workers who are equipped, knowledgeable and supported as they undertake mission and ministry across Australia and New Zealand. Employing and calling bodies may need support to work towards seeing that their church workers start well, stay well, and finish well.

Starting well

Getting off to a good start is important in any ministry context. Good commencement practices can establish shared understandings and enable people serving your church to feel confident in their new environment. Church Worker Support information and resources include:

- things to consider before employing someone
- recruitment and selection processes
- developing position or role descriptions – including for volunteer positions
- induction processes
- employment and onboarding-related documentation
- making the most of the LCA Human Resource System (HRS)
- accessing the LCA NZ Learning Hub.

Staying well

Once people are off to a good start, it is equally important to support them throughout their ministry and service. Staying well involves things like ensuring safe workplaces, facilitating good interpersonal relationships between teams, and providing opportunities for growth and development, through to supporting people in challenging times.

Again, assistance is available to support you with:

- vocational development planning and recording
- performance development reviews
- Continuing Education for Pastors (CEP) program
- congregational ministry reviews
- establishing and supporting team ministry
- managing unsatisfactory performance
- finding your unique SHAPE (spiritual gifts and other measures)
- pastoral care support practices for church workers
- Professional Pastoral Supervision
- Workplace Health and Safety.

Finishing well

Finishing well is also important, regardless of the reason, whether people are leaving a role or leaving the church. Resources are available to help you with:

- exit interviews
- considerations during a pastoral vacancy
- making positions redundant
- terminations of employment

- employment transfers.

You can speak to someone from the Church Worker Support Department by phoning (08) 8267 7300 or emailing churchworkersupport@lca.org.au

Employment Law

Legislative Changes: [Fair Work Act changes: Protecting Worker Entitlements - Fair Work Ombudsman](#)

Legislative Reform Road map: [Upcoming workplace law changes affecting you - Fair Work Ombudsman](#)

National Employment Standards: [National Employment Standards - Fair Work Ombudsman](#)

Fair Work Information Statement: [Fair Work Information Statement - Fair Work Ombudsman](#)

Casual Information Statement: [Casual Employment Information Statement - Fair Work Ombudsman](#)

Managing Leave And Leave Records

Employees are entitled to leave in accordance with the National Employment Standards (unless more generous provisions have been agreed). As a general rule of thumb part-time and full-time employees are entitled to four weeks annual leave, two weeks personal (sick/carers) leave based on their usual hours/days of work. Casual employees are not entitled to annual or personal leave. All employees (including casuals) are entitled to Long Service Leave after 10 years of continuous service (or a pro rata amount if employment ceases after 7 years).

Employees may be eligible for various other leave (some paid and some unpaid). **All employees are now entitled to 10 days of paid leave to deal with the impact of family and domestic violence.**

Employers should see the Fair work Information website for full details [Leave - Fair Work Ombudsman](#).



Pastors are entitled to different leave as described in the Pastors Stipend document. While some of these leave provisions look similar to leave provided to employees, as pastors are not employees different provisions and conditions apply. Pastors' R&R Leave **must** be approved by the District Church Council as well as your local calling body, and the LCA Bishop's Office must also be informed. Please use the paper-based form for this (Available in the LCA Website: [Forms - Lutheran Church of Australia \(lca.org.au\)](#)) as well as recording in the LCA HRS.

Please encourage pastors and employees to take their annual leave each year, and LSL or R&R as it becomes available, for their physical and mental wellbeing.

Please ensure that the required approvals are completed prior to leave being taken. These approvals can be completed in the LCA HRS or in other congregation processes. Please also ensure leave taken is recorded accurately as inaccurate records cause ongoing problems when pastors or employees move on.

Church Councils must record the pastor and employee leave applications in their minutes as a way of monitoring the leave balances and ensuring they are recorded.

It is also helpful to check that leave is accruing correctly in the LCA HRS or other systems. If your payroll is processed through the LCA HRS please have your authorised officer check outstanding leave balances and leave applications regularly. These balances are reported on the fortnightly payroll reports.

We recommend this be done at least quarterly. Leave balances are important during the pastor call process also.

CARING FOR OUR PASTORS AND CONGREGATIONS

LCA Transfer and Support Fund

Parishes or congregations who are in a pastoral vacancy are required to contribute to the LCA Transfer & Support Fund. This is an LCA fund that assists with the costs of pastors and their family moving between parishes, relief service payments during pastoral vacancy and ongoing support of pastors (at the discretion of the respective LCA or District Bishop).

Rates for contribution to the fund during vacancy are outlined annually in the LCA Pastor Stipend Schedule.

Contributions to the Pastor Transfer and Support Fund commence the week after the last pay period in which the pastor was paid. This is managed through the LCA Churchwide Finance and Administration Team.

Rest And Refreshment Leave for Pastors

Pastors wishing to take rest and refreshment leave are encouraged to discuss this with their congregation/parish chairperson to allow early planning for pastoral care during their leave. Please ensure that this is noted in the Church Council minutes.

Applications for rest and refreshment leave, specifying the proposed dates, must be made to the Bishop of the District via the form available in the LCA Pastor Handbook at least three months in advance.

If approved, pastors must ensure that their rest & refreshment leave application is also uploaded into HRS and approved by their approving manager.

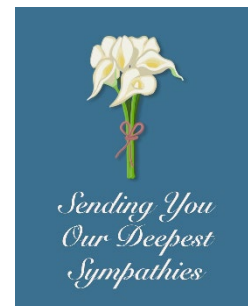
The minimum number of weeks a pastor can take R&R leave is six (6) weeks.

The LCA Provident Fund will cover the cost of relief services provided during a pastors' R&R leave and reimbursement must be processed via the LCA HRS system. Relevant forms are on the LCA website.

Personal Leave or Bereavement Leave

Pastors are entitled to take personal leave or bereavement leave as outlined in the LCA Pastor Stipend Schedule. They must ensure that the appropriate application is made through LCA HRS as soon as possible after their leave is known so that approvals are processed, and records kept current.

This leave must be noted in the Church Council minutes.



Pastors Transferring Between Calls

When a pastor makes the decision to accept a new call, they must inform the District Bishop prior to announcement. They must also inform the District Office of their final service date and any leave that they are planning to take prior to moving.

Any leave being taken must be approved by the congregation and also loaded in LCA HRS.

A call pack is available which can assist both the pastor and the congregation to 'finish well'. Contact the District Office directly for a copy.

Pastors Preparing for Retirement

When a pastor makes the decision to retire, they should inform the District Bishop of this decision prior to announcement.

Once the congregation has been informed the pastor will need to let the District Office know:

- Date of retirement
- Final service date
- Final date being actually paid by the congregation/parish (including any leave they are taking)
- Change of address

We ask this is done at least 6 months in advance to enable your congregation and the District Office to plan appropriately.

Please note that pastors are entitled to be paid out a maximum of six (6) weeks leave at their date of retirement and this is paid in normal fortnightly cycles. The six weeks includes annual and R&R leave.



The LCA Pension Fund will pay for the Pastor and their family to move to their final home, if this has not been previously utilised. Please refer to the LCA website or call the LCA Finance and Administration Team for assistance.

Relief Services

If your congregation is in a pastoral vacancy or if your pastor is just taking some well-earned annual or rest and refreshment leave you may require the assistance of a relief pastor to cover services or meetings in your congregation/parish. A list of pastors willing to provide relief services during these times is available from the SA-NT District Office. Please email administration.sa-nt@lca.org.au to request a current copy.

All reimbursements from the LCA Transfer and Support Fund for relief pastoral services must be processed via the LCA HRS system. Please refer to the LCA website at www.lca.org.au/services-resources-training/forms/.

Please note, this form is updated each financial year. Only current forms can be used and submitted to HRS as these automatically utilise the correct payment amounts.

 LUTHERAN CHURCH OF AUSTRALIA LCA Human Resource System		 LCA Human Resource System you matter		PAYMENT REQUEST FOR LOCUM SERVICES Payments made from 01/07/23			
		Please complete all coloured squares		Name of Parish			
				Resident Pastor			
				Relief Pastor			
After completing of this form please email to HRS@lca.org.au				Category of pastor		Retired	
Please edit the GREY highlighted cells as applicable, please use one line for each date, travel & service provided.							
Date	Type of Payment	Type of Leave	Hrs or No. Services or Kms or \$ amount of tolls (number only)	Total	Transfer Fund	Provident Fund	Parish Share
		Parish Vacancy		\$ -	\$ -	\$ -	\$ -
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	Subtotal			\$ -	\$ -	\$ -	\$ -
	Superannuation 11%			\$ -	\$ -	\$ -	\$ -
TOTAL				\$ -	\$ -	\$ -	\$ -
PARISH PAYMENT BY		The LCA HRS will sweep money from your account, provided we have that permission, amounting to the total in the parish column. Please do not make payment to the LCA as this often results in duplication. If you are not in the LCA HRS we will invoice you for any funds due					
I CERTIFY THE CORRECTNESS OF THE ABOVE CLAIM				Treasurer's Name		ALLOCATION CODE	
Day time Contact Number		Date					

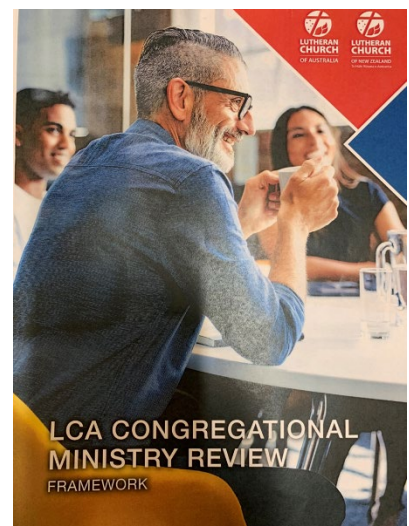
Ministry Reviews

Each calling body, whether that be a congregation or parish will be asked to conduct a 'Ministry Review' with their pastor each year, from 2024. This is an opportunity to sit down and ask 'How are we going?', with the aim being to celebrate what has happened and has worked well, identify and understand what is to be worked on in the coming year. It also provides an opportunity talk more intentionally about vocational development opportunities and plans and to talk about pastor and people working together in our local ministry.

This is not a full blown review, rather a quieter conversation with three or four members of the congregational/parish leadership and the pastor.

Further information is available on the LCA website

<https://www.lca.org.au/departments/ministry-support/church-worker-support/ministry-reviews/>



Pastoral Supervision

Each pastor is encouraged to meet regularly with a professional pastoral supervisor. This is a confidential space for the pastor to reflect on his ministry with a suitably qualified profession with the intention of supporting the ongoing health of the pastor's ministry and personal wellbeing.

Calling bodies, congregations or parishes are asked to fund this, up to \$550 per year and the pastor is also expected to contribute to this.

Further information is available in the Church Worker Support Resources in the LCA Portal with additional information accessible in the LCA NZ Learning Hub (via the Employment and Service Matters stream)



CHAPLAINCY SERVICES

“Where is God now?”

This is a common question when we suddenly find ourselves or a loved one extremely vulnerable due to an accident, illness or legal ruling which places us or our loved one in hospital or prison. It is also a common question when we are faced with an external disaster in our community, such as fires or floods.



During these dark times of personal, family or community crises, remember that you don't have to suffer alone.

The LCA SA-NT District continues to coordinate Lutheran pastors and recruit, resource, coordinate and support volunteer lay-chaplains and spiritual care visitors for hospital, prison and disaster and recovery ministries.

Our ordained and lay chaplains and spiritual care visitors keep working hard to be available to listen deeply to you or your loved one's questions and fears in a crisis. They will also remind you of God's loving presence in Christ while being at your side in person or on the phone (e.g. due to a government health directive).

If you or a loved one is in a crisis in hospital or in prison and are unable to find a local Lutheran pastor or lay-chaplain for support, or if you would like to consider becoming a volunteer Lutheran chaplain in a hospital, prison or disaster and recovery ministry, please contact Chaplain Heidi Smith at the District Office.

Disability Inclusion

Including people from all walks of life in our church is important for everyone, especially for people who may have disabilities. Disabilities can take on so many forms and often it is not something that we can see. Some of the more common disabilities that we interact with in the community include autism, intellectual disability, blindness, deafness, aged-related mobility issues, cerebral palsy, and down syndrome just to name a few.

There are many ways in which we can assist people to feel included in our churches. Some of these include:

- Clearly marked car parking spaces
- Removal of steps, especially tiny step ups that are not always easy to see
- Installation of ramps and handrails
- Keeping external doors open before and after worship to allow ease of access
- Removing obstacles in walkways and corridors
- Ease of access in the worship space and when using toilets and other spaces
- Ask people to assist in worship who have a disability
- PowerPoint displays that are easy to read with clear bold fonts, or maybe provide a no printed copy of the service for people
- A quiet space that is not totally disconnected from the worship space
- Hearing loop
- Use tables and chairs for morning tea to allow people to sit
- Ask people if they require assistance

This checklist will assist you in assessing the accessibility of your church buildings:

<https://www.cbm.org.au/luke14/inclusion-resources/is-my-church-building-accessible>

MEMBERS NAME BADGES

Many congregations like to provide their members with name badges as a way for people to get to know other people and for people to feel included. Name badges also help people remember the names of other people in their congregation, which is especially useful who have difficulty remembering names.

The LCA Communications Team is able to assist with ordering badges. Details are on their website:

<https://www.lca.org.au/departments/ministry-support/communications/name-badges/>



The District Office uses Badge A Minit as they have a variety of styles available and are based at Norwood.

<https://www.badge-a-minut.com.au/nameidbadges.php>

SAFETY IN OUR CHURCH

EMERGENCIES IN OUR COMMUNITIES

First Aid

All workplaces (churches) are required to have a first aid kit that meets their needs. Churches would be considered to be low risk workplaces and would therefore require a basic first aid kit, but each church will need to consider their first aid requirements and risks. First aid kits should be kept in a prominent, accessible location and be able to be retrieved promptly.



First Aid kits are required to be inspected annually, with out-of-date items discarded and the inventory signed and dated.

Workplaces must ensure that they have someone who is trained in first aid. It is a good idea to ask your congregation who is trained in first aid and holds current qualifications and if they are they willing to be called upon in an emergency.

For further information visit www.safeworkaustralia.gov.au/doc/model-code-practice-first-aid-workplace and <https://www.stjohnsa.com.au/store>

Defibrillator Machines

It's true that more and more workplaces are recognising the importance of defibrillators in their work building. Imagine a member collapsed on the floor, not breathing, the seconds counting down while their brain is starved of oxygen and you standing there watching it all unfold and unable to help. The phone call to their next of kin is something none of us ever want to be faced with. Simply knowing a defibrillator is onsite at the church complex is a comforting thought against the risk of such a disaster.

This is a conversation for your church council – consider adding this as an item on your next church council agenda and consider whether the purchase and installation of a defibrillator machine in your church complex is a worthwhile idea.

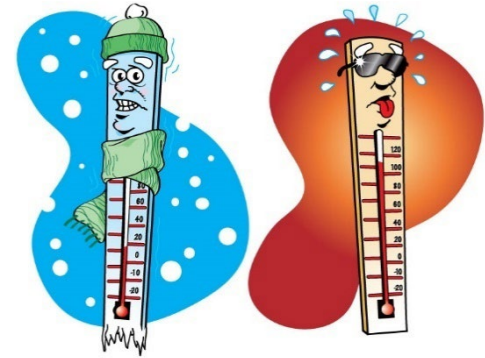
Whilst you might have the defibrillator onsite, does anyone know how to use it? Do you have people trained in first aid? The defibrillator will tell you what do at each stage, but it is nice to have some idea of what you are doing before being put in an emergency situation. St John's and Red Cross both run excellent first aid courses, and if you have a group, they will come to you.

Extreme Weather Policy

During summer, our states can experience lengthy periods of high temperatures. During this time, it is important to think about the following:

- If a meeting is scheduled for a day of extreme heat, is the meeting absolutely necessary? Is there somewhere else it could be held that is cooler? What about people having to travel home in hot cars? Can the meeting be postponed or moved online?
- Do you have aged congregation members who struggle in the heat? Think about checking on them and ensuring they are safe.
- Do you have members with young children? Does your youth group have a policy about meeting in hot weather? Don't forget they struggle in the heat just as much.

At the same time, it is not ideal to hold meetings in cold and wet weather if not absolutely necessary. If your venue does not have appropriate heating, consider moving your meeting to a different site that is better suited.



Emergency Contacts for The Vulnerable

If your congregation has members who live alone or even attend church alone it is a good idea to have a record of their next of kin who can be contacted in the case of an emergency. You will find a template for this on the District's website.

These records should be stored in a safe and secure place in your Church building so that member's privacy is maintained but so that they can be accessed in the event they are needed. Please remember to update these records regularly (at least annually) so that information remains current.

Fire Safety

There are strict laws about fire safety in commercial buildings (all churches and halls are considered commercial buildings). Here are just a few items that need to be checked regularly:

- Smoke Detectors – hard wired and/or battery – do they work? When was the battery last changed?
- Fire Extinguishers and Blankets – these need to be inspected and tagged regularly (and *do people know how to use them?*)
- Emergency Exits – are they clearly sign posted with clear access?
- Is there an evacuation plan and drawing? Has it been tested? (The Sunday School children will love to test this for you)

- Do you have a barbecue and/or gas bottles? Have they been tested recently? Have the hoses been inspected?

Manses must also be regularly checked for fire safety. As the 'landlord' you (the chairperson) have certain responsibilities that must be followed.

- Smoke Detectors – hard wired and/or battery – do they work? When was the battery last changed?
 - As the pastor is a tenant in the house, the smoke detectors must be hard-wired and checked annually
- Fire blankets/extinguishers – if they are in the house they must be maintained
- Heating – does this need to have filters or flus cleaned/checked? Has the gas heater been checked for carbon monoxide leaks to prevent poisoning?
- Barbecues, gas bottles and the hoses on this equipment – are these clean and in good condition?
- Bushfire safety and prevention – does your pastor and his family know what to do? Please remember that many pastors have never lived in a bushfire zone.

Further information can be found at www.mfs.sa.gov.au and www.cfs.sa.gov.au.

Evacuations

Is your congregation located in a high fire risk area? Do you have an evacuation plan for your church building/s? Is it clearly sign-posted? Does your welcome team know what to do in the event of an emergency evacuation? What about your pastor's home – what should he do in an emergency? Do you have aged congregation members who might need assistance at a time like this?



These are all important questions you should consider and ensure that you develop and update your emergency evacuation procedure regularly.

WORK, HEALTH AND SAFETY

Work Health and Safety and Risk Management

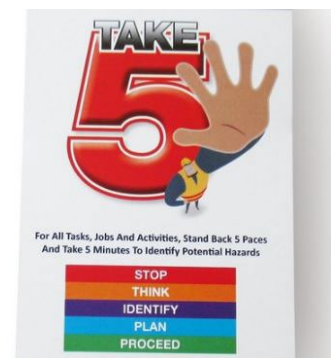
Government legislation states that all people who 'work' in your organisation are 'workers' regardless of whether they are a paid employee or volunteers.

What does this mean for churches?

It means that we need to take the same level of care with our volunteers as we do with our paid employees. Our volunteers are just as important. There are many laws which stipulate the requirements for working safely, particularly when conducting hazardous tasks, but the best law we can apply is 'common sense'.

Think about the 'Take 5' approach:

1. Stop, step back and think:
 - a. Think about the task that you are going to do. How will you do it? What equipment is needed? Who will do it?
2. Identify any risks:
 - a. Is there a risk of falling off a ladder? Is there a risk of electrocution? Is there a risk of asbestos being present?
3. Assess the risks:
 - a. How likely is it that someone could fall from a height - high, medium or low? Do this for all risks you have identified.
4. Make changes:
 - a. Is it safer to hire a scissor lift? Should someone younger climb the ladder? Is there someone to spot for the climber? Should you hire a licensed tradesperson instead of doing it yourself? If you cannot control the risks you must not proceed.
5. Proceed with the job safely:
 - a. Working with those involved in the task, proceed to do the task while reviewing the risks as necessary, particularly if things change. If necessary, go back to step 1 and start again. Better to be safe than sorry.



The above questions are especially important when the church has a working bee.

Please visit the LCA Learning Hub and complete the short WHS Training Course which provides an excellent overview of workplace health and safety responsibilities. There are also a wide of practical resources in the learning hub related to WHS matters – please refer to the earlier section in this book for details on how to access this.

It is recommended that, as part of annual checklist of your church buildings, the church council members do a walk around and look for items that might be hazardous. Check out our WHS calendar [here](#) for ideas on how to break down your WHS requirements into easier to manage topics. Some common things to look for include:

- Tripping hazards
 - Worn through carpet
 - Toys not put away
 - Microphone cables and other sound equipment not stored safely
 - Steps not clearly marked
 - Mats that could be tripped over (particularly for older people)
 - Wet floors
 - Cracked outdoor paths or poorly lit areas in your outdoor spaces
- Falls
 - Children able to climb on balcony railings
 - Unsafe outdoor play equipment
 - Railings in the toilets for the elderly and disabled
- Unstable flower/candle stands
- Heavy equipment not securely stored
- Gas bottles stored correctly
- Chemicals stored correctly and well ventilated
- Lighting – does it all work? Is there an outdoor sensor light so people can come and go from their car safely?
- Is the church office a safe working environment – is the chair right for the person using it? Is the lighting good?

On the agenda of each church council meeting should be the topic of 'Work Health and Safety' – this is to keep it top of people's minds and reminds everyone that it is their responsibility to report an issue, no matter how minor. Do not dismiss this item. Have you asked your congregation members if they have any safety issues with the buildings? Often they will see things you won't, particularly parents.

Don't forget to do the same for the manse as well as any other buildings owned by your congregation.

Safework SA and Safework Australia have lots of information on their websites www.safework.sa.gov.au and www.safeworkaustralia.gov.au.

WHS does not only involve the physical health of 'workers' it also includes their mental health. As organisations we need to be aware of having a zero tolerance to bullying and to be implementing the concepts delivered in the Professional Standards workshops. Remember the Church Worker Support Employee Assistance Program (EAP) is also available to assist employees, volunteers and their families in this area. Please contact the Church Worker Support Department for more information.

Risk Assessments

As the Church Council you have a responsibility to evaluate the safety and potential risks for activities and events that are undertaken within your church. Whilst you may not do the risk assessment yourselves, it is your responsibility to see that they are done.

For events and activities held at your church, the leaders and coordinators must complete a risk assessment which is available on the Safety Management Online (SMO website) at

<https://www.lca.smo.org.au/>. These forms can be adapted for use across all church activities and to your specific congregational needs. It is also important to note that these forms must be kept indefinitely. For forms stored within SMO this will occur automatically, but hardcopy forms will need to be stored somewhere safe but also remain accessible.

If you serve food in your church, ie morning tea after worship or BBQ's you must observe the correct food handling standards. A number of local government websites have information about what is required and how to comply, along with a number of factsheets. For example, <https://www.mit chamcouncil.sa.gov.au/services/health-services/food-safety-information>.

There are a number of free templates available on the internet for risk assessments.

What Should We Do If an Incident Occurs at Our Church?

What is an incident? In a congregation, this could be:

- Someone falling over
- A person burning themselves in the church kitchen
- Getting cut on broken glass
- Electric shock or injury
- Suspicious person loitering on church grounds
- Snakes around church property
- Pastor having a car accident while driving to visit members
- Children falling from play equipment



An incident report form should be completed as soon as possible by anyone who witnessed the event. A separate form should be filled out by each witness. A copy of the form can be found at www.lcainsurance.org.au/resources or on Safety Management Online www.lca.smo.org.au/auth/login.

The completed forms should be lodged with LCA Insurance, with a copy provided to the District Administrator. The LCA has approved an Emergency Response Procedure to be used in the event of:

- A death in your community
- Significant violence
- Outbreak of disease
- Natural disaster (eg Bushfire)
- and many others

Please make yourself, your congregation's Safe Church coordinator and others running events familiar with this procedure and know what to do in an emergency. The full procedure document can be found here: www.lca.org.au/services-resources-training/policies/.

SERVING OUR CHURCH

CHILD SAFETY STANDARDS FOR CONGREGATIONS



The LCA has developed and approved 10 safety standards that relate to how we engage with children. These are modelled upon National Principles for Child-safe Organisations which were created in response to the Royal Commission on Institutional Responses to Child Sexual Abuse. All congregations are required to implement these standards flexibly within their context.

In 2022 all congregations were asked to begin implementation of these Standards by:

1. Completing a child safety self-assessment of the congregation to gain an idea of what was already in place and working effectively and to identify areas for improvement.
2. Developing and submitting to the LCA online a Child Safety Plan which addressed areas in which congregations needed to grow to close any safety gaps.

It is the responsibility of congregational leadership teams (governance) to oversee the self-assessment process and to prepare and endorse the child safety plan.

3. It is also the responsibility of leadership teams to ensure that all actions in the child safety plan are implemented and that this progress is regularly reviewed.



Provision has been made for congregations with no child attendances in the form of a Congregational Assurance which outlines the minimum expectations required in this instance. We encourage chairpersons to discuss this with either the PSD or Child Safety team to confirm if they fit into this category.

It is expected that this process will be repeated in 2024 – it is a biennial process.

Congregational leaderships are requested to stay alert to LCA eNews and PSD eNews for announcements about the timing and process required in 2024. The standards, tools for self-assessing your congregation and creating a Child Safety Plan and a variety of resources designed to assist congregations to meet the standards are available at www.lca.org.au/css.

While the CSS focus specifically on child safety, they provide a solid foundation for maintaining safety for all our people, planning challenging but safe events, and building safe environments. The CSS help to inform guiding principles for safe ministry. Safe ministry is achieved through good leadership and management (including good risk management).

Questions about Child Safety Standards can be sent to css@lca.org.au or psd.sa-nt@lca.org.au.

PROFESSIONAL STANDARDS

The Professional Standards Department (PSD) serves the LCA/NZ by providing education and training relating to matters of behaviour within the Church, and by assisting and providing advice around matters of inappropriate behaviour within the Church. The PSD provides support to congregations as they implement their Safe Church responsibilities, including training and compliance.

The PSD also works with the Child Protection Project Officer, Mary-Ann Carver, to assist congregations in implementing the Child Safety Standards for Congregations.

Safe Church Responsibilities

Congregational governing bodies (e.g., Church Councils) are responsible for creating and maintaining a culture of safety and care in all people, programs and places in their congregation. This means they are responsible for implementing the Child Safety Standards, the Safety Management System, and LCA standards, policies and procedures.

People are inspired by and follow their leaders. So, positive attitudes from key leadership towards safety and care are essential.

Governance might not be able to achieve the above by themselves. It may be necessary to appoint workers (paid and/or volunteer) and distribute the workload. Some congregations have chosen to include coordinator responsibilities into (paid) positions such as the office administrator. The congregation's constitution and the Safety Management System include intentional appointment processes to ensure workers are suitable, safe, well informed, and supported. These processes must be used.

The Safety Management System includes the roles of Safe Church Coordinators (primary and alternate) whose responsibilities include:

- Monitoring and maintaining Safe Church training and background screening records¹ including:
 - updating referee and volunteer application details
 - sending SA WWCCs to the District Team for updating
- Allocating team leaders to teams on SMO
- Mentoring leaders in safety management
- Assessing and approving safety plans for events
- Encouraging, coaching and monitoring safe practice in church events
- Ensuring incidents are reported and recorded
- Ensuring appropriate emergency responses are planned and the LCA Emergency Response Procedure is activated, if needed
- Assisting with feedback and review of activities

Please note that implementing the Child Safety Standards is a task that should remain with governance and preferably not be added to a coordinator's tasks.

¹ Refer section on Working with Children Checks (WWCCs)

Congregations vary in size and available people to fill the above roles. You are encouraged to consider the tasks and allocate them to suitable people who are properly appointed and who are appropriately supported by governance. These people are then responsible to governance.

Large congregations/parishes have lots of people, programs and places to manage. They may need several people working across the tasks. One of these people should be nominated as primary Safe Church Coordinator. Another should take on the role of Alternate Safe Church Coordinator.	Small congregations will have much fewer people, programs and places to manage. They are more likely to have one person working across multiple smaller tasks. The governance team, or a person on that team may need to take on the Safe Church Coordinator tasks.
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The Safe Church Coordinator is the principle point of contact for safe church matters. Unless otherwise notified, it will be assumed that the chairperson will be the primary responsible person and principle point of contact.

Safe Church Training

Safe Church Training reminds us of the LCA's commitment to reflect God's love through the way we interact with each other and those who come into contact with our church. For an overview of the structure of training and an outline of who needs to participate in training please visit www.lca.org.au/safe-church-training.

Training is focussed on leadership, ensuring our leaders are aware of the expectations, standards, policies and procedures that relate to keeping people safe. The LCA history of Safe Place, ChildSafe and Professional Standards training has placed our church in a good place to progress towards implementing the LCA Child Safety Standards (CSS) for congregations. These principles and standards define particular responsibilities for church governance and are already integrated into Safe Church Training.

While a high level of focus remains on keeping children and others in vulnerable circumstances safe, it is important to note that a culture of safety and care must be role-modelled by all leadership for all members. It doesn't only to apply those working directly with children in congregations.

All Safe Church training is valid for 3 years. Refresher training, half the length of initial training, is available for those for have previously completed initial full training in the last 3 years.

Working With Children Type Checks

Working with Children Type Checks (WWCCs) vary between each state and territory. In South Australia these are obtained through the Department of Human Services (DHS).

In the Northern Territory, an Ochre Card is required. These are issued by SAFE NT.

It is important to note that National Police Checks obtained through SAPOL or other checking sites can no longer be used, unless the individual works or volunteers with finances in the congregation. In these cases, LCA policy² recommends that individuals handling money or finances maintain a SAPOL clearance. They are not required to maintain a WWCC, unless they also hold a position which requires one, such as Treasurer or Assistant Treasurer.

WWCCs are not just for those who work or volunteer directly with children in congregations. LCA policy and legislation indicates that anyone in a position of leadership, anyone in a decision-making role or a position of trust (for example anyone who does home visits) must hold a current WWCC.

Please note:

- It is an offense not to hold a check of any kind. Fines apply.
- It is illegal to employ staff or engage volunteers without them having a clearance (they must have a valid clearance prior to starting work).

A working with children check can be used across organisations in South Australia. An Ochre card can be used across organisations in the Northern Territory. This means that in the event that an individual has an existing WWCC or obtains their WWCC through another organisation, the congregation is able to accept this as a valid clearance.

**An SA WWCC cannot be used in the Northern Territory, even for short periods of time. An Ochre Card (or NT WWCC) is required. However, an Ochre Card is acceptable in SA for visiting workers.

When a clearance is obtained, the congregation must advise the LCA SA-NT District Office and provide the following details:

South Australia

- First name
- Middle name (if applicable)
- Surname
- Date of Birth

Northern Territory

- First name
- Surname
- Date of Birth
- Clearance Number

In South Australia if a person with a WWCC ceases to volunteer for a position which requires a WWCC, the congregation is obligated to notify the District Office of this change. This is not required for Ochre Cards.



² Refer SA-NT [Handling of Offerings policy](#)

All congregations are obligated to notify the SA-NT District if they learn or are informed about any allegations made against an individual with a WWCC. This applies across all states and territories in Australia. Fines and legal action from South Australian or Northern Territory Police and the respective state or territory governments may apply for non-compliance in this area.

If you have any questions, please contact the SA-NT District Office on 08 8267 5211 or via psd.sa-nt@lca.org.au.

How Do I Obtain a Working With Children Check?

If you are a volunteer in the church you are able to obtain a WWCC at a reduced cost or free of charge depending on your state or territory. Employees of the church are also able to obtain a WWCC but must either cover the cost themselves or request their employer to cover the application cost. To start the application process please visit www.sant.lca.org.au/departments/psd/.

For those who are involved in financial matters and require a SAPOL clearance (see previous section for who this may apply to), please visit the [SAPOL website](#) to download an application form.



To obtain a SAPOL clearance at no cost, please ask your congregation's VOAN Officer to fill out the required section prior to submitting the completed form to SAPOL.

Safety Management Online

Safety Management Online (SMO) is the online database used by the LCA for compliance matters related to Safe Church and the CSS. SMO is used for:

- Recording appointment and training records
 - This includes background checks, referees, volunteer applications
- Creating and recording teams for congregational programs
- Program planning and risk assessment
 - This includes approving programs once they have been assessed for safety planning, including risk management.
- A library of safety management resources



It can also be used for logging incidents and includes the ability to upload documents. All members who complete Safe Church training are automatically provided with a profile which they can access. Those who complete Level 2 Safe Church training can be provided with increased access to congregation records if applicable.

The LCA Child Protection procedure states that all congregations must use SMO to maintain background checks and monitor compliance records.

If you require more information about SMO or assistance navigating the site, please contact the PSD team at the SA-NT District Office.

VOLUNTEERING IN THE LCA

There are many opportunities for members of the church to volunteer in the LCA in many capacities. God has given us all gifts and talents to share with others. Our churches would not exist without the efforts of our valuable volunteers. Volunteers come in all shapes and sizes, young and old, long term and short term.

If you have thought about giving your time, talents and knowledge to serve the church in a voluntary capacity there are many ways you can do this. The SA-NT District calls for nominations to District Committees and Councils in the lead-up to Convention of Synod every two years. Please prayerfully consider the positions available and either nominate yourself or



someone who you think would be a valuable asset to one of these teams or approach those who you may believe have particular gifts or talents that would suit a committee or group. This can be a great opportunity to learn more about how our church works.

The LCA also calls for nominations to serve in a voluntary capacity prior to the General Convention of Synod, held every three years. Keep an eye out for the positions they seek assistance with and, again, please prayerfully consider nominating for these. From time-to-time voluntary positions are also advertised in the LCA eNews so please watch out for these.

Do you have younger members in your congregation who have particular gifts that could be utilised on your Church Council or another church committee? Remember to encourage your younger members to be involved in church life in this way. Their thoughts and opinions are just as important, but it is also important to foster and encourage this involvement to ensure your councils and committees represent your church well. This can be a great mentoring opportunity for members of your congregation – plus it will complement the contents of their resume!

Young people also have a lot to offer. They often appreciate being asked to volunteer as well as being listened to. You never know what you might learn about the gifts and skills God has given them. Let's ensure we give our younger generation the opportunity to use them in our congregations.

The various departments of the District and Churchwide Offices all run events which need volunteers, so if you are interested in a short term project, please contact either the District Office or Churchwide office. These can include our Conventions of Synod, camps, dinners and other fundraising activities, car park attending for the football and so much more.

Does your congregation have difficulty recruiting volunteers? Many people are reluctant to put their hand up, but when asked if they will assist with something they are more willing to help.

It is also important to remember that if you take on a role, it doesn't have to be for life. Volunteers should state their expected term of service in a role at the outset. By saying 'I will do this for 3 years' when they begin, this helps congregations to acknowledge the availability

of their volunteers and ensures roles are shared throughout the years rather than being the sole responsibility of a single individual.

Your congregation has many volunteers - please do remember to thank them for what they do. Most volunteers just go about their 'jobs' silently and we often forget to thank them.



MISSION IN OUR CHURCH

SUPPORTING DISTRICT MINISTRIES

Bequests

Why Leave A Bequest To LCA SA-NT?

By leaving a bequest to the Lutheran Church of Australia, SA-NT District, you will be supporting the work of the District to continue the ministry of Jesus Christ. Your bequest can provide vital funding to a variety of ministries and causes and help make Christ known to all people throughout our District.

Recent bequests have supported Aboriginal Ministry (AbMinSA), Lutheran Care, Lutheran Disability Services, Deaf Ministry (through the Albert Geisler fund), mission projects, Aged Care Ministry, Lutheran Education and individual congregations. Bequests have also been left to the District direct, to be used at the discretion of District Church Council. These allow the District to various ministries flexibly and as needed.

We understand that leaving a bequest is a sensitive matter. Please be assured of our deepest gratitude and know that you can trust us to use your bequest to make a meaningful, cost-effective impact within our District.

How Do I Make A Bequest?

There are several ways to make a bequest to the Lutheran Church of Australia, SA-NT District. General bequests enable us to direct your funding to areas within the church where it is needed the most. We have no way to predict what our ministry needs will be in ten, twenty, or fifty years' time. General bequests give us the flexibility to support the needs of our District in the future.

Specific bequests allow you to donate to an area of ministry which has had a significant impact upon your life and secure the future of the causes which are close to your heart. Were you a member of a deaf ministry service and want to ensure this ministry is funded for future generations? Perhaps you want to give back to the congregation that supported you through times of personal struggle. Maybe you have a heart for mission, or you are greatly excited by the youth and young adults' ministry rising up through the Church. If you feel God has blessed you with a passion for a certain cause, reflect this in your will through a specific bequest.

To make a **general bequest** to the Lutheran Church of Australia, South Australia-Northern Territory District, the following wording in your will is suggested:

I hereby give the Lutheran Church of Australia, South Australia and Northern Territory District Inc. of 137 Archer Street, North Adelaide, SA _____* (insert details of your gift here) and I direct that the receipt of the Administrator or other proper officer of the Lutheran Church of Australia, South Australia and Northern Territory District Inc. shall be full and sufficient discharge to my trustees.

*(*If your legacy is to benefit any particular fund, institution or ministry through a **specific bequest**, insert the appropriate name at this point as follows: 'for the benefit of ...')*

We recommend that you obtain legal advice when preparing your will.

If you decide to leave a bequest to the District, we appreciate knowing of your intentions so that we can thank you in person, but this notification is not obligatory. Please contact the District Office if you have any questions.

DISCLAIMER:

LCA SA-NT strongly advises that you seek financial advice from a licensed individual before creating or updating your will to ensure that your individual circumstances are met, and the law (applicable at the time) is fulfilled. This information does not constitute legal advice and cannot be relied upon as legal advice of any nature whatsoever.

Please discuss your will/bequest with your family so that they are made aware of your intentions.

GRANTS

District Grants

The District currently has three different grants that congregations/parishes can apply for:

LLL Mission Resources Grant – up to \$5,000 per grant.

LLL Mission Outreach Grant – up to \$25,000 per grant. One only given per year (usually in the lead up to District Convention of Synod)

Music Ministry Fund Grants – up to \$500 per grant.

Blueprint Ministries also has various grants available to support congregations in their ministry to children, families, and youth. These are advertised through e-news and Face.

Tatachilla Fund – grants are available to assist young people attend CLW camps.

First Time Camper – this is a grant from the LLL for campers attending their first CLW camp – details available from Blueprint Ministries.



Details and application forms for all of these grants can be found at www.sant.lca.org.au/departments/mission/mission-grants/. If you would like more information or have questions please email administration.sa-nt@lca.org.au.

LCA Grants

The LCA offers several grants for individuals or congregations each year. Details are advertised via the LCA E-News and on the LCA website. Search for 'grants' in the search bar to find details.

Grants From Other Sources

There are a number of organisations that offer grants that community groups can apply for. Some are more complex than others, but a lot of grant providers do run information sessions and it is worthwhile attending these prior to lodging an application. Have a conversation with the grant provider to see what they are really looking for. Some have a focus on volunteers, community activities, indigenous people, communities or refugees whilst others could assist with building projects.

There are a number of grant providers or organisations that provide training on how to write grant applications. Google these for further information.

The Census data will provide you with statistics about your community that can be useful when writing applications. www.abs.gov.au/census

Suggested sources of grants:

- Local government – eg Council website
- State government - <https://www.grantassist.sa.gov.au/community>
 - Volunteers
 - Equipment
 - Ageing
 - Heritage
- Federal government - <https://www.dss.gov.au/grants/information-for-grant-recipients>
- <http://community.grantready.com.au/>
- <https://www.ourcommunity.com.au/>
- www.fundingcentre.com.au
- <http://www.philanthropy.org.au/seek-funding/how-to-seek-funding/>

COMMUNICATIONS

District Communications

The SA-NT District has several ways we communicate with our members and congregations:



Online Together – This is an online eNews which is published monthly. It is usually sent out on the second Wednesday of each month (except January). Currently we have over 600 regular subscribers to this communication channel.

eNews is a good way to advise subscribers of events, see the latest call information, take note of any monthly prayer points, see LCA job adverts and, of course, it features stories from around the District. We often feature exclusive online stories in our eNews, that have not appeared in *Together* magazine.

It is in this forum that a picture tells a thousand words, because if the picture attracts people to the story they will click and read further. Please send us your photos and stories for inclusion.

Pictured above (L-R): Ivan Christian, Le Brittan, Phil Robinson (MCH Executive Director, Corporate Services). PHOTO COURTESY IVC.

Chaplaincy volunteer Ivan Christian has been recognised for his exceptional efforts and his 'genuine love of people', receiving a Premier's Award for his work at the

Online Together also accepts advertising from congregations and outside sources. Adverts start from \$32 per issue. This can be a very effective way of reaching a wide audience and advertising your church events.

To subscribe to *Online Together* please visit www.lca.org.au/departments/ministry-support/communications/enews/



Together magazine – *Together* is a free magazine, published quarterly in March, June, September and December. Stories can be submitted via email, with the closing date for the next edition listed on page two of the previous issue of the magazine. We welcome your contributions telling us about projects, events and exciting occasions that are coming up or that may have occurred in your church community. Don't forget to send us some good quality photos too - people always like to look at a picture.

Congregations are welcome to receive copies of this magazine at no cost. If your congregation is not currently receiving copies of this magazine or would like to change the amount received, please

advise the District Office.

Together magazine accepts advertising from congregations and outside sources and our Communications Officer can assist you with designing the advert, if required. The prices are very reasonable and are available on our website, or from the District Office. You can view details at www.sant.lca.org.au/news/together-magazine/.

Please let us know if you would like additional copies of *Together* magazine to share when visiting friends or family, or perhaps you have a waiting room in your community that would benefit from a few copies.

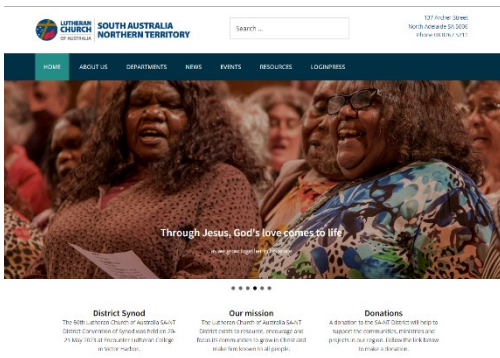


District Facebook page – this is a way of communicating with the general public about the life of the Lutheran Church in our District.

Through this, we as a District are able to share upcoming events and District news, post reminders about our walk with Christ and easily engage with the public.

Most organisations are now on Facebook and social media is a common and effective way to communicate with your audience. The District Facebook page following is continually growing and making contact with non-church people, because people are sharing our posts. We post on a variety of topics to interest a wide range of people.

Visit and 'Like' or 'Follow' our Facebook page at www.facebook.com/lutheranchurchsant/



Website – The District's website is user friendly and engaging. It is regularly updated with information and resources for both congregations and the general public who are looking to learn about our church. Visit www.sant.lca.org.au

Promotional Materials

The District has designed and purchased some promotional items that are available for use by congregations. We have printed tablecloths to fit a 1.8m table, a gazebo for outdoor use, pull-up banners, A-Frame sandwich boards and 'Welcome' banners. We also have signs that can be attached to fences to advertise that you are hosting an event of the LCA SA-NT District. These are ideal for use at community events where you are interacting with members of the community and letting them know there is a Lutheran church in their area.

Please contact the District Office to book these items and arrange collection and return times. More information is available on our website at <https://www.sant.lca.org.au/departments/communications/>

Special church service advertising

The District Office welcomes opportunities to advertise special services and events that may be happening in your congregation. Often the District team will also receive questions about Easter and Christmas services from the public or travellers and it can be very helpful to have this information on-hand. We ask congregations to provide us with details of their planned Christmas and Easter services, including the date, time and venue. We can then include these on the District website and in our communications.

Likewise, if you are celebrating an anniversary or other important event in your congregation or parish please let us know details so that we can acknowledge and advertise this for other people who may be interested in attending. And don't forget to send us those all-important photos after the event!

Submit your stories/ideas & general advertising

To submit a story, suggest a story idea, or to advertise your congregation's upcoming event in one of our publications/digital platforms please contact our *Together* Editor and Communications Coordinator, Jessica Smith, at jessica.smith@lca.org.au or phone (08) 8267 5211.

Submit your stories/ideas & general advertising

To submit a story, suggest a story idea, or to advertise your congregation's upcoming event in one of our publications/digital platforms please contact our *Together* Editor and Communications Coordinator, Jessica Smith, at jessica.smith@lca.org.au or phone (08) 8267 5211.

LCA COMMUNICATIONS

LCA eNews

This is our fastest-growing media across the LCA NZ. Through our overarching LCA eNews, you'll keep up to date with what's going on in your church, including events, services and ministries. As well as informing you, eNews will inspire and encourage you. It's easy to sign up; go to www.lca.org.au/lcaenews-signmeup and follow the prompts.

The Lutheran

The Lutheran is the churchwide magazine of the LCA NZ. It is known for the ways it communicates how the grace of God touches the lives of ordinary people, in good times and in bad. Visit [The Lutheran](http://TheLutheran) website for some sneak previews of the next edition or to subscribe to either the print (\$39) or digital (\$26) versions. You'll receive six editions per year. Gift subscriptions are available too.

Social Media

We use [Facebook](#) and [Instagram](#) to help share our messages. The LCA has a social media policy, as well as guidelines that we use for our own social media pages, at www.lca.org.au/social-media. These are useful resources for congregations learning to navigate in this evolving media space. If you need help setting up a Facebook page for your congregation, please contact the District Office.

Podcasts

Many of you prefer to listen rather than read. We are trialling fortnightly podcasts, which will cover a wide range of issues relevant to congregation leaders and members. You will be able to keep up to date with church news and latest resources while you are on the daily commute, driving the header, or pounding the treadmill. You can find all the podcasts at www.lca.org.au/podcasts. To sign up for alerts whenever we post a new podcast, you'll find a signup link on that page, too.

LCA Logo and Branding

The LCA logo (www.lca.org.au/logo) is like our family crest. It tells the world who we are and whose we are, and it unites us all under one banner. We have developed logos and stationery templates for congregations, as well as approved layouts for signage and bulletins. To read or download the congregation style guide, or to find services to help you with stationery or signage, please visit www.lca.org.au/branding.



Public Responses to Incidents (Media & Community)

Once in a while an incident might occur that could (or does) attract media or community attention. What should you do if that happens? We have a policy and action plan to help you. Please make yourself aware of the policy, which you can find at www.lca.org.au/policies. Contact your District Administrator if an incident of this nature occurs. LCA Communications staff will also provide guidance and support. The general rule of thumb is: don't comment to the media or community until you have spoken with your District Administrator or LCA Communications staff.

Comments? Suggestions?

There's no point having all this media and ways of connecting with you if you don't need them or want them. Please let us know what you value about our services and also what's not important to you. We exist for you, and we want to serve you as well as we possibly can. So, please, do let us know how we can do that better. Write to LCA Communications Manager, Linda Macqueen via linda.macqueen@lca.org.au or on 08 8267 7300.

Copyright

You have a legal and moral responsibility to ensure you are using copyright-protected works with permission and are aware of what works over which your congregation, agency or members could hold copyright. LCA congregations and agencies do not receive any special provisions under the *Australian Copyright Act 1968*, and breaches can cost thousands of dollars. LCA Communications has collated the copyright information you are most likely to need in your congregations and agencies. It is regularly revised and updated. Please visit www.lca.org.au/copyright/.

The reporting of music usage is essential (it is required by law) and should be done regularly. Most congregations/parishes will have a CCLI license. If you are unsure if your license is still current, or if it no longer suits your congregation's needs, please contact the LCA Churchwide Office on (08) 8267 7300 or email admin@lca.org.au.

Similarly, any pictures obtained from the internet to be used during services, in communications or anywhere else in your congregation MUST have their source acknowledged. If you do not do this you are breaching copyright laws.

Big Studio Movie License

The Big Studio Movie License ensures legal coverage for:

- Movies for kid's church
- Movies for youth and youth adults
- Movie clips for sermons
- Movie clips in church news
- Movie nights across all ministries
- Movies for crèche

For more information please visit their website at www.church.bsml.com.au/.

Public Responses to Incidents (Media & Community)

Early February 2021 the General Church Board approved a policy outlining the approach congregations and other LCA agencies should take when incidents occur that might require a response to media or the general community. Please make yourself aware of this policy, which you can find at www.lca.org.au/policies.

Your District Administrator is your first point of call should an incident of this nature occur. LCA Communications staff will also provide guidance and support. The general rule of thumb is: don't comment to the media or community until you have spoken with your District Administrator or LCA Communications staff.

YOUTH AND YOUNG ADULTS IN OUR CHURCH

BLUEPRINT MINISTRIES

The Children, Family, Youth and Young Adult Department of the SA-NT District (also known as Blueprint Ministries) have a wonderful team of dedicated staff and volunteers who organise camps and events for our youth and young adults throughout the year. Details of these are advertised on the District website, the Blueprint website, through Facebook and in our District e-News.

Camping Ministry

These camps are a great way to encourage young people in your community to grow in their faith and understanding of the Gospel, and build connections with other Christians through a fun and engaging program of worship, Bible study and fellowship activities.

Details about upcoming camps can be found at www.blueprintministries.org.au.

We would encourage your congregation to consider sponsoring your younger members to attend one of these camps, either by paying part or all their attendance cost or assisting at the actual camp. If you would like to speak to one of the Blueprint Team about how to support these camps, please phone the District Office.

Don't forget to speak with young people from your congregation who have attended camp after they return and ask them about their experiences. Continue to pray for them that they will develop their relationship with God.



Blueprint Ministries is also encouraging young adults who have recently moved from their homes in rural or interstate areas to gather regularly in Adelaide for times of fellowship and connection. These catch-ups are held once a term and details are advertised on the Blueprint Ministries Facebook page. Please share these among the young people in your congregation and encourage them to attend so that they can connect with fellow Lutherans.

Children And Youth Involvement In Services



Getting young people involved in weekly services can be a wonderful way to utilise their individual gifts and talents to serve God. We encourage you to speak with your younger members about their thoughts, ideas, and skills, and how they can be involved in worship. Some suggestions might be reading the Bible during worship, leading prayers, assisting with the offering collection, operating sound and data equipment and using their musical talents.

Those that attend District youth camps bring back some wonderful ideas and resources that could be included in your worship services. Don't forget to have a conversation with these people after they return from camp so that you can foster their relationship with God and include them in worship life.

And don't forget about the Mainly Music and Sunday School children. Congregation members love to see them involved in worship. We all have fond memories of the songs we sang as children whilst sitting up the front of the church.

Mentoring Youth for Council Positions

With the ageing membership of our church, boards and committees it is important that we think about succession planning with regard to our church councils. Having younger members on your church council engages this age group in your congregation life and can often bring a different perspective to conversations and decisions. They have often have knowledge of modern practices, different skills, experiences and expectations that may bring a new perspective to conversations – we should encourage them to teach us as we guide and mentor them.

Your congregation/parish could consider offering a mentorship to one of your younger congregation members so that they can obtain board qualifications and hands-on experience being on a church council or committee. If you would like to discuss this opportunity further please contact the District Office.

LUTHERAN EDUCATION SOUTH AUSTRALIA, NORTHERN TERRITORY AND WESTERN AUSTRALIA



Lutheran Education South Australia, Northern Territory and Western Australia (LESNW) is a collaborative team enabling, encouraging and supporting our learning communities to be thriving, innovative providers of quality education in a Lutheran context. Responding to God's grace we are committed to:

- Serving
- Building capability
- Providing direction
- Enhancing relationships Learning

... to bring out the 'God colours' in the community (The Message Matthew 5: 14). We are committed to constant improvement in the quality of teaching & learning enabling our communities of hope, nurtured by the promises of God's word, love and forgiveness which empower staff and students to embrace the future with confidence.

Learning Community locations can be found on the LEA website at <http://www.lutheran.edu.au/our-schools/find-a-school-early-childhood-centre/>. You can contact the LESNW office for further information on (08) 8267 5565 or lesnw@lesnw.edu.au Monday to Friday 8.00am to 4.30pm, or visit the website www.lesnw.edu.au.

DIRECTORY

Lutheran Church of Australia, SA-NT District



ABOUT US

The Lutheran Church of Australia, South Australia - Northern Territory District, exists to resource, encourage and focus its communities to grow in Christ and make him known to all people.

Here is just a small part of our team, shared here so you can connect with us and know more about what we do. We believe that every member is a minister and the real heroes are the volunteers who give their time and energy to passionately serving others.

To contact a member of our team use the email addresses provided, or call the District Office on (08) 8267 5211 and ask for the appropriate staff member.

CONTACT THE DISTRICT OFFICE

137 Archer Street, North Adelaide SA, 5006
(08) 8267 5211
administration.sa-nt@lca.org.au
www.sant.lca.org.au



OFFICE OF THE BISHOP

The SA-NT Bishop oversees the SA-NT District, and the office exists to serve its pastors and people. The office also oversees, promotes and supports the services provided by the District departments.



Pastor Andrew Brook - LCA SA-NT Bishop
andrew.brook@lca.org.au

Pastor Adrian Kitson - First Assistant Bishop
adrian.kitson@lca.org.au

Pastor Joel Cramer - Second Assistant Bishop
joel.cramer@lca.org.au

Pastor Stephen Schultz - Assistant Bishop for Mission
stephen.schultz@lca.org.au

CHAPLAINCY

There are several aspects to chaplaincy ministry, including recruiting and supporting chaplains and congregationally-based pastoral visitors as they serve people in hospitals, prisons and the District.



Heidi Smith - Chaplaincy Ministries Coordinator
heidi.smith@lca.org.au

ADMINISTRATION

The administration staff at the District Office are here to serve and support you all with questions ranging from constitutions, policies, finance, work, health and safety, calling a pastor and much more.



Angela Rogers - District Administrator
angela.rogers@lca.org.au

Holly Koning - Administration Assistant
holly.koning@lca.org.au

Vanessa Freislich - Bookkeeper
vanessa.freislich@lca.org.au



DIRECTORY

Lutheran Church of Australia, SA-NT District

OTHER MINISTRIES

Lutheran Education SA, NT and WA
www.lensw.edu.au
(08) 8267 5565

Lutheran Care
www.lccare.org.au
(08) 8269 9333

Lutheran Disability Services
www.ldssa.org.au
(08) 8212 7766

Lutheran Aged Care
See 'Aged Care Facilities' Flyer, or visit
www.sant.lca.org.au/departments/other-ministries

CHILD, FAMILY, YOUTH AND YOUNG ADULT MINISTRY DEPARTMENT

Also known as **Blueprint Ministries**, this department exists to provide opportunities for children, families, youth and young adults, to be supported in their communities, so they grow in and live their faith.



Ian Crambrook - Camping and Events Ministry Coordinator
ian.crambrook@lca.org.au

Jeanette Mann - Team Leader
jeanette.mann@lca.org.au

Joanne Chamberlain - Congregational Coach
joanne.chamberlain@lca.org.au

PROFESSIONAL STANDARDS

This department assists those who engage with our church to care for one another. It coordinates various levels of training and manages complaints.



Dave Biar - PSD Officer
dave.biar@lca.org.au

Holly Koning - PSD Assistant
holly.koning@lca.org.au

COMMUNICATIONS

In the past few years, we have been able to expand in this area, thanks to modern technology. Many of our church members are keeping up with us on our Facebook page, through our monthly eNews, on our website and reading Together magazine.



Jessica Smith - Together Magazine Editor & Communications Coordinator
jessica.smith@lca.org.au

ACRONYMS COMMONLY USED IN THE LCA NZ

LCANZ	Lutheran Church of Australia and New Zealand The Lutheran Church in Australia and New Zealand, which includes all congregations, parishes and Lutheran Church entities. www.lca.org.au
SA-NT	Lutheran Church of Australia, South Australia and Northern Territory District This is the name of the 'district, which includes all congregations and parishes in both the state and territory
AbMinSA	Aboriginal Ministry South Australia A Committee which meets to discuss ministry and mission in Indigenous communities within both South Australia and the Northern Territory
ALC	Australian Lutheran College Provides theological training for pastoral ministry students and for others wishing to undertake theological studies. www.alc.edu.au
ALWS	Australian Lutheran World Service This is the LCA's humanitarian aid organisation which is involved in aid programs in Australia and overseas. ALWS is an agency of the LCA. www.alws.org.au
CFYYAM	Children, Family, Youth & Young Adult Ministry Also known as Blueprint Ministries, this is the department of the District that oversees and organises our District camps and events for the youth and young adults of our District. www.blueprintministries.org.au
CoB	College of Bishops Consists of Bishop of the Church and all District Bishops. Is responsible for the assignment of pastoral ministry graduates.
CoW	Commission on Worship This committee deals with matters concerning worship life of the church and is overseen by CoB. CoW also runs the Worship Planning page on the LCA website and provide many good resources for worship planning. www.lca.org.au/worship/wpp
CSS	Child Safety Standards This is an ongoing project for the LCA to help the church meet regulatory requirements for child safety in churches in Australia.
DCC	District Church Council Each District has a Church Council which transacts the business of its District between District Synods.
DSTO	Doctrinal Statements and Theological Opinions Collection of doctrinal statements of the Church. Available on the LCA website for downloading (in pdf format).
FRM	Finke River Mission The LCA's major mission to Aboriginal people in Central Australia. www.finkerivermission.lca.org.au
GCB	General Church Board The highest governing body of the LCA.
HRS	Human Resource System The payroll department of the LCA NZ. Can assist with leave, fringe benefits, and more. hrs@lca.org.au

- LAMP2** **Lutherans in Australasia Members Portal 2**
This is the online directory used by the LCA for all congregation and personnel details. This is accessed through the portal on the LCA website. LAMP2 is the successor of the original LAMP directory.
- LC** **Lutheran Care**
Lutheran Care provides support to those most vulnerable in our communities. They operate in SA & NT. Services include homelessness, foster care, support, op shops and more. www.lccare.org.au
- LDS** **Lutheran Disability Services**
LDS provide supported independent living, specialised disability accommodation and community participation to clients in South Australia. They are an NDIS provider. www.ldssa.org.au
- LEA** **Lutheran Education Australia**
The National governing body of Lutheran Schools in Australia. Works in close association with District Directors for Lutheran schools in Queensland (LEQ), Victoria/New South Wales/Tasmania (LEVNT) and South Australia/Northern Territory/Western Australia (LESNW). www.lutheran.edu.au
- LESNW** **Lutheran Education SA/NT/WA**
Lutheran Education SA, NT & WA supports learning communities in the three states. www.lesnw.edu.au
- LHG** **Lutheran Homes Group**
Lutheran aged care villages based at Fullarton, Glynde and Hope Valley. They provide residential housing and care services as well as community support facilities. (update link)
- LLL** **Lutheran Laypeople's League Australia**
The financial 'section' of the Lutheran Church. The LLL is an Approved Deposit-taking Institution (ADI) and is an agency of the LCA. www.lll.org.au
- LWA** **Lutheran Women of Australia**
Not a board of the LCA, but the official association for women of the church..
- LWF** **Lutheran World Federation**
The largest association of Lutheran Churches around the world, based in Geneva, Switzerland. The LCA is currently an associate member. www.lutheranworld.org
- PSD** **Professional Standards Department**
The Professional Standards Department oversees training and education of all Lutherans in how to demonstrate and declare God's love to one another by how we conduct ourselves. They have a Professional Standards Officer (PSO) in each District.
- REG** **Regular Electronic Giving**
An electronic method of providing your regular offering to your congregation. www.lca.org.au/departments/ministry-support/finance-administration/reg
- SMO** **Safety Management Online**
The online software and database used by the LCA to maintain training and background check records, as well as provide resources for safety planning and risk management for all programs and events in the LCA. This is applicable to more than programs for children.
- WWCC** **Working with Children Type Check**
The background check required for LCA volunteers. These differ between each state, territory and country.

ENTITIES IN THE LCANZ

This section includes Lutheran entities not mentioned in the previous section.

Aged Care

Aged Care broadly refers to the various aged care services and facilities offered within the SA-NT District. An Aged Care committee is also appointed by SA-NT District Synod to advise in this area across all sites as well as provide advice to DCC.

Church Worker Support Department

A department of the LCANZ which assists employees and volunteers of the church to start well, stay well and finish well in their various roles.

www.lca.org.au/departments/ministry-support/church-worker-support

Churchwide Office

This is the unofficial name of the LCANZ office located at 197 Archer Street North Adelaide.

Constitutions Committee

A SA-NT District Committee, appointed by Synod, who review all constitutions prior to submission to DCC to ensure suitability for adoption and approval.

Frontier School of Mission

Frontier is a mission-focussed training and resourcing ministry of the LCA NSW and ACT District, based across four sites in NSW and the ACT.

Grow Ministries

Grow Ministries is a Churchwide department for children, youth, young adult and family ministry in the LCA.

International Mission

The overseas mission body of the LCA that works in close partnership with numerous churches across Asia.

LCA IT

This is the IT Department for the LCA. Contact them on 08 8267 7380 or via itsupport@lca.org.au

Lutheran Media

Lutheran Media produces radio, TV, internet and print to reach out and engage with people in the community. www.lutheranmedia.org.au

Lutheran Men

The official association for men of the church.

Lutheran Nurses

The official association for nurses in the church.

Lutheran Tract Mission

Based at the LLL office, Lutheran Tract Mission produces Lutheran leaflets, cards, bookmarks and postcards which can be used to share the good news of Christ to others. www.ltm.org.au

GOVERNANCE CALENDAR

January

- Plan Church Calendar for the new year
- Review and update worship services on LAMP2
- Finalise end of year finances and arrange for review or audit
- Update any automatic debits or money transfers if required
- Safe Church Coordinator creates new teams for programs in SMO
- Team Leaders submit programs for approval in SMO
- Safe Church Coordinator approves programs for the coming year
- Review office environment to identify hazards and ensure equipment meets the needs of workers and volunteers
- Arrange replacement equipment or repairs for identified hazards
- Submit proposals for District Convention of Synod to DCC for approval
- Submit nominations for District Councils and Committees to nominations committee via the District Office
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February

- Prepare for AGM (including reports and nominations)
- Appoint delegates for District convention (done every 2 years – this can then be formalised at AGM later if done before AGM is held)
- Submit statistics on LAMP2
- Lodge BAS for October to December period (if operating on quarterly BAS returns)
- Lodge and pay annual GST return
- Assess church signage and arrange for updates or repairs
- Complete CCLI quarterly report (if using a quarterly reporting model)
- Review volunteer and staff compliance for Safe Church, background checks and referees
- Review Child Safety Standards: Standard 1
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March

- Add Easter services as special services to LAMP2
- Advise District Office of Easter Services for SA-NT website and advertising
- Hold AGM
- Submit LAMP2 forms for new position holders
- Email LAMP2 with additional changes to existing position holders
- Synod Delegates register for District convention of synod
- Review and update key register for all church buildings
- Test and tag all electronics
- Half yearly manse inspection (including review of heating and arrange servicing if needed)
- Review Child Safety Standards: Standard 2
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April

- Install new office holders
- Lodge BAS for January to March period (if operating on quarterly BAS returns)
- Complete biennial Child Safety Standards Self-Assessment
- Review church heating, arrange for replacements or servicing as needed
- Staff flu shots (if applicable)
- Review Child Safety Standards: Standard 3
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May

- Delegate to report on District convention of synod to congregation
- Lodge Annual Information Statement with the Australian Charities and Not for Profit Commission (ACNC)
- Review and update emergency contact details for members
- Securely destroy any out of date emergency contact information
- Complete CCLI quarterly report (if using a quarterly reporting model)
- Discuss Child Safety Standards Self-Assessment at Church Council meeting
- Commence work on Child Safety Standards Safety Plan
- Review volunteer and staff compliance for Safe Church, background checks and referees
- Review Child Safety Standards: Standard 4
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June

- Finalise end of year finances and arrange for review or audit (for congregations working with June end of financial year)
- Review Constitution – is this current and does this still work for your congregation?
- Assess and plan for any property maintenance for church, hall, and grounds
- Service first aid kits
- Review Child Safety Standards: Standard 5
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July

- Review building and contents insurance
- Take photos of items and premises for insurance purposes
- Pursue quotes and finalise plans for needed repairs and property maintenance to be undertaken in spring
- Lodge BAS for April to June period (if operating on quarterly BAS returns)
- Submit Child Safety Standards Safety Plan to District Office
- Review Child Safety Standards: Standard 6
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August

- Assess fire safety on premises, including testing for extinguishers
- Update evacuation plans
- Review emergency exit signage and update as needed
- Complete CCLI quarterly report (if using a quarterly reporting model)
- Review volunteer and staff compliance for Safe Church, background checks and referees
- Synod Delegates register for General convention of synod (every 3 years)
- Review Child Safety Standards: Standard 7
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September

- Bushfire plan review
- Half yearly manse inspection (including review of bushfire preparations if needed)
- Clean-up properties to minimise bushfire risks
- Prepare budget for coming year
- Add holiday and important dates to the church calendar for the coming year (eg. Easter, Pentecost etc)
- Review Child Safety Standards: Standard 8
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October

- Staff reviews
- Nominations for councils, committees and district synod delegates (if usually selected at a half yearly meeting)
- Delegate to report on general convention of synod to congregation
- Lodge BAS for July to September period (if operating on quarterly BAS returns)
- Assess church property for hazards (tripping, electrical, chemical, etc)
- Plan for any identified hazards to be fixed or removed
- Review Child Safety Standards: Standard 9
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November

- Add Christmas services as special services to LAMP2
- Advise District Office of Christmas Services for SA-NT website and advertising
- Hold half-yearly meeting (if applicable)
- Advise District Office of planned contribution amount for next year
- Ensure full contribution amount for current year has been paid
- Review items in storage, clean out as needed and remove out of date items
- Ensure stored equipment is stored safely, update storage as needed
- Complete CCLI quarterly report (if using a quarterly reporting model)
- Complete National Church Life Survey (NCLS – every 5 years)
- Review volunteer and staff compliance for Safe Church, background checks and referees
- Review Child Safety Standards: Standard 10
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December

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This edition of the Church CHAT book was updated in August 2023