



Lay Ministry: mission & ministry encouragers

LAY MINISTRY HANDBOOK





The logo for the Board for Lay Ministry features two hands raised in prayer. The hands are in different colours representing lay workers working hand in hand with pastors in ministry. The cross in the palms of the ministry teams' hands emanates from the shape of the church underneath. The curve represents the Holy Spirit moving through the church out into the world.

Lay Ministry: mission & ministry encouragers

LAY MINISTRY

HANDBOOK

This handbook is published by the Board for Lay Ministry (the Board) and contains information about the policies and regulations on the supply, training and service of Lay Workers within the Lutheran Church of Australia. Every effort has been made to ensure the accuracy of the Handbook at the time of printing. Please contact the Director for Lay Ministry for more information.

Staff for Lay Ministry

Director: Nevin Nitschke
nevin.nitschke@lca.org.au



Assistant to the Director: Erika Mills
erika.mills@lca.org.au



Lay Worker Formation Officer: Verena Johnson
verena.johnson@lca.org.au



Lay Worker Formation Officer: Glenn Schultz
glenn.schultz@lca.org.au



Tel: (08) 8267 7300
Fax: (08) 8267 7310
Email: layministry@lca.org.au
Website: www.lca.org.au/layministry
Address: 197 Archer St
North Adelaide SA 5006

Published August 2015

....The Jelly Beans represent the many flavours and varieties of Lay Ministry

CONTENTS

A. INTRODUCTION TO LAY MINISTRY .. p1

vision
 purpose
 definition of a lay worker
 values
 director for lay ministry
 roll of lay workers
 removal from the roll

B. PROCESS OVERVIEW ..p3

checklist when employing a lay worker

APPENDICES

A.1 Application form for LW roll

B.1 Personal details form

B.2 Interview process template

B.3 Interview questions

B.4 Candidate selection matrix

B.5 Reference check questions

1. JOB DESCRIPTION & CLASSIFICATION ..p5

development of a job description
 lay worker position classification
 lay worker position classification levels
 lay worker level 1
 lay worker level 2
 lay worker level 3
 current salary scales
 available on request layministry@lca.org.au

1.1 Position Description

2. EMPLOYMENT AGREEMENT & CONDITIONS ..p9

employers responsibility to the lay worker
 employers responsibility to the church
 long service leave
 superannuation
 workers compensation
 procedure for grievances
 a safe place
 police checks
 standard collection notice
 the privacy act
 leave form
 reimbursement of car travel form
 fringe Benefits

2.1 Employment Agreement

2.2 Leave Form

2.3 Car travel reimbursement

3. VOLUNTEER COVENANT	..p19	3.1 <i>Volunteer covenant template</i> 3.2 <i>Tax implications - Volunteers</i>
4. CALL letter of call calling process transfer policy	..p21	4.1 <i>Transit Insurance Application Form</i>
5. MINISTRY PLAN	..p24	
6. LAY WORKER FORMATION OFFICERS	..p26	
7. ACCREDITATION	..p28	7.1 <i>Application Form</i> 7.2 <i>Personal application</i>
8. TRAINING school of theological studies at Australian Lutheran College (ALC) grassroots training training grants gift identification, personality type	..p30	8.1 <i>Training Grant application</i> 8.3 <i>S.H.A.P.E Spiritual Gifts Identification</i> 8.4 <i>Spiritual Gifts discovery tool</i> 8.5 <i>Personality Profile test</i>
9. PASTORAL CARE of LAY WORKER	. p32	9.1 <i>Mentoring overview</i> 9.2 <i>Mentoring others</i> 9.3 <i>Invitation to be a mentor</i> 9.4 <i>Mentoring Covenant</i> 9.5 <i>Mentoring questions</i> 9.6 <i>Prayer Partners overview</i> 9.7 <i>Support People overview</i> 9.8 <i>Peer Networking overview</i>
10. REVIEWS	..p34	10.1 <i>Personal Review template</i>
11. LAMP	..p36	11.1 <i>Updating LAMP profile</i>
12. LEAVING EMPLOYMENT closure of employment transfer in employment	..p38	12.1 <i>When a Lay Worker leaves</i> 12.2 <i>Exit Interview questions (A)</i> 12.3 <i>Exit interview questions (B)</i>

Lay Ministry: mission & ministry encouragers



Welcome

As a Lay Worker in the Lutheran Church of Australia we embrace you as brothers and sisters in Christ who have answered a calling on your heart to serve God and your church with your gifts and talents.

The first few pages of this handbook look at the who, what and why parts to being involved in Lay Ministry.

Lay Ministry: *mission & ministry encouragers*

To define the role and purpose of Lay Ministry, we use the above title and phrase.

As Lay Workers involved in Lay Ministry, I think of you as “Lay Ministers”...people involved in non-ordained ministry.

Our roles are in both **mission** (connecting people and church with our local community)

& ministry (discipling and supporting people around us) **Encouragers** is intentional. While Lay Workers certainly “do”!, a key role is to develop leadership in others and to encourage all people to enthusiastically take up the call to be God’s people in their community and their church....”where love comes to life”

You may be working in a busy multi-staffed community, an office cubical, in the outback, mallee, hills or at the heart of a city. You may work cross culturally, with children, youth, the aged or the dying... Lay Ministry is as diverse as the people involved in it. For ease of identification we have divided Lay Workers into the following categories:

- School Ministry
- Pastoral Care
- Mission & Outreach
- Camping
- Parish Nursing
- Youth & Young Adult
- Child & Family
- Ministry Support (Administration)
- Chaplaincy
- Worship & Music
- Cultural Specific Ministry

In reality many Lay Workers are working in several categories.

Where ever you are and whatever your role, Welcome to the Lay Ministry community! We want to hear and share your stories and connect you with the dreams and visions of fellow travellers.

Through your mission and ministry, may more people experience Jesus’ love for them and commit to follow Him!

Paid or voluntary, part time or full time, we thank God for you and the difference you make in your community!

Nevin Nitschke

Vision

The Board’s vision is that all congregations and organisations of the LCA will have access to appropriately skilled lay workers to be involved in their ministries, and to equip and empower ministry partners as they build faith within their communities. As the Spirit works through these ministries, more people will experience Jesus’ love for them, and commit to follow Him.

Purpose

The Board for Lay Ministry exists to:

1. promote and nurture lay ministry across the LCA,
2. advise congregations/ church agencies as they seek to better utilise lay people in their ministries,
3. encourage, support and assist lay workers and their employers in their ministries.

To achieve its purpose the Board’s core activities include:

- developing a forward-looking vision and supporting policies
- promoting the role of lay workers
- encouraging and supporting church agencies and their lay workers
- establishing uniform standards for accreditation, mentoring and support, and conditions of employment;

Definition of a Lay Worker

A **lay worker** is a lay person who has been installed into a defined ministry position by a congregation or agency of the LCA. The position may be a paid one, or occupied on a voluntary basis.

Roll of Lay Workers

The Board for Lay Ministry maintains a personal file on each lay worker on the Roll containing personal details, position description, employment agreement, reviews and progress reports, employment history.

To be eligible for inclusion on the roll a lay worker will:

- hold a position that has a written position description including a definition of the ministry, ministry goals, and the responsibilities of the position;
- have signed an employment agreement or a volunteer's covenant agreement;
- have been publicly installed into their position;
- have completed lay worker accreditation requirements, have committed to undertake those requirements or are undertaking ministry related training;
- be a practising member of the LCA (unless exception granted by the District Bishop).

The position of a lay worker shall

- be one involving a level of responsibility determined by the church
- be established by the church, a Board, by a district, a committee of a district, by an agency or auxiliary, or by a congregation or parish, of the church;

The Board will determine if a person is eligible for inclusion on the Roll.

The keeping of personal information shall comply with the current Privacy Act stipulations and the LCA Privacy policy.

Removal from the Roll may occur when the lay worker:

- requests removal;
- is no longer employed as a lay worker in the LCA;
- is doctrinally unsound, professionally incompetent or morally unfit.

Lay Worker Formation Officers

The Lay Worker Formation Officers work as part of the ministry team for the Board for Lay Ministry to:

- provide ongoing support to lay workers from the start of their employment, during the accreditation process and during their ongoing personal, professional and spiritual development.
- case manage each individual lay worker's training, development, accreditation and qualification in consultation with their employer.
- assist the lay worker and employer in ensuring a mentor and other local support networks are identified to offer on-going pastoral care for the lay worker.
- establish district networks that will help lay workers support one another.
- assist with the planning and coordination of the biennial lay workers conference

Communication

A monthly e-news is sent to all Lay Workers across Australia and New Zealand. You can receive a copy of this e-news by subscribing through the LCA website.

Application form to be included on the Roll of Lay Workers: Appendix A.1

Planning

- Need**Decide on the need as a congregation
- Budget**Prepare a budget and look at funding options
- Inform & Consult** your district Bishop
- Contact BLM Director**..for samples of job description, employment agreement and process
- Forward to BLM** a copy of the **draft** job description & **draft** employment agreement
- Advertisement**Prepare and request Lay Ministry office to send it far and wide
- Interview Process Aids**...Appendix: Interview process 1.2, questions 1.3, Selection matrix 1.4, check ref 1.5

Once you have agreed to employ a Lay Worker

- Police check** for Lay Worker (available from Police website)
- Letter of Call**Ask your district office for a Bishop signed Letter of Call
- Welcome letter**with call document and the employment agreement to the Lay Worker
- Notify & send BLM** application to be on Lay Worker roll, personal details form. Appendix 1.1 & 2.1 signed employment agreement and final job description
- BLM sends** you a welcome to Lay Worker information package
- Installation Service**Notify District Bishop and Lay Ministry office of date, time and place
Sample installation services are available by contacting the BLM. layministry@lca.org.au
- LWFO to contact you..** BLM will allocate a formation officer...a support person to the Lay Worker & employer

Once a Lay Worker begins employment

- Induction of Lay Worker**...see induction checklist
- LCA Safe Place requirements**....contact your district
- Support People**Together with Lay Worker, appoint support & prayer people, identify mentor(s)
- Fair Work Information Statement**Print & present to Lay Worker (www.fairwork.gov.au)
- Ministry Plan**Have Lay Worker develop a plan (examples on website)
- Team Meetings** regularly to plan, pray and dream.
- Supervision / Accountability**...Appoint a supervisor to establish regular supervision meetings.
see templates in Appendix
- Review**the role initially after 3 months and then every 6 months.
Review salary and conditions every 12 months. See appendix for templates of procedure

End of Employment

- Notify BLM**...that the Lay Worker is leaving
- Interview**...conduct an exit interview the the Lay Worker (see Appendix)
- Farewell**...the Lay Worker with thanks and celebration for service
- Review Role & Job Description** ...for future employment

CONTACTS:

www.lca.org.au (BLM ...documents and resources)
director.layministry@lca.org.au ph: 08 8267 7300

DISTRICT OFFICES:

NSW 02 9736 2366 NZ 64 4385 2540 Qld 07 3511 4000
SA 08 8267 5211 WA 08 9227 8072 Vic 03 9236 1200

Lay Ministry: mission & ministry encouragers



Development of a Position Description for a Lay Worker

Position Description Commentary

Every congregation has a relatively large proportion of potential ministry workers in their pews who are not actively engaged in any ministry program or activity. Often the same congregation will have a relatively few leaders busily burning themselves out.

If lay workers find themselves still developing and supervising ministry programs, most likely they will be one of these busy leaders; plenty of hard work with little or no harvest – which can lead to frustration and burn out.

God never intended that only a few should serve while the majority looked on. Notice how the Bible doesn't mention some or a few. God speaks of all and each!

Just as our bodies have many parts and each part has a special function, so it is with Christ's body. We are all parts of his one body, and each of us has different work to do. And since we are all one body in Christ, we belong to each other, and each of us needs all the others. (Romans 12:4-5 NLT)

A spiritual gift is given to each of us as a means of helping the entire church (1 Cor 12:7 NLT)

The shift from developing and supervising ministry programs heralds significant change in leadership and ministry structure and unless a lay worker can make this change, their busyness will remain.

The needed leadership change is characterised by a shift from an administration, organisational or maintenance model, to a vision led management model and it involves the recognition and use of two key factors

- God's Purpose Leading – The congregation will need congregational mission and vision statements that reflect God's purpose for His church.
- Handing over authority to others – empowerment not delegation

This shifts the lay workers role from planning and organising ministry activities and programs to intentionally leading, mentoring, supervising, resourcing, and equipping others to do that; and as the ministry grows, showing them how to teach others likewise.

When ministry is structured this way it multiplies and provides smaller and wider spread opportunities for everyone in the congregation to join in. It certainly reduces the lay workers busyness. It therefore, becomes the role of others to organise, and implement intentional (vision led) activities and programs. The lay workers role is to lead, teach, and equip and prepare them to do this, not to do the ministry.

*See template
of a position
description in
Appendix 1.1*

A Position Description needs to have the following:

1. Purpose of the Position (or Ministry Mission Statement)

The position summary needs to have an:

- Activity (what are you wanting to do),
- Target (who to)
- Outcome (what is purpose of the role)

Example: To lead and manage a ministry focussed on young people that is relevant to their world and in which they continually grow in their faith, using their God given gifts for His mission and glory.

- Activity: to lead and manage a ministry..... that is relevant to their world
- Target: young people
- Outcome: they continually grow in their faith, using their God given gifts for His mission and glory.

2. Nature of the Position (or Vision)

In a responsive mission structure it is necessary to identify, build and consolidate network interrelationships. It is a set of statements which describes the nature, requirements and challenge of the total environment in which the position must function, and the organisational freedom to act which has been conferred upon the position. It should describe interrelationships with peers and others within and outside the position.

Example: The prime focus of this position is to recruit, train, equip, prepare and support specific youth ministry team leaders to provide a network of youth ministry teams working together for God's purposes.

The incumbent will be expected to develop an overarching Youth Ministry Plan and to teach other Youth Ministry workers to do likewise for their ministries.

3. Key Responsibilities (or Ministry Strategies)

These describe the key end results of the position, which taken together, go to make up the overall position summary. Key responsibilities infer action. They relate to making something happen and are ongoing requirements of the position. They ideally should be capable of measurement. They should not be restricted by time limitations and should emphasise results as opposed to activities. Typically, responsibilities would include planning, development, training and equipping.

4. Personal Attributes

5. Professional Development

6. **Requirements** e.g. attendance at meetings, police checks, safe place etc.

7. Salary and Conditions

Lay Worker Position Classification Levels

Obligation of Employers to Classify Lay Worker's Positions

Employers must by reference to the criteria listed below and the lay worker position descriptions, classify their lay work positions at the relevant level:

Lay worker Level 1

Lay worker Level 2

Lay worker Level 3

Lay Worker Level 1

Lay workers at this level will be capable of working under supervision to prepare, implement, review and maintain a 6-12 month ministry plan aligned to their position description and to the mission and vision statements of the LCA community being served.

The area for which the lay worker is responsible may be part of a larger, longer-term community strategy. The lay worker will be moving away from activity planning towards 12 month intentional ministry planning that recognises the future need to develop empowered teams, and identifies resources necessary to move in that direction.

Lay workers at this level are responsible and accountable for their own work within established routines, methods and procedures. They are expected to exercise judgment and initiative within the range of the skills and knowledge required of the position. They will have had sufficient experience and/or training to enable them to carry out their assigned duties under general direction, with additional instruction and guidance when moving into new areas or work. They will be able to seek out and enthuse ministry partners (volunteers). However, their leadership skills will still be under development.

With supervision they will be able to arrange a personal professional development program and assist in providing intentional training opportunities for ministry partners.

Prior training and ongoing development

A Level 1 lay worker will generally have a Certificate IV in Christian Ministry and Theology (or equivalent) or have qualified for accreditation as an LCA Lay Worker through a combination of prior studies and ministry-related work experience. Alternatively the lay worker will agree to undertake and complete the necessary training to achieve this. The Lay Worker Formation Officer will work with the lay worker and their employer/supervisor to identify gaps in prior learning and determine an appropriate training plan to resolve these gaps.

Lay Worker Level 2

A Level 2 lay worker is a fully fledged team leader capable of inspiring, resourcing and mentoring teams of ministry partners or other lay workers.

They are expected to have the knowledge, skills and experience required to take responsibility for formulating and achieving shorter-term goals/outcomes within an overarching long-term ministry plan.

They will be capable of exercising initiative, discretion and judgment in carrying out their assigned duties, and will be able to perform specialised or non-routine tasks or features of their role.

They will be able to deliver desired outcomes under broad direction and guidance, with significant day-to-day autonomy.

In some LCA communities Level 2 lay workers may be required to help supervise ministry partners and/or Level 1 lay workers by allocating duties, providing guidance in relation to quality of work, and assisting in their training through personal instruction and demonstration.

Depending on the requirements of the position, responsibilities could include:

- Preparing, reviewing and maintaining a 1 year ministry plan for a key community ministry that intentionally structures, prepares and equips ministries, ministry teams and team leaders for its implementation through empowerment.
- Teaching others to prepare and use ministry plans aligned to their position description and to the mission and vision statements of the LCA community being served.

- Leading and empowering a team that prepares and engages other teams/ team leaders.
- Leading and equipping team members to achieve predetermined goals and create an environment in which developing leaders and their team members can reach their full potential for God’s mission.
- Recruiting Team Leaders to be developed as ministry partners or Level 1 lay workers
- Supervising, mentoring and discipling the above leaders.
- Maintaining a personal professional development program and identifying training needs of others by way of personal and ministry reviews

Prior Training and Ongoing Development

Level 2 lay workers will generally have a Diploma or equivalent qualification or experience that meets the requirements of their particular position plus LCA Lay Worker accreditation. The Lay Worker Formation Officer will work with the lay worker and their employer/supervisor to identify gaps in prior learning and determine an appropriate training plan to resolve these gaps.

Lay Worker Level 3

A Level 3 lay worker will typically have worked or studied in a relevant professional field. Level 3 lay workers will be fully responsible and accountable for their work and self-directed in the application of their knowledge and skills. They will exercise significant professional judgment based on extensive experience and an advanced level of expertise within their area of employment.

They are likely to have qualifications, knowledge and experience that has fitted them to manage significant resources (people and budget) and/or to carry out a pastoral ministry with significant independence and autonomy. They will ensure that their program delivers the desired outcomes, and may answer to a board that meets only once or twice a year.

Depending on their role, they may delegate day-to-day responsibility to staff and or ministry partners under their supervision, in terms of managing workloads, resolving operations problems, monitoring the quality of work produced, and counselling staff for performance and other work related matters. They would be able to train and supervise lay workers in lower Levels by means of personal instruction and demonstration. They would also be able to assist in the delivery of training courses.

Depending on the requirements of the position, responsibilities could include:

- Preparing, reviewing and maintaining a 2-3 year ministry plan for a key community ministry that intentionally structures, prepares and equips ministries, ministry teams and team leaders for its implementation through empowerment.
 - Teaching others to prepare and use ministry plans aligned to their position description and to the mission and vision statements of the LCA community being served.
 - Leading and empowering a team that prepares and engages other teams and team leaders.
 - Leading and equipping team members to achieve predetermined goals and create an environment in which developing leaders and their team members can reach their full potential for God’s mission.
 - Recruiting Team Leaders to be developed as ministry partners or Level 1 & 2 lay workers
 - Supervising, mentoring and discipling the above leaders.
 - Maintaining a personal professional development program and identifying training needs of others by way of personal and ministry reviews
- They may be required to develop ministry policy and procedures for use by other professionals and staff.

Prior Training and Ongoing Professional Development

Level 3 lay workers will generally have a degree or equivalent experience that meets the requirements of their particular position, plus LCA Lay Worker accreditation. The Lay Worker Formation Officer will work with the lay worker and their employer/supervisor to identify gaps in prior learning and determine an appropriate training plan to resolve these gaps.

*For current
salary details
please contact
the BLM:*

08 8267 7300

erika.mills@lca.org.au

Employers' Responsibilities to the Church

A congregation, parish or Board that wishes to employ a lay worker are required to notify their intention to the respective District Bishop and the Director for Lay Ministry before an appointment is made.

The employer shall notify the Director for Lay Ministry of the desire to employ a lay worker and request the Director to visit the employer to network and discuss good employment and ministry practices which include but are not limited to details of salaries and allowances, employment agreements, suggested position descriptions and support structures for the lay worker.

When an appointment has been made the employer shall notify the respective District Bishop and the Director for Lay Ministry of the date of the installation service.

*Sample
employment
Agreement
Appendix 2.1*

Employers' Responsibilities to the Lay Worker

A congregation, parish, district or Board of the Lutheran Church of Australia (LCA) employing a lay worker has the responsibility for setting the terms and conditions of employment in keeping with the relevant requirements of the LCA and ensuring there are appropriate human resource management practices in place, e.g. professional development, review.

The employer shall:

- issue a 'Letter of Call' to the lay worker
- provide the lay worker with an employment agreement
- provide a written position description
- prepare and administer personnel policies and practice
- ensuring lay worker support structures are established and operational

In-Service Training

Lay Workers are encouraged to undergo at least two weeks in two years professional development and in-service training.

District committees shall normally provide in-service training where available.

The Board for Lay Ministry shall conduct a biennial conference for lay workers as part of their in-service training.

The employer shall prepare and administer personnel policies and practices with respect to:

- Position description
- Employment contract
- Salary and allowances
- Superannuation
- Workers compensation
- Annual leave
- Sick leave
- Long service leave
- Parental leave
- Compassionate leave
- Authorised paid/unpaid leave
- Clear lines of accountability
- Regular reviews (at least annually)
- Staff development procedures
- Safe working place
- Privacy policy
- Grievance procedures

The employer shall ensure that staff entitlements are in accordance with policies of the Lutheran Church of Australia and in line with government regulations. The schedule of salaries and allowances can be obtained from the Director for Lay Ministry.

In matters of theology the lay worker shall at all times work under the supervision of the parish pastor, LCA/district committee or district director/Bishop.

In terms of employment, accountability and review of work is the responsibility of the employing body and pastor.

Employment Procedure

The employer shall notify the Director for Lay Ministry of the desire to employ a lay worker and request the Director to visit the employer to network and discuss good employment and ministry practices which include but not limited to details of salaries and allowances, employment agreements, suggested position descriptions and support structures for the lay worker.

The employer shall develop a position description.

The employer must develop an Employment Agreement for the lay worker. Copies of Employment Agreements as well as the current Salaries and Allowances for lay workers can be obtained by contacting the Board for Lay Ministry.

Long Service Leave

The Board for Lay Ministry has established a Long Service Leave Fund for all lay workers who are called/appointed to serve in a congregation, parish, district or Board of the Lutheran Church of Australia. The fund was established on 1st January 1995 and is administered by the Board.

The object of the fund is to make long service leave payments to people employed as lay workers of the LCA. The fund is financed through an annual levy applied to each body employing a lay worker at a rate determined by the Board.

Employers shall provide to the Board all details requested for record keeping and funding determination for each lay worker seeking admission to the fund.

The long service leave levy is to be paid to the Board for Lay Ministry by 31st December each year. A form will be sent to the employer to calculate the required levy.

Long service leave provisions shall be included in the lay worker's conditions of employment.

Long service leave is the responsibility of the employing body - that is, it is not to be deducted from the lay worker's normal earnings.

Long service leave provisions shall be made at the rate of 1.3 week's salary per year.

Lay workers employed full-time are eligible for thirteen (13) weeks long service leave after ten (10) years of continuous service (pro rata for part-time)

Long service leave may be taken after seven (7) years of continuous service on a pro rata basis by a lay worker who resigns or is stood down from lay work prior to ten (10) years of service.

A lay worker who after completing ten (10) years of continuous service, and continues in full time service in any congregation, parish, district or Board of the Lutheran Church of Australia, is entitled to additional long service leave on a pro rata basis.

Everyday occurring after the commencement of a period of long service leave (including public holidays and days on which the worker would not normally have been required to work) will be counted as a day of that leave.

Service is deemed to have commenced on 01/01/1995 with any congregation, parish, district or Board of the Lutheran Church of Australia. Any long service leave entitlements prior to this date are the responsibility of the employer (or previous employer).

Part-time Lay Workers

The amount of long service leave to which the part-time lay worker is entitled shall be on a pro rata basis to that of a full-time lay worker. All other conditions and benefits which apply to a full-time lay worker shall apply to a part-time lay worker.

Portability of Entitlements

Portability of entitlements will be granted to a lay worker transferring from one paid position in the LCA to another paid position in the LCA.

In certain situations the lay worker may be covered under separate long service leave provisions of the employing body, e.g., district director for youth ministry, district welfare officer.

Portability of Entitlements between the LCA and Lutheran Schools

The Board for Lutheran Education and Board for Lay Ministry agree to portability of all long service leave entitlements for staff who move between schools and other positions of employment within the LCA.

When a person moves from employment in the LCA to a school setting, the Board for Lay Ministry or employer responsible for making provision for LSL will pay the school an amount equal to the weeks of entitlement at the church worker salary weekly rate.

When a person moves from a school setting to a position of employment within the LCA, the school will pay the Board for Lay Ministry an amount equal to the weeks of entitlement at the church worker salary weekly rate.

Retrospective Entitlements

There are no entitlements to long service leave payments under the provisions of this fund for services prior to 1st January 1995.

Long service leave entitlements accrued prior to 1st January 1995 are the responsibility of previous employing bodies.

A lay worker whose service is terminated, whether by the employing body or by the lay worker, on completion of seven (7) years or more of continuous service after 1st January 1995 for any reason other than serious misconduct or ecclesiastical discipline, is entitled to pro rata payment on the basis of thirteen (13) weeks long service leave for ten (10) years of service.

A lay worker, who after 1st January 1995, has completed the first or subsequent period of ten (10) years service, and having taken leave in accordance with the conditions hereof, is entitled on termination for any reason other than serious misconduct or ecclesiastical discipline, to pro rata payment on the basis of thirteen (13) weeks long service leave for ten (10) years service.

Payment of eligible pro rata entitlements will be made from the fund as soon as practicable after termination of service or after death to the lay worker or his/her legal representative or legatee. Entitlements will be forfeited if the Director for Lay Ministry does not receive notification of termination within one (1) year of such termination.

Continuity of Service

For long service leave purposes continuity of service is deemed not to be broken by any of the following:

- Termination of service by the employing body of the lay worker for reasons of illness or injury provided that the lay worker is called/appointed to the same or another full-time or at least half-time position within the Lutheran Church of Australia, and has not engaged in any calling on his/her account or as an employee in the intervening period.
- Termination or stand down for any reason not exceeding three (3) months if the lay worker is reinstated by the same employing body.

- Transferring from one paid position in the LCA to another paid position in the LCA within twelve (12) months of termination of the previous service.
- Absence from service for leave granted by the employing body, including study leave, maternity/paternity leave and leave granted for illness and injury.

Notice of any absence of leave granted, termination of services or stand down is to be forwarded to The Director for Lay Ministry.

Continuity of service will be deemed to have been broken when:

- A lay worker has not been employed for a period of twelve (12) months on a full-time or part-time basis from the time of cessation of the previous position.
- A lay worker has been dismissed by the employing body for reason of misconduct or ecclesiastical discipline. In these circumstances, all entitlements to long service leave will be forfeited. (SA Long Service Leave Act 1987 5.4).

Taking Leave

All records relating to long service leave for lay workers shall be kept by the Director for Lay Ministry

Lay workers may take long service leave when their entitlement has reached thirteen (13) weeks. This shall normally be taken within twelve (12) months of becoming eligible for such leave.

The time when long service leave is taken is a matter for agreement between the lay worker and the employing body:

- Normally long service leave is taken at one time.
- By agreement between the lay worker and the employing body, long service leave may be taken in more than one segment with a minimum of four (4) weeks in any one segment.

Payment of Entitlements

Long service leave entitlements shall be calculated on the basis of the average hours worked per week over the previous three years multiplied by the current weekly salary at the time of leave being taken or termination of employment.

Payment to the lay worker or his legal representative in lieu of long service leave will not be made except in the case of termination of service (or death of the lay worker), and provided that the lay worker has been in continuous service for more than seven (7) years.

The payment of long service leave entitlements will be made to the employing body. The amount is to be included on the lay worker's tax group certificate.

Application forms for long service leave entitlements shall be obtained The Director.

Superannuation

Employers are required to make a contribution equivalent to 9.5% of employee ordinary time earnings to a complying superannuation fund on behalf of their lay worker. These contributions are in addition to the salary paid to the lay worker. These payments should be made monthly.

Employers will be aware that the Federal Government's choice of fund legislation became effective from 1 July 2005.

As part of the arrangements for choice you should be aware that not all employees may be eligible for choice so you should take care when providing a choice form to a lay worker.

Employees who are exempt from choice are those whose contributions are required to be paid to a particular fund under any of the following:

- State award or certain State agreement;
- an Australian Workplace agreement;
- a certified agreement under the Workplace Relations Act 1996;
- a certified agreement under the Industrial Relations Act 1988.

Employers need to determine whether Lay workers fall under the above exemption and, if they do not, provide a choice form when they commence employment.

With effect from 1 July 2005 you are also required to have a default fund selected for any new employee who does not advise you which fund contributions should be allocated to.

The preferred default fund for the LCA is the existing Lutheran Super Fund (the LCA Fund). The LCA Fund meets all the requirements of the choice legislation.

Superannuation contributions are in addition to the lay worker's salary, ie, it is not to be deducted from the lay worker's salary.

Additional information on superannuation can be obtained from:

Executive Officer
Lutheran Super
197 Archer Street
North Adelaide SA 5006
Ph: 08 8267 7300 Fax: 08 8267 7310
Email: enquiries@lutheransuper.com.au

or from: Mercer Ph 1800 635 796 (Lutheran Super administrators)

Workers Compensation

Employers must ensure that their lay worker is insured with the respective state workers compensation authority. Contact relevant workers compensation authority in your state.

Procedure for Grievances

Resolution of grievance should in the first instance be handled by the employer on the local level through the appropriate personnel or committee. Advice may be sought from the Board for Lay Ministry.

If the matter cannot be resolved locally, the matter should be referred to the appropriate district Bishop.

For information regarding the procedures of discipline, adjudication and appeals, refer to the Handbook of the LCA, Section X, Disciplines, Adjudication and Appeals.

A Safe Place

Sexual abuse by people in positions of trust has destructive impact on the lives of many people. Such abuse is totally unacceptable to the church and society as a whole.

Those who hold positions of trust in the church are called to guard with great care the trust placed in them. They have an absolute responsibility to avoid all forms of sexual harassment and abuse.

Sexual abuse (which includes any form of harassment or exploitation) occurs when any person in a position of trust uses his or her power in that position to satisfy a sexual need or desire.

Sexual abuse can include physical contact from a person in a position of trust, e.g., pastor, lay worker, teacher or other church worker.

Sexual abuse can also include verbal behaviour initiated by a person in a position of trust when such behaviour sexualises a relationship.

Reporting Abuse: Ring the LCA's toll free number **1800 644 628** or write to:

The Supervisor
PO Box 519
Marden SA 5070
Email: report.abuse@safeplace.lca.org.au

You will be put in touch with a person trained to listen to your confusion, fear or anxiety. That person will acquaint you with the LCA's procedures for dealing with alleged misconduct by any person holding a position of trust within the LCA.

If you suspect that a child has been abused by someone in a position of trust, it is essential that you report such abuse to the local welfare authorities or the police.

The above information has been taken from the booklet '*A Safe Place For All*' and is available from the LCA National Office and all district offices.

Police Checks

The Lutheran Church is committed to providing safe places where all people are cared for, kept safe and protected from harm. The careful selection of people (paid and voluntary) involved in the ministry of the Lutheran Church is integral in ensuring a safe place for all.

It cannot be assumed that all people involved in ministry share this commitment to a 'safe place for all'. The National Safe Place Committee of the LCA has developed a policy for screening people involved in ministry in any way. It encourages districts of the church to be proactive in implementing procedures to obtain police checks for all people involved in ministry with people under the name of the LCA as a key strategy in the screening process.

For the purpose of this policy 'involved ministry' includes people who have regular programmed ministry involvement either paid or voluntary.

A police check reveals any relevant criminal record. This policy has a particular focus on the right of children to experience a safe place free from any danger and calls for a mandate that all people involved in child related ministries undergo a police check.

The policy for police checks is effective as of 1st January 2002. This means that all people commencing their ministry after this date will be required to have a police check. It is expected that all employers of lay workers will put in place a procedure to ensure that police checks are carried out on all lay workers commencing after 1st January 2002.

As legislation may vary between states please check the legal requirements applicable to your state by contacting your district office.

Standard Collection Notice

The church collects personal information, including sensitive information, about you before and during the course of your membership of the church. We may include your contact details in membership lists or other church publications. If you do not agree to this you must advise us immediately.

Some of the information we collect is to satisfy the church's legal obligations, and thereby enable it to discharge its duty of care.

The Privacy Act

The Privacy Amendment Act 2000 (Commonwealth) amends the Privacy Act 1988 to include the regulation of private sector organisations and the systems used by these organisations to handle 'personal information'.

The Act details how businesses and organisations must manage personal information of customers. It regulates what personal information can be kept, in addition to how businesses collect, use, secure and disclose that information.

Individuals will have the right to know **why** an organisation is collecting their personal information, **what** information it holds about them, how it will **use** the information, and who else will **get** the information.

Individuals will also have the right to verify that personal information held by an organisation is accurate and may complain to the Privacy Officer and/or Privacy Commissioner if they think their information is not being handled correctly.

The Privacy Act and the LCA

Under the Privacy Act, a company that is related to another company will be able to share and transfer personal information. However, the related companies must still comply with the National Privacy Principles (NPP) in relation to the shared personal information. This means that **all congregations must comply with the Privacy Act from 21 December 2001, in order that movement of information within the LCA can take place. This is particularly important for movement of membership details and for the release of pastors' details in the call process.**

Information held by the Lutheran Church of Australia

Personal information which is held by the Lutheran Church of Australia includes personal and sensitive information about:

- members of congregations,
- pastors, staff, position applicants, volunteers and contractors.
- Personal and sensitive information may be gathered by way of forms, email, telephone, face to face meetings and interviews.

What is Personal and Sensitive Information?

Personal information is basically information or an opinion that allows someone to identify the individual that the information or opinion is about. Within the Church, *personal information* is likely to be collected on members, employees, volunteers, and Board and committee members. This information could include:

name
address
date of birth and age
country of birth and nationality
telephone numbers and email addresses
details of next of kin
emergency contact numbers

The use of personal information refers to the handling of personal information within an organization including 'the inclusion of information in a publication'.

Sensitive Information is personal information about an individual's race or ethnic origin, political opinions, religious beliefs or affiliations, philosophical beliefs, membership of a professional or trade association, membership of a trade union, sexual preferences, criminal record or health information.

Sensitive information must be treated with additional care. Within the Church, sensitive

information relates to information such as personal crises of members, illnesses, baptismal, wedding and funeral details. This information is to be treated with care. It may be advisable to obtain permission from the appropriate person prior to publishing or announcing information about them in prayer lists, church bulletins and newsletters etc.

Sensitive information is used only for the purpose for which it is provided, unless the disclosure of such information is allowed by law.

Use of Information

The Church uses personal information it collects for the primary purpose for which it is collected, and for secondary purposes reasonably expected to be related to the primary purpose. The information may also be used for purposes for which consent has been gained.

The primary purposes for the collection of information are that:

- the Church may contact people, interact with them, and provide spiritual guidance and support;
- appropriate administrative sections within the Church (Boards and Committees) can be contacted;
- the Church can effectively and efficiently administer its human resources (call processes and reviews).

Information which is collected about volunteers assists the Church to coordinate volunteers and staff and to help it to meet duty of care requirements. Personal information which is obtained in relation to pastors, staff, position applicants, and contractors is used to:

- satisfy legal requirements;
- administer contracts;
- provide insurance cover.

Disclosure of personal information

Personal information may be disclosed to:

- Boards and Committees of the Church;
- congregations;
- recipients of Church publications;
- anyone the provider authorises to receive it
- government departments eg marriage details required by law.

The Privacy Officer

The Privacy Officer will be the Administrator of each District and the LCA Privacy Officer will be the LCA Secretary. This person is the first point of contact in the District or LCA when privacy issues arise. The Privacy Officer is responsible for ensuring the Church's privacy policy and procedures are fully implemented and working effectively.

The duties of the Privacy Officer are to:

- promote the privacy plan to all relevant parties within the Church;
- familiarise members of the Church with the NPP;
- coordinate and implement the privacy policy; and
- ensure a privacy audit is conducted in all bodies within the Church;

Update of Personal Information

The Church endeavours to maintain personal information so that it is kept up-to-date, complete and accurate. A person may update personal information by contacting the body of the Lutheran Church of Australia which holds the information, during office hours.

Complaints Process

The Privacy Officer will:

- identify (and address) any systemic or ongoing compliance problems;
- increase consumer confidence in the organisation's privacy procedures;
- build a good reputation of the organisation; and
- address complaints quickly and effectively.

Any member of the Church who believes their personal information has been inappropriately handled by the Church may lodge a complaint with the Privacy Officer. This complaint must be in written form and clearly identify the circumstances surrounding the alleged inappropriate handling and any remedy sought. There is no prescribed form for this purpose.

If that member is dissatisfied with the handling of the complaint by the Privacy Officer or if, due to the sensitive nature of the complaint, it is inappropriate to submit the complaint to the Privacy Officer in the first instance, the matter may be referred directly to the Privacy Commissioner. The Privacy Commissioner may then investigate the complaint.

The Privacy Commissioner has discretion to instigate an investigation into any interference with privacy even if no complaint has been lodged by any party involved.

The Privacy Commissioner is empowered to order that the Church redress any loss or damages to the aggrieved member. As a legal process, failure to comply with these directions may result in the matter being referred to the Federal Courts.

Although court action may be an end result, the complaints process emphasises a preference to resolution through mediation and conciliation.

Accessing personal information

Members are entitled to access and examine personal information relating to them that is held by the Church. Requests to access personal information must be addressed to the Privacy Officer, or in the local situation, the chairperson of the congregation.

If, upon examination of the personal information, any member identifies information that is inaccurate, incomplete or out-of-date, that member should contact the Privacy Officer with a request that the information be corrected. If the inaccuracy is established, the Church must take reasonable steps to correct and/or update that information.

If the member or the Church disagrees as to the accuracy of the personal information, the member can request that a statement outlining the perceived discrepancies be associated and kept with the relevant information. The Church must take reasonable steps to comply with any such request.

Security of Personal Information

The LCA has put in place measures to protect personal information held by the Church from modification, loss, unauthorised access and misuse or disclosure to unauthorised persons. Personal information is stored in locked filing cabinets and computers require password access.

Training

Staff are trained in the correct methods of dealing with personal information to ensure privacy/confidentiality. Knowledge of this policy is a critical element of that training.

Further Information

If you would like further information about the way the Church manages personal information, please contact the Administrator of your District or the LCA Secretary.

*Leave form
Appendix 2.2*

Leave Form**Reimbursement of car travel form**

*Car travel form
Appendix 2.3*

Fringe Benefits NOTES TO EMPLOYERS

You may be aware that the Lutheran Church of Australia (LCA) is able to provide tax-free fringe benefits to ministers. This is in accordance with an exemption available to churches under the fringe benefits tax (FBT) legislation where fringe benefits are provided principally in respect of pastoral duties or directly-related religious activities.

This exemption is generous as it enables ministers to receive tax-effective remuneration. To ensure that this exemption is not abused, the LCA (like most other church denominations) has developed guidelines in relation to how remuneration arrangements should operate.

The LCA believes that generally lay workers are not eligible for exemption from fringe benefits tax. However, the actual FBT legislation does not state that ordination is a mandatory requirement. This is explained in a taxation ruling known as TR 92/17 which outlines the Taxation Office's interpretation of the FBT legislation:

Lay persons acting in the capacity of a minister of religion or equivalent position may be treated as a minister while acting in that capacity. For example, a lay person may be directed to work in a parish where there is no ordained minister. Provided that the lay person comes within the meaning of 'religious practitioner' and is an employee for FBT purposes, fringe benefits provided to that person are exempt.

As a result of this, it may be possible for some lay workers of the LCA to receive tax-free fringe benefits provided they satisfy the following conditions:

1. The lay worker is a religious practitioner:
2. The fringe benefits are provided to the lay worker, their spouse or the child; and
3. The fringe benefit is provided principally in respect of:
 - a. Spiritual care and/or
 - b. Religious activities.

PROCESS FOR LOOKING AT APPLYING FBT EXEMPTION TO YOUR LAY WORKER

Fringe benefits are optional and can only be applied for if the Lay Worker is working 0.6 FTE or more.

1. Consult with the LCA Director for Lay Ministry.
2. You need to substantiate the following in line with the current Board for Lay Ministry Guidelines:
 - a. Is your lay worker an accredited lay worker of the LCA?
 - b. Has your lay worker a current position description?
 - c. Has your lay worker a current employment agreement?

If you answered yes to all of the above questions proceed with the checklist.

If you answered No to any of the above questions you should seek further advice from the LCA Director for Lay Ministry.

3. Together with your lay worker complete the Fringe Benefits for Lay Workers Checklist to assess whether the conditions of section 57 of the Act have been satisfied.
4. The Fringe Benefits Checklist must be completed and signed by the employer and lay worker.
 - i. The original is to be retained by the employer.
 - ii. A copy is to be given to the lay worker and the Director for Lay Ministry of the LCA.
5. Consult with the LCA National Office for guidelines on applying FBT if you believe based on the information provided that you are entitled to fringe benefits tax exemption.

*For a copy of
the fringe
benefits
form...contact
the BLM office*

REVIEWING THE FBT DOCUMENT

The process for looking at applying FBT exemption to a lay worker must be reviewed if any of the following occur:

1. There are any alterations to the current position description.
2. The lay worker vacates the role and it is taken up by another lay worker.

VOLUNTEER COVENANT

Other
Resources

The BLM acknowledges that more and more people as they retire, serve in smaller and less financial congregations or simply give of their time in service to their Lord and their congregation, will do so as a volunteer or possibly in a position where an honorarium is paid.

We recognise and encourage volunteer Lay Workers across the LCA and where Volunteer Lay Workers are identified the following (as per employed Lay Workers) will apply:

Definition of a Lay Worker

A **lay worker** is a lay person who has been installed into a defined ministry position by a congregation or agency of the LCA. The position may be a paid one, or occupied on a voluntary basis.

Roll of Lay Workers

The Board for Lay Ministry maintains a personal file on each lay worker on the Roll containing: personal details, position description, Volunteer agreement, reviews and progress reports, employment history.

To be eligible for inclusion on the roll a lay worker will:

- hold a position that has a written position description including a definition of the ministry, ministry goals, and the responsibilities of the position;
- have signed an employment agreement or a volunteer's covenant agreement;
- have been publicly installed into their position;
- have completed lay worker accreditation requirements, or have committed to undertake those requirements;
- be a practising member of the LCA (unless exception granted by the District Bishop).

The position of a lay worker shall

- be one involving a level of responsibility determined by the church
- be established by the church, a Board or board of the church, by a district of the church, or a committee of a district, by an auxiliary of the church, or by a congregation or parish of the church;

The Board will determine if a person is eligible for inclusion on the Roll.

The keeping of personal information shall comply with the current Privacy Act stipulations and the LCA Privacy policy.

Payments to Volunteers or Honorariums

When considering whether to reimburse a volunteer or to give them an honorarium will depend on their circumstances. Please refer to Appendix 5.2 for tax implications.

*Tax
implications
for Volunteers
/ Honorariums
Appendix 3.2*

Lay Ministry: mission & ministry encouragers



Letter of Call

The Lutheran Church of Australia (LCA) wishes to affirm lay people in their calling as lay workers since all who work in Lutheran institutions in whatever position contribute to the mission of the LCA as they live out their vocation in their specific appointment.

It is therefore a requirement that a congregation, parish, district or Board employing a lay worker full-time or part-time, issue a 'Call' to the lay worker.

The 'Letter of Call' shall be signed by the chairperson of the congregation, parish or Board and, where a paid position, the respective district Bishop.

The 'Letter of Call' document is available from your respective district office.

Calling Process

Develop an appropriate advertisement. The employer is encouraged to do this in conjunction with the Director for Lay Ministry.

1. Advertise the position

Methods of advertising may include:

internal notice in the parish bulletin

external notices to other parishes

notice in 'The Lutheran'

mass media

Board for Lay Ministry website

The Lay Ministry office can be utilized to circulate the advertisement.

2. Short list the applicants

3. Interview prospective applicants

Selection Panel

The employer shall establish a selection panel to:

- rank applicants against the selection criteria
- undertake a process of short listing the applicants
- conduct interviews
- Assessing Applicants

Assessment of applicants may be based on any of the following:

- a written application and resume
- informal interview (phone/in person)
- formal interview
- Conducting an Interview

The selection panel will predetermine questions which relate to the selection criteria and/or issues arising from the application and resume.

4. Notify unsuccessful applicants immediately

Preferably by telephone, or in person and send them an official letter; thanking them for their application.

5. Notify the successful applicant know by telephone or in person the following:

- Interviewing team believe they are the person God is wanting us to 'Call' to this ministry role
- Explain that they will now be 'Called' to the role.
- The Call document is available at respective district office and needs to be signed by the district Bishop

(Note) Included with the 'Call' document should be the position description and employment agreement and any other information the employer might like to share.

District Offices

NSW

02 9736 2366

NZ

64 4 385 2540

QLD

07 3511 4000

SA

08 8267 5211

VIC

03 9236 1200

WA

08 9227 8072

*Sample
interview
questions*

(see Appendix)

- Mail out the 'Call' document and include position description, employment agreement and any other information the employer might like to share e.g. suggested starting date.
- If they are in a current lay ministry position when being "Called" to this role, encourage the lay worker to let their current employer know.

6. The Lay Worker prayerfully considering the 'Call'

- Give the person up to 2 weeks to make a decision.

(Note) Most will do this quicker as they have been reflecting on this role probably since the advert came out. This is an important part of the process as lay workers often share, when they hand this 'Call' over to God how He either opens or closes the door.

7. If lay worker responds to this 'Call' in the affirmative announce to the congregation.

8. Advising the Board for Lay Ministry and respective District

When the call has been accepted, the employer is to notify the Director for Lay Ministry and the respective District Bishop, of the name of the successful applicant, including:

- any changes to the position originally advertised
- date and time of the installation service

Record Keeping

A copy of the letter of call and all supporting evidence should be kept for five years.

Documentation should be kept in a secure place, in a sealed envelope and marked 'Confidential'. The date of its disposal is to be recorded on the envelope.

This information can also be found on our website:

<http://www.lca.org.au/lay-ministry.html>

Transfers

When a congregation or agency of the LCA employs a Lay Worker (currently employed in the LCA) who will need to shift location as a result of the employment, it is important that the employing body and the Lay Worker consider and discuss the following items:

The employing body

- A contribution by the employing body towards moving costs is recommended at 50% of the direct costs of removal expenses, scaled according to FTE, with a maximum of \$6,000 being contributed to the shifting costs. At least 2 removalist quotes should be gathered by the Lay Worker. (Check with the LCA office as they are to have a preferred removalist in place in the near future)
- Proposed shifting dates, housing arrangements and immediate needs of the Lay Worker and their family upon arrival.
- Set an orientation date early so that the Lay Worker becomes familiar with their new work environment and support person at the start of their employment.
- Provide the Lay Worker with a list of contacts and numbers that takes into account:
 - a local hospital
 - doctors surgery
 - buddy family
 - next door neighbour
 - mechanic
 - gas connection number
 - electricity connection number
 - a trusted baby sitter number etc.
 - contacts that make the Lay Worker feel welcome, safe and cared for)
 - Legal local requirements: Police Checks, green cards, child safe training, Mandatory notification, Ambulance cover, respected local removalists.

How you initially welcome people will say a lot about you as a church community and has a huge impact on how quickly the incoming Lay Worker settles into your community.

The Lay Worker

- Check insurance cover and what is and isn't covered in your shift. The LCA Insurance Fund provides a broad removalist cover at the rate of 1% of the sum insured. Therefore, if the client had \$60,000 of goods insured the premium would be \$600.00 Please note that this cover only applies where a recognised carrier is involved. Complete the application form in this handbook prior to the shift and email it to Graeme Tscharke. (08) 8360 7200 graeme.tscharke@lll.org.au
- Visit a tax agent to explore what tax benefits can be found when transferring between positions in the same system.
- If you are connecting to a new communications provider, the LCA has a group deal with Telstra available through Church resources ph: 1300 248 724 or info@churchresources.com.au
- Notify the Board for Lay Ministry of your shift so we can continue to provide support for you in your new position.

*Transit
Insurance form
Appendix 4.1*

Example Ministry Plan

The Ministry Plan becomes your working document.

*To be read in conjunction with the Position Description. (Related sections are in brackets)
It is important that this plan is worked through with a ministry team of committed people from the congregation.*

Mission Statement *(Purpose of the position)*

To lead, inspire, equip, and empower teams and team leaders to work with our young people and families to grow in their relationship with Jesus and to live a life of Christian witness and service.

Vision Statement *(Nature of the position)*

Through the effective ministry of our young people and families at united in God's purpose and through the power of the Holy Spirit we will see people:

1. coming to know Jesus
2. worshipping Him in all of life
3. experiencing community together
4. growing in maturity in Christ
5. being released for and engaged in ministry
6. living and sharing the good news
7. growing in the Word and in their daily life

Goals (no more than 3-5)

1. To see young people and families serving together intentionally, cooperatively and effectively toward the fulfillment of God's mission
2. To establish and develop a Youth Ministry plan that:
 - Provides intentional environments and pathways for spiritual growth to young people and families
 - Regularly present means for people to discover their spiritual gifts, passions, and personal style for living a life of Christian witness and service
 - Equip and skill young people and families for ministry and mission

Strategies (Key Responsibilities)

What strategies can I put in place to achieve the goals above.

- Develop an effective education process for young people and families
- Identify people who can come and run some programs for young people and families
- Educate young people and families to be mentors to another person

Resourcing Strategies

This may mean getting outside help in certain areas that the incumbent isn't trained in. Accessing resources from the district or other lay workers

Budget

Financial resources could arise out of the following:

- *Strategies listed*
- *Sourcing outside assistance both material and human*
- *Lay workers professional development*

Implementation of the Plan

1. Short term 1-3 months
 - a)
 - b)
 - c)

2. Medium term 1-2 years
 - a)
 - b)
 - c)

3. Long term 5 years
 - a)
 - b)
 - c)

Reviews

1. At least monthly
 - Progress of the above planned strategies – (with supervisor/ministry team)
 - Personal performance of ministry (reflection time with mentor)
 - The mission, vision and goals of this plan

The Board for Lay Ministry employs 2 Lay Worker Formation Officers.



Glenn Schultz



Verena Johnson

Every Lay Worker across Australia and New Zealand is appointed to one of these Formation Officers by Lay Ministry at the start of their employment, when the Board for Lay Ministry is notified, or becomes aware, of a new Lay Worker.

The role of a Lay Worker Formation Officer is to:

1. Support lay workers and their employing groups in the field
2. Encourage and foster good employment practices
3. Assist lay workers in their professional development and accreditation
4. Encourage lay workers to have good support in place
5. Provide pastoral care to lay workers when needed

This is done through phone calls, emails, training days, conferences and personal visits.

The Lay Worker Formation Officers also offer support for building healthy Pastor/Lay Worker/Congregation team structures and support to establish a good base on which to build good ministry and mission attitudes.

Lay Ministry: mission & ministry encouragers



The Lutheran Church of Australia expects that those who serve as lay workers in the LCA are fully equipped to carry out the work they are employed to do. This includes having sufficient theological understanding to uphold and promote the teachings of the LCA.

It is a requirement that people employed as lay workers who are not already accredited, work towards accreditation.

Accreditation as a Lay Worker

The accreditation of lay workers will be based on a blend of theoretical and practical competency-based learning.

The following four **core competencies** make up the requirement for lay worker accreditation:

1. Theological and Spiritual Development
2. Leadership Development
3. Ministry Skills
4. Personal Attributes

1. Theological and Spiritual Development

The ministry of the lay worker must be underpinned by key Lutheran Theological Foundations and understanding relevant to the ministry context, and the ability to apply that knowledge in ministry. Most importantly the lay worker is on a life-long spiritual journey and must demonstrate a personal faith, a lifestyle consistent with the Gospel, and ongoing commitment to spiritual development.

2. Leadership Development

This area includes the ability to develop and mentor others, manage conflict, direct or influence others, work as a team, facilitate ministry teams, engage, inspire and gain others' commitment. For more specific senior lay work positions it may also include strategic thinking and planning, and advanced people and resource management skills.

3. Ministry Skills

Generic ministry skills include: pastoral care, communication and relationship building skills, ministry planning, goal setting, administration, task and project management and other organizational skills. Other skills will need to be developed that are specific to the ministry role being performed, e.g. those related to being a youth worker, a contemporary worship leader, a spiritual life coordinator, a counsellor, a chaplain.

4. Personal Attributes

To be effective in ministry, lay workers need to develop attributes such as; interpersonal sensitivity, self-awareness, ability to show initiative, responsibility and accountability, self and time management, self-confidence, tenacity and resilience. They also need to be able to recognize and seek help in dealing with their own issues and demonstrate ongoing, self-initiated spiritual, ministry and personal development.

Development of individual learning and professional development pathways

Lay Worker Formation Officers work with all lay workers to ensure they meet the core competencies for accreditation. The Lay Worker Formation Officer will work with the lay worker and their employer to identify gaps in prior learning and skills development, and determine an appropriate learning plan to resolve these gaps if they exist. The Lay Worker Formation Officer will be authorised by the Board to:

- Be the first point of contact for lay workers in developing a learning pathway
- Assist lay workers to determine their gifting; including their learning, ministry, spiritual, and vocational pathway.
- Develop a learning plan that reflects the above.

- Facilitate discussions between the lay worker, the employer, the learning providers and others involved in the learning process on an ongoing basis.
- Periodically reviewing the learning plan to determine its ongoing appropriateness.

Other
Resources

Flexible training pathways that combine Vocational Education and Training (VET), Higher Education options and on-the-job training within the lay workers ministry context will be encouraged. Assessment for lay worker accreditation can be based on the demonstration of the four core lay worker competencies rather than academic qualification. Ministry and life experience can be used to demonstrate the four core competencies.

Lifelong learning

Learning shouldn't stop with achievement of the required studies. Continuing professional, personal and spiritual development will be important.

Employer commitment to lay worker development

It is the responsibility of the employing body to ensure that lay workers are properly equipped for the area in which they serve.

It will be important for employers to demonstrate their commitment to their lay worker and their development by:

- engaging the Board in the determination of the most appropriate learning pathway
- making time available to undertake development as part of their lay worker's paid role
- providing regular ongoing support and feedback
- establishing clear goals and parameters for their lay worker's role

Qualifications

Successfully completing a qualification at Australian Lutheran College in the Certificate IV in Christian Ministry and Theology (10433NAT)*, or equivalent, would lead to the lay worker being eligible to apply for accreditation.

The lay workers role classification might require a qualification which is over and above the Certificate level. Lay workers will be encouraged to consider a qualification or equivalent that meets the requirements of the position.

The lay worker will be required to have or obtain (depending on State employed in):

1. A police check/ Blue Card/ Working with children check
2. Safe Place and Child Safe Training to appropriate level or Church Safe/ PSD training
3. Conflict Coaching/ Peacewise Training
4. First aid certificate.
5. Mandatory reporting (SA)

Applying for Accreditation

A lay worker will be eligible to apply for accreditation after they have met the core competencies required for accreditation. They are also required to have worked through the core competencies with a Lay Worker Formation Officer. If the lay worker is considered suitable for accreditation, they will be encouraged to make application for accreditation to the Board.

The Board shall support the training of lay workers through Australian Lutheran College (ALC) and other approved institutions. The Director for Lay Ministry shall liaise with ALC in regard to curricula and the Board will review annually the appropriateness for education and training requirements for lay workers.

Application for accreditation shall be made to the Director for Lay Ministry on the form obtained from the director's office.

When accreditation is granted the Board shall issue a certificate of Accreditation.

**ALC is a partner in the Australian College of Ministries training network*

(RTO # 90965)



Accreditation application form:

....as a congregation Appendix 7.1

....as a Lay Worker Appendix 7.2

Training can be done through a wide variety of agencies across Australia.

School of Theological Studies at Australian Lutheran College (ALC)

Through the School of Theological Studies, ALC offers a range of both vocational education and higher education courses suitable for lay worker training. ALC's vocational education & training units are based on nationally endorsed competencies, and are an ideal way to deepen your faith and learn practical skills for ministry. Modes of delivery include on-line units, on-campus classes, intensive workshops and group studies. ALC is able to formally recognize your life experiences and previous study achievements, and affirm your skills already gained in relation to the study level you are completing.

Go to www.alc.edu.au for more information or contact the School of Theological Studies: sts@alc.edu.au

Grassroots Training

Who is Grassroots Training?

Grassroots Training is a ministry of Australian Lutheran College (ALC) that connects with everyday people of the LCA and beyond through:

- **Workshop and Seminar Delivery** - we deliver practical training and equipping in your local area.
- **Resource Development** - we have written four group studies that can be undertaken by a local community, in your community from an Australian viewpoint.
- **Advocacy for the 'everyday' Christian Person** - all the training options, equipping opportunities and programs we develop are focused upon and viewed through the lens of the everyday Christian who has the regular life pressures that all Australians feel. We don't shy away from this, but rather see our role as to advocate for the appropriate training and equipping needs from the perspective of the everyday Christian.
- **Personal Development Seminars** - we can customise training for churches, schools, ministries and people of the church to suit your specific context. We sit down with you and gain a clear understanding of your needs so that the equipping you receive is just what you expected. We can be flexible in this area and love a challenge!
- **Conversation Starters and Participants** - we bring people together and explore topics of relevance both within the Lutheran church community and across denominations. We will be a ministry that listens as much as it speaks and is willing to partner with people in seeing their projects and dreams released.
- **Ministry Planning** - when invited, we come to your location and local context to help evaluate your ministry, engage your strengths and work with you on building these to maximise your impact and influence in your community for God and the advancement of His Kingdom.

Grassroots Training is evolving every day to meet the needs of the people who want to impact their community for Christ and to meet the ever changing needs and challenges faced by the people of today's church.

If you would like to join us in shaping and being part of the future of Grassroots, host a workshop or seek out with your leadership what training needs you have then contact us. We are here to assist you as you play your part in God's mission as *everyday people for everyday ministry*.

For more information, check out our website:
www.grassroots.edu.au
or email
Grassroots Training
admin@grassroots.edu.au

Training Grants

Purpose

The purposes of a Training Grant is to equip, resource and empower lay workers to achieve accreditation status within the Lutheran Church of Australia, through courses conducted by Australian Lutheran College, Grassroots Training or other Christian institutions so that through this, the people they interact with may know and follow Jesus and live a life of Christian witness and service.

Training Grants are available for the purpose of

1. Achieving Accreditation Status

The recipients:

- Will be listed as a lay worker on the Board for Lay Ministry register.
- Will exhibit a strong desire to remain in a paid ministry position within the Lutheran Church of Australia.
- Will exhibit an ability for the work in which they are engaged.

Value of each grant:

The value of each grant will be one third of the cost of the course or as determined by the Board for the lay worker to achieve accreditation status. The grant will be made on the understanding that the other two thirds are to be paid by the lay worker and/or the employer.

2. Professional development of Accredited Lay Workers

In recognizing the growing number of accredited lay workers, and in order to support their professional development, accredited lay workers will be able to access Training Grants.

The recipients:

- Will be listed as an accredited lay worker on the Board for Lay Ministry register.
- Will exhibit a strong desire to remain in a paid ministry position within the Lutheran Church of Australia.
- Will exhibit an ability for the work in which they are engaged.
- Will demonstrate that the course, conference or training event will significantly improve their ability to work in their current ministry.

Value of each grant:

The annual amount allocated for the purposes of training grants is at the discretion of the Board. *The maximum grant is \$600 per lay worker.*

Administration of the Training Grants

The Director for Lay Ministry will be responsible for administering the fund within the rules and subject to availability of funding.

Gift identification and Personality types

Activities designed to highlight personal gifts and personality types can be found in the Appendices.

Pastoral Care of a Lay Worker

In the pastoral care of lay workers, the following areas should be addressed:
 identity formation pastoral work spirituality

Identity Formation

There is a need to ensure that new lay workers make a smooth transition from their former parish/employer/profession to lay ministry. This transition may be complicated by other transitions being made at the same time, e.g., from single to married, from spouse to parent, from dependent to bread winner.

The focus needs to be on holistic development of the lay worker: physically, mentally, emotionally, socially and spiritually.

Three internal issues may impede this development.

- inappropriate use of anger or the inability to deal with conflict
- inappropriate handling of one’s sexuality
- inappropriate dependency; inability to say ‘no’ or an exaggerated need to be liked.

The role of lay workers in relation to that of pastors needs to be clearly understood. The ideal is a team ministry where lay workers are involved in a ministry for which the congregation, LCA/district committee or district director/Bishop is finally accountable. Coping with unrealistic expectations of the employer may also need to be addressed.

Pastoral Work

It is important that lay workers use their time so that there is a good balance between contact with people and personal preparation. Administration and organisational functions are important in furthering person-centred ministry, but they should never be so time consuming that they allow an escape from people.

Discussion needs to take place with the lay worker to ensure that the lay worker’s God-given talents are encouraged and developed.

The employer needs to ensure that undue demands are not placed on the lay worker so that inadequate time is available for personal work and study. Time considerations relating to family and personal health are also important issues to take into account.

Spirituality

The employing body should ensure that the lay worker’s faith in the living Christ is nourished. When Christ is a living reality in the life of the lay worker, changing situations will provide opportunities for ministry. Personal study of Scripture and private prayer are a foundation for the development of spirituality of the lay worker.

Lay Worker Support Structures

The range of relationships that the Board for Lay Ministry would foster, through the Director, Lay Worker Formation Officer’s and other staff, is illustrated in this diagram:



It is important to have good support structures in place. We strongly advocate four forms of support: Mentors, Prayer Partners, Support Group and Peer Networking. How these operate in practice will vary according to each individual lay workers needs and situation.

Other
Resources

Mentoring

Definition: Mentoring is a deliberate relational transfer of experience in a specific area of life, in which one person empowers another to reach his or her God-given potential.

There are three types of “Intensive” mentors:

1. **Discipler** - A discipler is a more experienced follower who imparts to a believer the knowledge, skills and basics to grow in Christ. Disciplers affect the new believer's character and behaviour.
2. **Spiritual Guide** - A spiritual guide mentor is a mature follower of Christ who shares knowledge and skills related to greater spirituality. Spiritual guides offer accountability and insights for the mentoree's spiritual growth.
3. **Coach** - This mentor knows how to do something well and how to communicate the skill

Prayer Partners

A prayer partner is a Christian friend who will encourage you and walk with you in your walk with God.

There are 4 main goals for a prayer partner

- ...they pray for you on a regular basis
- ...they talk with you on a regular basis to find out how you are going
- ...they pray with you
- ...they regularly ask you spiritual questions.

Support Group

A support group consists of a small team of spiritually mature, prayerful, supportive, caring and open people who are strongly committed to the work of lay ministry and of the lay worker.

Their role is to provide encouragement, prayer, feedback, and practical support to the lay worker and their family. The support team is to be the place where the lay worker feels they can share openly without judgment, and receive feedback that is gentle and encouraging in nature. They meet regularly with the lay worker and their family to hear how

they are going in their ministry role, relationships and in any other matter that the lay worker wants to discuss.

Peer Networking

Peer Networking is bringing together people who are performing similar tasks, roles or ministries to support each other and exchange ideas, goals, challenges. Through sharing each participant can potentially learn new things, discover possible solutions to issues, and be encouraged and encouraging to each other.

*For more
detail on:*

Mentoring
appendix 9.1

*mentoring
others 9.2*

*mentor letter
9.3*

covenant 9.4

*mentor
questions 9.5*

**Prayer
Partners**
appendix 9.6

Support Group
appendix 9.7

**Peer
Networking**
appendix 9.8

Review process for a Lay Worker

The review process is to provide opportunities for the lay worker and their employer to engage in ongoing reflection and to help the lay worker plan for personal development of their ministry in order to serve more effectively. Everyone has different gifts so the process is designed to encourage the lay worker to carry out their work in their most effective way.

Fair review processes

Regular review processes should be used to assist in salary evaluation and advancement. It is critical that this process is fair and supportive, and is seen to be so by all involved. The process allows reflection on short, medium and longer term ministry goals in their ministry plan. Unrealistic expectations should be modified, additional training requirements identified, and clear, achievable goals should be set for the next review.

Mismatch between the employer's expectations and the lay worker's understanding of the role needs to be addressed. If a goal was unclear, or depended on things that were outside the control of the lay worker, then non-achievement of that goal shouldn't count against the lay worker. Ensure God-given strengths of the lay worker are being effectively used in the position and how the lay worker might improve in any area of weakness reducing the effectiveness of their ministry work.

The purpose of review is to:

- provide encouragement to the lay worker in their work
- facilitate dialogue between the lay worker, their employer and ministry teams
- provide a foundation for development and growth of the lay worker
- identify and diagnose potential issues emerging between lay worker and employer
- encourage ongoing self-evaluation on the part of the lay worker and employer.
- determine whether advancement to next pay point in salary is warranted

Advancement to the next pay point on the salary scale

Employers and lay workers will use an annual personal performance review process, to determine the satisfactory achievement of predetermined goals and completion of agreed requirements such as accreditation requirements or specific training that will enhance the individual's ability to undertake their role, as criteria for advancement. If the lay worker is assessed as achieving most of their goals and training requirements in a timely way, and meeting most reasonable expectations of their position, they may be advanced to the next pay point.

If the review process points to significant gaps in achievements and/or the need for further development of the lay worker's skills or knowledge in particular areas, then the salary pay point may remain the same for another year, while the parties work together to revise goals and expectations and address development needs.

Unless a position is re-described and reclassified at the next level, or the incumbent successfully applies for a new position at a higher classification level, a lay worker's salary will not increase beyond the top pay point within their position level.

Key Features

The review will be a regular part of the activities of the employer and be the result of collaborative planning by lay worker and employer

Outcomes

The normal outcomes of the review process will be the identification of the lay workers strengths and areas for development, together with an action plan for improvement. The reporting mechanism by which the review is presented to that person, and discussed with employer is through the review facilitator.

Employers need to be aware that action for the development of the lay worker may have resource implications and they need to budget accordingly. The employer needs to meet regularly for reflection, support and encouragement of the lay worker, so that both parties are aware of any potential areas that need addressing before the review takes place.

*Review form
examples
(appendix ?)*

*Review
Template:
appendix 10.1*

*Supervision
Form:
Appendix 10.2*

Lay Ministry: mission & ministry encouragers



LAMP – Lutherans in Australasia Members Portal

LAMP is a web-based database which provides a secure store for information about LCA people & organisations and a website for church leaders; it is a Members Website and National Database.

It is your responsibility to keep your information up to date in the LAMP system. Keeping LAMP up to date ensures that your information is correct on the LCA website, in the yearbook and makes sure that the wider LCA (District offices etc) have your correct contact details at all times.

Log on

Go to www.lamp.lca.org.au or click on *Login to LAMP* on the LCA Website www.lca.org.au

The Lay Ministry Office also relies on your information being current and up to date on LAMP so that we can communicate with you effectively and gather correct statistics on Lay Workers when planning.

*Updating your
profile in
LAMP
Appendix 11.1*

Lay Ministry: mission & ministry encouragers



Closure of Employment

Closure of employment may occur when a lay worker retires, is not re-employed, or moves on to accept a position in another place.

Some official announcement should be made, appropriate to the community in which the lay worker has served, and with adequate notice.

A Farewell Function should be organized by, and be appropriate for, the community. If it is part of the Worship Service, and the lay worker is on the LCA lay worker roll, then the Farewell Rite page 24 of CHURCH RITES LUTHERAN CHURCH of Australia, with Prayers of Thanksgiving, is appropriate. If part of a school function then choose some other suitable procedure. Members of school (including students) or church community could be invited to take part.

Some written form of acknowledgement that the lay worker can take to the next position or just keep is appropriate. This is not to be seen as a reference but more a personal resume of activities carried out, and specific skills demonstrated. A Book Voucher offers a most suitable and lasting gift for all ages.

An exit/transfer interview is to be conducted for all employees transferring or leaving the organization.

Wherever practicable this interview should be carried out as close to the ceasing date of employment or date of transfer with the organization.

The exit/transfer interview should be conducted by a person nominated by the employee and should not be a member the employee's employing body.

Upon completion a report shall be forwarded to the employing body, pastor and the Director for Lay Ministry.

Employers are also encouraged to use the 'Parish in Transition' papers developed by the 'Board of Support for Pastoral Ministry'.

These papers are available from the Director for Lay Ministry.

Transfer in Employment

Transfer in employment may be in response to a call or an offer of appointment.

Transfer costs shall be negotiated between the employer and the lay worker.

Meeting questions for exit review with Leaders and Lay Worker
Appendix 12.1

Exit interview questions..
Appendix 12.2

Exit questions
Appendix 12.3

Lay Ministry: mission & ministry encouragers



Lay Ministry: mission & ministry encouragers





This form is to be completed by the Employer and forwarded to:

The Director
Board for Lay Ministry
197 Archer Street
North Adelaide SA 5006

Email: director.layministry@lca.org.au



Application to be included on the Roll of Lay Workers

The Board maintains a Roll of all Lay Workers currently installed into a defined ministry position by a congregation or agency of the LCA. The position may be a paid one, or occupied on a voluntary basis.

Prerequisites for listing on the Roll of Lay Workers

Ministry is varied and takes many forms: Chaplaincy, school ministry, church planting, community care, congregation support etc. New Lay Ministry roles may require new approaches and different skills, but generally to be eligible for inclusion on the roll, the Lay Worker and the Employer will be working towards having the following items in place:

- a written position description which includes a definition of the ministry, ministry goals, and the specific responsibilities of the position (to establish clear vision, accountability and purpose)
- a signed employment agreement or a volunteer covenant agreement (to provide fair employment conditions that are transparent)
- a public installation into their position (to publicly affirm the position in the community)
- a commitment to identify and undertake training to further develop skills and / or working towards accreditation (to grow the position and the person in skills and ministry)
- be a practising member of the LCA (unless an exception has been granted by the District Bishop)

PLEASE SEND A COPY OF THE POSITION DESCRIPTION AND THE SIGNED EMPLOYMENT AGREEMENT/VOLUNTEER COVENANT WITH THIS FORM OR AS SOON AS THEY ARE COMPLETED AND SIGNED.

NAME OF LAY WORKER: _____

EMPLOYING BODY: _____

DATE SERVICE COMMENCED: _____ **SALARY LEVEL & PAYPOINT (If applicable):** _____

HOURS EMPLOYED OR VOLUNTEERING: _____

POSITION TITLE: _____

SPECIFIC AREAS OF MINISTRY: _____

RECOMMENDATION OF EMPLOYING BODY:

We, _____, recommend / do not recommend that
(strike out inapplicable)

_____ be included on the Roll of Lay Workers of
the LCA for the following reasons:

SIGNED BY:

Pastor: _____ Supervising Committee: _____

Date: _____

The Office of the Board for Lay Ministry maintains a personal file on each lay worker on the Roll. The file shall contain:

- Personal details
- Position description
- Employment agreement
- Reviews and progress reports
- Employment history

If you have any questions regarding completing this form, contact: layministry@lca.org.au

Standard Collection Notice

1. The Church collects personal information, including sensitive information, about you before and during the course of your membership of the Church.
2. We may include your contact details in membership lists or other Church publications. If you do not agree to this you must advise us immediately.
3. Some of the information we collect is to satisfy the Church's legal obligations, and thereby enable it to discharge its duty of care.



Personal Details Form

Name	
Spouse & children names	
Date of Birth	
Baptised yes / no	Confirmed yes / no Denomination
Current place of worship	

CONTACT DETAILS

Address -Work	
Address – Home	
Postal Address	
Work Phone:	
Home Phone:	
Mobile:	
Email	

POSITION DETAILS

Title	
Name of Employer	
Commencement Date	
Installation Date	
Lay Worker Level	(for those on Lay Worker salary) Classification level.....Paypoint Level.....
Employer Contact	
Pastor/Supervisor	
FTE & Actual hrs worked	
LSL	Yes/No provided by ...(circle) BLM / employer / district / other
Employment Agreement	Yes/No please send us a copy
Volunteer Agreement	Yes/No please send us a copy
Job Description	Yes/No please send us a copy
CURRENT police check/ blue card	Yes/No *Have you sent a copy of your Police check or Blue Card, Safe Place/ Child Safe/PSU training to your District Administrator
CURRENT PSD/Safe Place & Childsafe	Yes/No

EDUCATION

Diplomas/Degrees: _____

List Other Studies Undertaken: _____

SERVICE TO THE CHURCH

Service to Parishes, Congregations, Mission Fields, Institutions, etc.

Parish, Institution and period of service

POSITION DETAILS & "I'D LIKE HELP WITH..."

To help us know how best to support you.....	I have/had (X)	I'd like help with (X)
Current Job description ...		
Signed employment agreement / Volunteer Covenant		
Professional development budget		
LSL		
Installation		
Called		
Induction process		
Review		
Mentors		
Prayer Partners		
Support Group		
Regular meeting with pastor/supervisor		
Ministry Plan (written)		
Training and study plan		
Lay Worker Accreditation		

➤ **Please attach a photo of yourself, when returning via email, that we can use for our office display, BLM presentations and in our enews**

Date completed: _____

Standard Collection Notice

- | |
|--|
| <ol style="list-style-type: none">4. The Church collects personal information, including sensitive information, about you before and during the course of your membership of the Church.5. We may include your contact details in membership lists or other Church publications. If you do not agree to this you must advise us immediately.6. Some of the information we collect is to satisfy the Church's legal obligations, thereby enable it to discharge its duty of care. |
|--|

Example Interview Questions Template

Welcome, thanks for application, brief description of interview process (see interview process template 1.2).

1. Tell us about yourself? *...and then as needed,*
 - a. Why did you leave your last position? *(if relevant)*
 - b. What would you like to be doing five years from now?

Looking for: Relaxing the person so that they perform at their best in the interview, whether they can think efficiently; provide a comprehensive, relevant answer, without rambling! Have them talking about their feelings and mission not about how good they are.
2. What is it about this position that attracted you? *Looking for thorough knowledge of the job and what it requires, as well as the aspects that particularly appeal. The applicant needs to want **this** job, not just a job!*
3. The purpose of the position is “.....” (refer to position description).
What skills do you have that you would bring to this position? *Looking for knowledge and understanding of what the role is about.*
4. How do you perceive that this position will be different from working in any other office?
Looking for: autonomy, self-motivated, able to use initiative, service, relationships, project management
5. One of the key responsibilities is “.....” (refer to position description)
Describe how you would go about this task – you may want to refer to other situations and experiences that involved the organization of an event or function *Looking for how person might involve others what understanding do they have of this responsibility. (You might ask a number of questions about different key responsibilities)*
6. Describe a situation where you were faced with a work task that was unfamiliar. How did you deal with that situation so that the task could be completed successfully? *Looking for: trying to solve problem on own, knowing where to find information, coping with change,*
7. Describe a situation where you had multiple tasks to complete with some tight deadlines. How did you manage this situation? *Looking for: organization skills, setting priorities, communication, consulting*
8. Why should I hire you?
9. Do you have any questions you would like to ask about this job?
10. You have nominated X and Y as referees – do you have any preference who we contact. What was your working relationship with X and Y
11. Thank you for coming, the following is the process we will follow:
 - a. We will let you know of our decision towards the end of August.
 - b. If you are the person we believe God is wanting us to call, we will let you know by telephone
 - c. You will then be issued with a Call. This is signed by Bishop of LCA so that you are being affirmed by the church as well as by the Call from God
 - d. We ask you to prayerfully consider this for a week or so before giving us your decision

Other questions that could be used.

1. What is your understanding of the Purpose of the Position?
2. What strengths do you believe you will bring to the position?
3. Share with us a couple goals that you have for this position based on the position description?
4. How important is being able to use your own initiative in your work? Can you give an example of a way you have done this?
5. What motivates you to do your best work?
6. What do you find most frustrating at work?
7. Do you have an eye for detail? If yes can you explain what you mean by this?
8. Do you consider yourself flexible/adaptable to change? Can you give an example of how you have adapted or initiated change?
9. How would you describe your brainstorming/thinking outside the square/discussion abilities?

10. What questions do you have?

Example Candidate Selection Decision Matrix

<Position>, <Organisation>

- Use your job description as a basis for your candidate selection.
- Make sure your selection factors are based on the competencies you need e.g. communication skills (and the questions you are asking will test how the candidates have demonstrated this in the past).
- You can identify as many selection factors as you like but we suggest no more than 10.
- Keep in mind how important each selection factor is e.g. is it must have or optional, will half the job require this skill or will it only be needed occasionally?
- Once you've held the interview, rate each candidate on each selection factor. The easiest way to do this is to score based on doesn't have the competency (1), partially has the competency (2) or has the competency (3).
- The highest score should be the preferred candidate. It might also be worth considering whether the other candidates would be suitable for the job if the preferred candidate doesn't accept the job.
- Your worksheet should look like this:

Selection factors	<Candidate Name>	<Candidate Name>	<Candidate Name>	<Candidate Name>
1. <i><eg. Communication skills. (Mandatory)></i>				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
TOTAL				
ASSESSMENT				

***Rating:**
Assessment

1 = Does not Satisfy
P = Preferred

2 = Partially Satisfies
S = Suitable

3 = Fully Satisfies
U = Unsuitable

Reference Check ..Example questions

Applicant's Name:

Position Applied For:

Person Contacted:

Position Title:

Working Relationship to Applicant:

Employer:

Telephone:

Email:

I wish to verify some of the information given to us by: (applicant's name) who is being considered for employment at: in the (position title).

Questions to Ask/Probe

1. How long hasbeen employed with you?
2. What wasmain role in this position?
3. How would you describe the quality ofwork?
4. Does use their work time effectively?
5. Is able to work unsupervised?
6. Is a team player and if so in what way has this been demonstrated or does he/she excel by working alone?
7. How well does plan and organise his/her work, and are assignments completed in a timely fashion?
8. If you were to give a task they hadn't done before do they show initiative in looking at options of how to address the task.
9. How will did he/she respond to pressure (eg. from high volume, deadlines, multiple tasks, public
10. What was the amount of supervision required by him/her?
11. How well does get along with other people (eg. clients, co-workers, supervisors)?
12. How did (name) handle conflict? How about pressure? Stress?
13. How does respond to criticism/interpersonal conflict?
14. What are three strongest qualities?
15. What are areas of his/her performance needed improvement?
16. If I described the position we are hiring to you, could you describe how good a fit you thinkwould be for the position?
17. What do you think would bring to this position?
18. Would you re hire if the opportunity arose?

Position Description Template

Purpose of Position

To lead, inspire, equip, and empower teams and team leaders to work with our young people and families to grow in their relationship with Jesus and to live a life of Christian witness and service.

Nature of the Position

The prime focus of this position is to recruit, train, equip, prepare and support specific youth ministry team leaders to provide a network of youth ministry teams working together for God's purposes.

The incumbent will be expected to develop an overarching Youth Ministry Plan and to teach other Youth Ministry workers to do likewise for their ministries.

The lay worker will have the authority to develop and carry out the position, in consultation and in a close working relationship with the pastor and other ministry teams as necessary. The lay worker will be empowered, trusted and free to use their God given gifts to fulfil the vision of this ministry.

A Ministry Team will meet on a regular basis with the lay worker to pray with, give encouragement and support. They will assist in developing a Ministry Plan and together with the lay worker will monitor, reflect, discuss and as necessary modify the Ministry Plan.

The pastor will meet on a regular basis with the lay worker, to pray with, mentor, ensure ongoing clarification of roles, and to work together as a team towards the mission and vision of the congregation.

Regular personal and ministry reviews will take place with the pastor, church council and/or ministry teams.

Key Responsibilities

1. Prayerfully seek out God's purpose, and vision for the ministry.
2. Develop, review, implement and maintain an effective vision led 3 year strategic ministry plan for your ministry in conjunction with a team of ministry people from the congregation. This to be reviewed at least monthly (especially strategies) with a nominated supervisor/mentor.
3. Identify purpose/vision statements for the key supporting ministry areas identified in your strategic ministry plan, and recruit team leaders to develop these ministries.
4. Help your ministry team leaders to develop, review and maintain intentional ministry plans for their respective ministries
5. Empower, encourage and assist your team leaders to develop, regularly review and amend the strategies in their respective ministry plans
6. Identify the resources and areas of training your team leaders need and provide them
7. Teach your team leaders how to teach others to develop intentional ministry plans and use them as empowering tools to multiply your ministry
8. Encourage, mentor and pastorally care for your ministry team leaders on a regular basis.

Personal Attributes – *please don't list all these but use the ones you believe are important for this role.*

For the incumbent to be effective in ministry they need to be able to demonstrate that they possess, or are capable of developing, the following personal attributes, which will be enhanced through training:

Self-awareness, self-confidence and resilience;

Good relationship-building skills;

Empathy and sensitivity towards others;

Ability to work well with others in a team;

Energy, drive, and willingness to take initiative.

Responsibility and accountability

- Strong Christian commitment
- Be a committed practising member of the Lutheran Church of Australia
- Ability to work independently to assess needs and implement actions
- Possess excellent communication skills, with the ability to develop and maintain effective relationships at all levels
- Be reliable, trustworthy and professionally discreet
- Be a 'team oriented' player
- Be proficient in Microsoft Word, Excel, Publisher and Power point
- Have secretarial support experience
- Have experience in office administration
- Work unsupervised
- Be attentive to detail
- Have proven relevant experience and demonstrate strong organisational and management skills
- Be self-motivated and have a high level of competence and initiative

Professional Development

The lay worker will be encouraged to become an accredited lay worker of the LCA (if not yet accredited). To engage in regular professional development/training courses by Australian Lutheran College or other approved organisations, to stimulate knowledge and skills in the ministry of spreading the Gospel of Christ.

Requirements

The lay worker will be required to have or obtain;

1. A police check
2. Current driver's license.
3. Current First aid certificate. (or training following employment)
4. Safe Place training
5. Child Safe Training (to appropriate level)
6. Conflict Coaching/Peacewise Training

Salary and Conditions

The lay worker will be employed under the Lutheran Church of Australia Lay Worker Salary and Conditions guidelines.

EMPLOYMENT AGREEMENT

Parties:

This agreement is made between:

[Insert name of employee] of [Insert home address]

and

[Insert name of Employer] of [Insert address] (hereafter called “the Employer”)

1. Commencement Date

Your commencement date with the Employer is INSERT DATE. This position is permanent and ongoing.

2. Role

Your role is [Insert name or title of role] and you will report to [Insert name of person responsible for supervising the employee].

The terms and conditions of your employment will be governed by the *Social, Community, Home Care and Disabilities Services Industry Award 2010* unless specified otherwise in this Contract. While the Award forms part of the industrial laws governing your employment the terms of the Award are not the terms of this contract of employment.

Your role and pay rate is in accordance with the LCA Lay Worker Salaries and Allowances scale which is in lieu of the classification structure in the Award but has been developed in accordance with the Award

3. Duties and responsibilities

Your duties and responsibilities are detailed in the attached Position Description.

In your role, you may be required to undertake other, additional or varied, functions and responsibilities from time to time. However, your remuneration and other benefits under this agreement will not be altered without your consent (except to the extent that this agreement permits).

4. Hours of work and Time off in lieu

You will be employed on a *[Insert full-time or part-time as applicable]* basis with the average hours to be worked in a week being *[Insert number of hours – should not exceed 38 hours]*.

You may be required to work reasonable additional hours in accordance with the operational requirements of the church and dependent on your availability.

Your annual salary compensates you for all hours worked and includes overtime, all expenses and other allowances set out in any award or industrial instrument that would otherwise be payable to you unless specified elsewhere in this contract. You agree that the employer may set off your salaried remuneration against any claim.

Your agreement in this regard is set down in an Individual Flexibility Agreement which forms Attachment A to this contract of Employment however this agreement is not an incorporated term of this Contract.

Normal working days will be *[Insert those days the employee is expected to work]*.

Attendance at the following meetings and/or other events is also required. *[Insert any specific meetings and/or events]*.

If you are working part time you are entitled to the leave set out below on a pro rata basis.

Notwithstanding the above by mutual agreement, you may agree in conjunction with the employer to be compensated for working in excess of agreed hours by way of time off on the following basis:

- time off for hours worked in excess of agreed hours per week must be taken at ordinary rates within three months of it being accrued and approved.
- accrued time off in lieu must not be greater at any time than the number of hours being employed per week

Time off in lieu of working in excess of the agreed hours per week will be approved at the discretion of management.

5. Remuneration

Your salary for the period of this agreement will be based on the LCA Lay Worker Position Classification and Salary & Allowance documents. Your salary will be at LevelPaypoint and payable in equal instalments on the of each fortnight. A review of salary will be conducted at the end of each year of service.

6. Superannuation

Superannuation contributions will be made into a complying fund of your choice (as defined in the *Choice of Funds Act 2005*) in accordance with the *Superannuation Guarantee (Administration) Act 1992*. If you do not choose a fund the Employer will make contributions on your behalf into the LCA Lutheran Super Fund. Superannuation contributions will be calculated on ordinary time earnings paid to you.

You have the option of making voluntary superannuation contributions.

Employee contributions may be salary sacrificed (i.e. deducted from pre tax salary), however it is recommended that you seek financial advice before salary sacrificing superannuation contributions, to determine if this is the most tax effective method for your situation. Salary sacrifice contributions must be shown as “employer” or “salary sacrifice” contributions when remitted to the superannuation fund.

7. Annual Leave

You will be provided with four (4) weeks of paid annual leave in accordance with the National Employment Standards (NES). Annual leave accrues progressively from the commencement of employment

You will be paid at the rate as detailed in the "Remuneration" clause.

An amount that is the equivalent to an annual leave loading of 17.5% has been incorporated into your annual salary as per your individual flexibility arrangement and you agree that no further annual leave loading is payable

Timing of this leave will be at a time mutually agreed upon, so far as possible. If this is not possible, leave will be taken at such times as the Employer requires.

Leave should be taken in full within twelve (12) months of accrual.

Upon termination, accrued annual leave will be paid to you.

8. Personal/Carer's Leave

You will be entitled to ten (10) days paid personal/carer's leave (including sick leave) in accordance with the National Employment Standards (NES). Personal leave accrues progressively from the commencement of employment. Unused personal/carer's leave will accrue over the period of employment.

Personal/carer's leave can be taken:

- a) Due to illness or injury (sick leave); or
- b) To provide care or support for a member of your immediate family or household who requires care or support due to personal illness or injury, or an unexpected emergency (carer's leave).

Upon termination of employment, no payment will be made to you for accrued personal/carer's leave.

9. In Service Training Leave

You will be allowed up to five (5) days paid leave for each period of twelve months of service for agreed in-service training. You and the Employer will discuss whether it is appropriate to increase this entitlement in those years when the LCA Lay Workers Conference is held.

Unused leave for in service training will not accrue over the period of employment.

10. Compassionate Leave

You will be allowed up to two (2) days paid compassionate leave for each permissible occasion. Compassionate leave will only apply to an illness, injury or death of an immediate family or household member; any other compassionate leave will be at the discretion of the Employer. Unused compassionate leave will not accrue over the period of employment.

11. Long Service Leave

You will become entitled to long service leave after ten (10) years of continuous service. This leave may be taken by mutual agreement on a pro rata basis after seven (7) years of continuous service if employment is terminated by either party, or a full thirteen weeks after ten (10) years of continuous service. Thereafter, you are entitled to 1.3 weeks' long service leave for each subsequent year of continuous service.

Upon termination of employment, any remaining long service leave entitlements shall be paid to you.

12. Parental/Adoption Leave

You may be entitled to Parental Leave in the form of Maternity, Paternity or Adoption Leave as per the National Employment Standards (NES) of the *Fair Work Act 2009* as varied from time to time.

Generally, you are entitled to unpaid Parental Leave of up to twelve (12) months for the birth or adoption of a child. You must have had twelve (12) months continuous service with the Employer prior to proceeding on Parental Leave and if eligible you must comply with certain notice requirements specified in the *Fair Work Act 2009* as amended from time to time.

13. Expense Reimbursement

Expenses necessarily incurred by you as a result of this position will be reimbursed by the Employer upon presentation of sufficient proof of the expense incurred.

Motor vehicle travel required as a result of the position will be reimbursed at the rate per kilometre as per LCA Lay Workers' Salaries and Allowances Schedule. This rate will be reviewed annually.

14. Intellectual Property

Any intellectual property or "know how" developed during the course of your employment as a lay worker with the Lutheran Church of Australia (LCA) will be and remain the property of the LCA. This clause continues to operate after the termination of your employment.

15. Policies and Procedures

You will be required to comply with the Employer's policies and procedures which do not form part of this contract of employment and may be varied by the Employer from time to time.

16. Termination of Agreement

In order to terminate your employment, for any reason other than serious misconduct, the Employer will give you the period of notice specified in the table below:

Period of Service	Period of Notice
1 year or less	1 week
Over 1 year and up to completion of 3 years	2 weeks
Over 3 years and up to the completion of 5 years	3 weeks
Over 5 years of completed service	4 weeks

In addition employees over forty-five (45) years of age at the time of the giving of notice with not less than two (2) years continuous service are entitled to an additional weeks' notice.

17. Notice of Termination by Employee

The notice of termination required to be given by you is the same as that required of the Employer, save and except that there is no requirement on you to give additional notice based on your age.

If you fail to give the notice specified the Employer has the right to withhold monies from what you would have been paid if you had worked out your notice period.

18. Notice of Termination not required

The period of notice in this clause does not apply:

- in the case of dismissal for conduct as stated under 'Grounds for Instant Dismissal'
- to employees on probation;
- to apprentices;
- to employees engaged for a specific period of time or for a specific task or tasks
- to trainees whose employment under a traineeship agreement or an approved traineeship is for a specified period or is, for any other reason, limited to the duration of the agreement;
- to casual employees;
- to pieceworkers;
- to volunteers or non-paid personnel.

19. Grounds for Instant Dismissal

Your employment may be terminated by the Employer without notice or warning if at any time you commit a serious or persistent breach of this agreement or you are guilty of any serious misconduct or wilful neglect in performing your duties. Serious misconduct includes theft, fraud, violence, intentional or knowing breach of Lutheran Church of Australia rules, and serious breaches of occupational health and safety procedures.

You acknowledge that inappropriate behaviour and conduct will not be tolerated and will result in disciplinary action, up to and including termination of employment. You also acknowledge that unsatisfactory performance will result in disciplinary action, up to and including termination of employment.

20. Entire Agreement

This agreement constitutes the entire agreement of the parties about its subject matter and any previous agreements, understandings and negotiations on that subject matter cease to have any effect.

21. Confidential Information

You must keep confidential any confidential or sensitive information you access during the course of your employment and use it solely for the purpose of carrying out the duties and responsibilities of your role.

22. Severance

If a provision of this agreement is void, unenforceable, or illegal, it is severed from this agreement. The remainder of this agreement remains effective and the validity or enforceability of those provisions are not affected. This clause will have no effect if the severance alters the basic nature of this agreement or is contrary to the public policy.

23. Probationary Period

Your employment is subject to a probationary period (whose purpose is to determine our suitability to each other as employer and employee), your employment may be terminated by either of us during the probationary period on giving the other one week’s notice. The probationary period is [*Insert three or six as applicable*] months from the commencement of this agreement. Before this right is exercised by either party, the parties must meet to discuss whether any concerns can be addressed.

[NOTE – This last provision is only applicable where the employee is new to the organisation]

This document details the terms and conditions of your employment and we each indicate our agreement to it by signing this document as indicated below:

SIGNED by [*Insert name of employee*] in the)
presence of:)
)
.....)
Signature of witness)
)
.....)
Name of witness (block letters))
)
.....)
Address of witness)

.....
Signature of [*insert employee name*]
Date:

SIGNED by [*name of person signing on behalf of*])
the Employer], for and on behalf of [*Insert*])
name of Employer] in the presence of:)
)
.....)
Signature of witness)
)
.....)
Name of witness (block letters))
)
.....)
Address of witness)

.....
Signature of [*Insert name of person signing for*
the Employer]
Date:

Attachment A - Individual Flexibility Agreement

In accordance with clause 7 – Award Flexibility of the *Social, Community, Home Care and Disability Services Industry Award 2010* the employer and the individual employee named in this contract of employment agree to vary the application of the following terms of the award to meet the genuine individual needs of the employer and the individual employee. The terms the employer and the individual employee agree to vary the application of are those concerning:

- (a) arrangements for when work is performed;
- (b) overtime rates;
- (c) penalty rates;
- (d) allowances; and
- (e) leave loading.

Arrangements for when work is performed (FOR FULL TIME EMPLOYEES ONLY)

The employee is required to work an average of 38 hours per week. There may be times in any week that due to the operational requirements of the Church that the employee is required to work in excess of the normal hours of work.

You acknowledge that your salaried remuneration is substantially above the maximum award rate in acknowledgement of your experience, expertise and the seniority of your position. You acknowledge that your rate of pay compensates you for all hours required to be worked for you to fulfil the requirements of your position.

The employee is required to work the following hours per week (max 7.6hrs/day):

WEEK 1	Normal working hours between 6.00am – 8.00pm	After hours work
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
WEEK 2	Normal working hours between 6.00am – 8.00pm	After hours work
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Total hours per fortnight: [INSERT HOURS]

OR

The average hours the employee works per fortnight outside of normal working hours is



(FOR PERMANENT PART TIME EMPLOYEES ONLY)

There may be times in any week that due to the operational requirements of the business that the employee is required to work in excess of the normal hours of work.

You acknowledge that due to the nature of the business and the need for flexibility that you may be required to work additional shifts to allow you to perform your duties and to assist the Church in their pastoral duties. You agree that you may be asked to work additional hours or shifts in excess of your agreed hours of work.

In order for the Church to be in a position to offer you additional work that would not otherwise be made available to you as a part time employee you agree that you will forgo any claim to overtime for these shifts.

In particular you acknowledge that any mutually agreed changes to your hours of work are of mutual benefit to both yourself and the Church.

All additional shifts will be paid at your ordinary rate of pay.

Any agreement to work additional hours in excess of your agreed roster will be by mutual agreement and will be recorded in writing.

You will not be required to work additional shifts if you are unable to do so.

Overtime rates, Penalty rates, allowances and leave loading

You agree that your salaried remuneration includes additional compensation for the non-payment of any and all overtime, penalty rates, allowances and leave loadings that might otherwise be payable to you under the Award.

This flexibility agreement may be terminated by the employer or the individual employee giving four weeks' notice of termination, in writing, to the other party and the agreement ceasing to operate at any time, by written agreement between the employer and the individual employee.

The right to make an agreement pursuant to this clause is in addition to, and is not intended to otherwise affect, any provision for an agreement between an employer and an individual employee contained in any other term of this contract of employment.

This flexibility agreement will come into effect from INSERT DATE until terminated or replaced with another agreement.

I have read and understood the terms of this individual flexibility agreement.

INSERT NAME / /

Signed on behalf of the Employer

INSERT NAME / /

Lay Ministry: mission & ministry encouragers



Leave Application Form

I **HEREBY APPLY FOR**

- | | | |
|--|--------------------------|------------------------------------|
| SICK LEAVE | <input type="checkbox"/> | Lodge on return to duty |
| ANNUAL LEAVE | <input type="checkbox"/> | Lodge 2 weeks before commencement |
| LONG SERVICE LEAVE | <input type="checkbox"/> | Lodge 4 weeks before commencement |
| LEAVE WITHOUT PAY | <input type="checkbox"/> | Lodge 2 weeks before commencement |
| SPECIAL LEAVE | <input type="checkbox"/> | Lodge before commencement |
| MATERNITY LEAVE
(Tick applicable box) | <input type="checkbox"/> | Lodge 10 weeks before commencement |

PERIOD

DAYS/HOURS

DATE FROM

DATE TO

REMARKS (If any) – Note: Give reason for special leave.

.....

IF SICK LEAVE	Doctors certificate attached	Yes – No
	Traffic Accident	Yes – No (give details separately)
	Workers Compensation	Yes – No

SIGNATURE OF APPLICANT DATE

APPLICATION IS / IS NOT RECOMMENDED DATE

SIGNATURE OF EMPLOYER

Lay Ministry: mission & ministry encouragers



Reimbursement of Car Travel

(as shown in vehicle log book)

Employee requesting payment:

Address or Financial Institution account number payment to be made to:

.....
.....

TRAVEL:KM @.....cents per km

For period.....to.....

Total amount payable:

Signature of
employee:.....Date:.....

Approval signature of employer: Date.....

Lay Ministry: mission & ministry encouragers





VOLUNTEER COVENANT TEMPLATE (for volunteers on the roll of lay workers)

This volunteer covenant is made between

(Insert name of organisation)

and _____.

(Insert name of volunteer)

OVERVIEW

Volunteers are called to give leadership and service in congregations and other ministries of the Lutheran Church of Australia. They are to facilitate and support the people of the Church through their serving, and to serve the world on behalf of Christ's church. They are to be servants of Christ and messengers of the good news of God's salvation in Christ. As such they are honoured for the ministry they bring to this church and to the world.

MISSION AND VISION

You have been installed in your volunteer ministry role to further the mission and vision of this congregation/agency of the LCA.

(Insert a summary statement of the mission and vision of your congregation/agency of the LCA)

MINISTRY ROLE SUMMARY

Your volunteer ministry role is _____

(State title/nature of role)

The aims and objectives of this ministry role are: *(List the aims and objects of the role)*

REQUIRED QUALIFICATIONS, SKILLS, KNOWLEDGE, EXPERIENCE AND ATTRIBUTES

- *(Add any other skills specific to the role)*
-
-
- Commitment to regular volunteer service.
- Ability to relate to staff, volunteers and others with care, courtesy, respect and dignity.
- Ability to work in a team environment.
- Ability to show initiative and exercise good time management.

PART 1: THE ORGANISATION

We _____ commit ourselves to the
(Name of congregation /agency of the LCA)
following:

1. Induction and training

To provide you with thorough induction into this congregation/agency of the LCA, your volunteer role, our expectations of the role and the training you need to meet the responsibilities of this role. This includes any appropriate on-going professional development or accreditation requirements.

2. Special Conditions

To meet the cost of the following special conditions

- Volunteering with any congregation or agency of the LCA is subject to a satisfactory National Criminal History Check (also known as a National Police Certificate)
- PSD Training or Safe Place Training and Child Safe Environments (formerly Mandatory Notification)
- Conflict Coaching

3. Supervision, support and authority

To encourage, support and help you develop your volunteer ministry role. To provide someone who will act as your mentor and/or supervisor to meet with you regularly to discuss and review your role.

In your role you will report to _____

4. Expenses (This cannot be used for Honorariums)

To reimburse approved expenses incurred in the role.

(List those items covered eg motor vehicle allowance, car mileage, travel, office or ministry expenses)

5. Insurance

To provide adequate insurance cover for volunteers whilst undertaking voluntary work approved and authorised by us.

*(See liability and personal accident insurance in the LCA Insurance Handbook
http://www.lll.org.au/files/batch1304569797_lca_ins_handbook.pdf)*

6. Problems

To try to resolve any problems, grievances or difficulties you may have while you volunteer with us.

7. Personal Time

To enable you to take holidays, leave and personal time as required.

PART 2: THE VOLUNTEER

I _____ agree to
(Volunteer's name)

- (Add any other points specific to the role)
-
- Perform my volunteer ministry role to the best of my ability.
- Adhere to and support the LCA's policies, procedures and standards.
- Model ethical behaviour and practice consistent with the Christian ethos of the LCA.
- Respect and adhere to privacy and confidentiality.
- Promote and adhere to the LCA's Work Health and Safety guidelines. (Formerly Occupational Health and Safety)
- Use safe practice if working alone.
- Meet time commitments agreed to, and to give reasonable notice if I am unable to meet them so that other arrangements can be made.
- Give reasonable notice if taking holidays, leave or personal time so that other arrangements can be made.
- Provide referees, as agreed, who may be contacted.

My agreed voluntary commitment is: _____

Volunteer start date: _____

This agreement is binding in honour only, is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. This is not a formal employment agreement but could be used in tandem with a formal employment agreement if required.

Signed on behalf of: _____
(Name of congregation /agency of the LCA)

Signature: _____ Position: _____

Name (Print): _____ Date: _____

Volunteer signature: _____

Name (Print): _____ Date: _____



Payments to volunteers....taken from the ATO website 29/10/2013

Are payments to volunteers assessable income?

Volunteers can be paid in cash, given non-cash benefits or given a combination of both cash and non-cash benefits. These payments are given various descriptions, including honorariums reimbursements and allowances. Sometimes they are given no name at all.

How an amount is described does not determine its treatment for tax purposes. Whether a payment is assessable income in the hands of a volunteer depends on the nature of the payment and the recipient's circumstances. Generally, receipts which are earned, expected, relied upon and have an element of periodicity, recurrence or regularity are treated as assessable income.

Where a person's activities are a pastime or hobby – rather than income producing – money and other benefits received from those activities are not assessable income.

A payment that is not assessable to a volunteer will have many of the following characteristics.

- The payment is to meet incurred or anticipated expenses.
- The payment has no connection to the recipient's income-producing activities or services.
- The payment is not received as remuneration or as a consequence of employment.
- The payment is not relied upon or expected by the recipient for day-to-day living.
- The payment is not legally required or expected.
- There is no obligation on the part of the payer to make the payment.
- The payment is a token amount compared to the services provided or expenses incurred by the recipient. Whether the payment is token depends on the full facts surrounding the payment and recipient's circumstances.

Honorariums

What is an honorarium?

An honorarium can describe:

- an honorary reward for voluntary services
- a fee for professional services voluntarily rendered.

An honorarium may be paid in money or as property.

Is an honorarium assessable income?

Whether an honorarium is assessable income in the hands of a volunteer depends on the nature of the payment and the recipient's circumstances. Honorary rewards for voluntary services are not assessable as income and related expenses are not deductible.

Example

Michael works as a computer programmer at the local city council and volunteers as a referee for the local rugby union. This year, he organised an accreditation course for new referees. He applied for a grant, arranged advertising, assembled course materials and booked venues. Michael is awarded an honorarium of \$100 for his efforts. The honorarium is not assessable income.

Fees received for professional services voluntarily rendered are assessable income. In this situation the volunteer may be entitled to a deduction for expenses incurred in performing these professional services.

Example

Judy has a graphic design business and volunteers at the local art gallery. Judy prepares the gallery's annual report using her business's software and equipment. At the gallery's annual general meeting, Judy is awarded an honorarium of \$800 in appreciation of her services. This honorarium will be assessable income to Judy because it is a reward for services connected to her income-producing activities.

How much is too much for an honorarium?

The amount of an honorarium is not a conclusive factor in deciding whether it is assessable income. To determine how a particular honorarium is treated for income tax purposes, the full facts surrounding both the payment and the recipient must be considered.

Reimbursements

[What is a reimbursement?](#)

A payment is a reimbursement for tax purposes where it is a precise compensation, in part or full, for an expense already incurred, even if the expense has not yet been paid. A payment is more likely to be a reimbursement where the recipient is required to substantiate expenses and/or refund unexpended amounts.

In general, the payer considers the expense to be their own and the recipient incurs the expenditure on behalf of the payer. The recipient may be reimbursed for all or part of the expense.

Is a reimbursement assessable income?

If an organisation reimburses a volunteer for using a personal asset or incurring expenses on its behalf, the reimbursement will not be assessable income of the volunteer, provided:

- the payment does no more than reimburse the volunteer for expenses actually incurred
- the payment is not for a supply made in the course of an enterprise of the volunteer.

Example

Robert is an electrical contractor. He volunteers to mow the yard of a local non-profit child care centre. Robert purchases a \$15 spare part for the centre's mower. The child care centre reimburses Robert for the cost of the spare part. As Robert has not made the supply in the course of his enterprise as an electrician, the \$15 received from the child care centre will not be assessable to Robert.

Robert also volunteers to do the electrical maintenance at the child care centre and uses materials from his business's trading stock. Because the supplies are made in the course of his enterprise, any reimbursements he receives for the cost of the materials will be assessable income.

Allowances

[What is an allowance?](#)

A payment is an allowance when it is a definite, predetermined amount to cover an estimated expense. It is paid even if the recipient does not spend the full amount.

Is an allowance assessable income?

Whether an allowance is assessable income of the volunteer depends on the facts surrounding the payment and the relationship between the individual and the organisation.

If a volunteer receives an allowance with no regard to actual expenses and there is no requirement to repay unspent monies, the allowance may be treated as assessable income.

Example

Mark volunteers as a telephone counsellor for a crisis centre. He is rostered on night shifts during the week and is occasionally called in on weekends. When Mark works weekends the centre pays him an allowance of \$150. The allowance is paid to acknowledge Mark's extra efforts and to compensate him for additional costs incurred. These payments to Mark are considered assessable income.

Last modified: 22 Oct 2011



Application for Transit Insurance

NAME OF APPLICANT: _____

MOBILE PHONE NO. _____ CONTACT PHONE NUMBER _____

EMAIL ADDRESS _____

UPLIFT ADDRESS _____

DESTINATION: _____

Address to send invoice for payment – Uplift address (as above) or Destination address

Pick Up Date: / / Estimated Arrival Date: / / .

Means of Transport (Road, Air, etc.): _____

Transporting Co. Address: _____

_____ Phone No. (__) _____

Reinstatement & Replacement Cover

Full Declared Value: \$ _____

Packed By: Carrier Personally Both (please tick)

Items to be Specified: E.G. artwork, curio, jewellery of high value

ADDITIONAL INFORMATION

I, _____, confirm that the above declared

value of \$ _____ represents the full value of my household furniture and effects.

I request insurance cover from the Lutheran Church Insurance Fund subject to the terms and conditions shown on the reverse side of the application form.

SIGNED: _____

DATE: / /

Reference No. _____



This form is to be completed by the **Lay Worker** and forwarded to:
The Director, Board for Lay Ministry
197 Archer Street, North Adelaide SA 5006
Email: director.layministry@lca.org.au

Application for Accreditation as a Lay Worker of the LCA

NAME: _____

EMPLOYING BODY: _____

DATE PRESENT SERVICE COMMENCED: _____

PREVIOUS EMPLOYMENT - PLACE: _____

DATE: _____

PERSONAL STATEMENT OF FAITH: _____

Multiple horizontal lines for writing the personal statement of faith.



To be completed by the **Employer** and forwarded to:
The Director, Board for Lay Ministry
197 Archer Street, North Adelaide SA 5006
Email: director.layministry@lca.org.au

Application for Accreditation as a Lay Worker of the LCA

NAME OF LAY WORKER: _____

EMPLOYING BODY: _____

DATE SERVICE COMMENCED: _____

SPECIFIC AREAS OF MINISTRY: _____

RECOMMENDATION OF EMPLOYING BODY:

We, _____, recommend / do not recommend that
(strike out inapplicable)

_____ be accredited as a Lay Worker of the LCA for the following reasons e.g. competency, character, theological understanding, and personal attributes:

SIGNED BY:

Pastor: _____ Supervising Committee: _____

Date: _____

Standard Collection Notice

- | |
|--|
| <ul style="list-style-type: none"> 4. The Church collects personal information, including sensitive information, about you before and during the course of your membership of the Church. 5. We may include your contact details in membership lists or other Church publications. If you do not agree to this you must advise us immediately. 6. Some of the information we collect is to satisfy the Church’s legal obligations, and thereby enable it to discharge its duty of care. |
|--|





Training Grant Application

This application form should be read in conjunction with Point 1 & 2 of the Training Grant Policy

1. Applicant Details

Name of Lay Worker: _____

Address: _____

_____ Postcode: _____

Phone: (Work) _____ (Home) _____ (Mob) _____

E-mail: _____

Name of Employer: _____

Date of commencement: _____

Current qualifications: _____

2. Course Details

This application is for (mark with a cross)

- Training towards lay worker accreditation
- Professional development (only available to accredited lay workers)

Please consult the Training Grant Policy for details on eligibility for these funds.

Proposed course: _____

Name of training Institution: _____

Is this course nationally accredited training? (e.g. a course offered as part of a degree by a tertiary college or Registered Training Organisation)

Yes

No

Note: *In the case of Point 2 ('Professional Development of Accredited Lay Workers') in the Training Grant Policy, the decision to provide funding will be based significantly on the lay worker's ability to demonstrate that this training will contribute to their ability to work more effectively in their current ministry and therefore must complete page 2. While preference will usually be given to nationally accredited training, funding is also available for other conferences or courses which meet this criterion.*

Please supply a brief outline of the proposed course of study.

What do you believe will be the significance and value of the course for your future service in the church/school?

3. Funding Details

Please note that funding subsidies differ for accreditation training and professional development courses. Please consult the policy for further information.

Enrolment fee (please include a copy of the receipt): _____

Course fees: _____

Employee contribution: _____

Employer contribution: _____

Subsidy requested: _____

How would you prefer this paid? Cheque/Direct Deposit

Please provide Payee/Account Details: _____

4. Follow up

The Lay Worker Formation Officer assigned to you will be in contact with you approximately two months after the course for reflection on the value and benefits you and your employer have received from attending this course.

5. Approval

Application approved by employer: _____
(Name of Employer)

Signature: _____ Position held: _____

Date: _____

**Send to: The Director
 Board for Lay Ministry
 197 Archer Street
 North Adelaide SA 5006
 Email: director.layministry@lca.org.au**

Application approved by Board for Lay Ministry on: _____

Standard Collection Notice

1. The Church collects personal information about Lay Workers before and during the course of their employment in the Church.
2. Lay Worker contact details may be included in church publications. Lay Workers who do not consent to this must advise the Director of the Board for Lay Ministry immediately.
3. Some of the information sought is to satisfy the Church's legal obligations, and thereby enable it to discharge its duty of care.

Training Grant application forms can also be obtained from our website: <http://www.lca.org.au/lay-ministry.html>



Identifying My Unique S.H.A.P.E.

Spiritual Gifts *(See Spiritual Gifts discovery Tool)*

Spiritual gifts I think I have:

- 1
- 2
- 3

How do I see and use these gifts in my ministry?

Heart

1. What I have a passion for, or what motivates me most...

I love to...

I love to...

I love to...

2. The age and type of people I love to work with most...
3. Church issues, ministries, or possible needs that excite or concern me most...
4. If I knew I couldn't fail, this is what I would attempt to do for God with my life...

Abilities

1. My current vocation is...
2. Other jobs or skills I have experience in:
3. I feel I have these specialised abilities:
4. I have taught a class or seminar on:
5. I feel my most valuable personal asset is:

Personality

This is how I see myself (circle one in each):

	strong	mild	strong	
Introverted (happiest in your own company)				Extroverted (happiest in the company of others)
Self-controlled (Ordered)				Self-expressive (Free-spirited)
Enjoy Routine				Enjoy Variety
Cooperative				Competitive

This is a very basic personality assessment. For a more detailed assessment see the 'Personality Profile Test'.

Experiences

My Spiritual Journey

This is how and when I became a Christian, and what it has meant to me since then:

Times when I have felt closest to God, and meaningful spiritual experiences that stand out in my mind:

My Painful Experiences

These are the kind of trials and problems I could relate to and encourage a fellow Christian that is going through them:

My Educational Experiences

Where I attended school, and my favourite subjects:

Seminars or training that have been meaningful to me:

My Ministry Experience

Where and how I have served (in a church) in the past

Spiritual Gifts Discovery Tool

There are a total of 110 statements below; indicate beside each statement whether you *Strongly Agree*, *Agree Somewhat*, *are Undecided*, *Disagree Somewhat* or *Completely Disagree* with each question. Use the following ranking:

4 - Strongly Agree; 3 - Agree Somewhat; 2 - Undecided; 1 - Disagree Somewhat; 0 - Completely Disagree

Transfer your answers by question number to the profile sheet at the end of this document.

Total your scores for each of the gifts. Each gift will have a score between ZERO and TWENTY. Order the gifts in descending order of score. Higher scores indicate your more dominant gifts.

Enter Rank

here 4 - 0

- _____ 1) People seem to be willing to follow my leadership without much resistance.
- _____ 2) I like to proclaim God's Word to fellow Christians.
- _____ 3) It is a joy for me to proclaim God's plan of salvation to unchurched people.
- _____ 4) It is enjoyable to have the responsibility of leading other people in their spiritual life.
- _____ 5) I'm excited in helping people to discover important truths in the scriptures.
- _____ 6) I have special joy singing praises to God either alone or with other people.
- _____ 7) It is enjoyable to motivate people to a higher spiritual commitment.
- _____ 8) People with spiritual problems seem to come to me for advice and counsel.
- _____ 9) I received excellent grades in school.
- _____ 10) There is great joy in doing little jobs around the church.
- _____ 11) I look for opportunities to assist people in their work.
- _____ 12) There is great joy in leading people to accomplish group goals.
- _____ 13) I like to organize people for more effective ministry.
- _____ 14) There is great satisfaction in giving large amounts of money for the Lord's work.
- _____ 15) I feel great compassion for the problems of others.
- _____ 16) It seems easy to perceive whether a person is honest or dishonest.
- _____ 17) I am ready to try the impossible because I have a great trust in God.
- _____ 18) There is great joy in having people in my home.
- _____ 19) I find that the repair and maintenance of things in my environment come easily to me.
- _____ 20) I seem to recognize prayer needs before others.
- _____ 21) I enjoy the opportunity to pray with and for a person who is physically ill that they may be made well.
- _____ 22) I adapt easily in a culture different from mine.
- _____ 23) I feel a sense of authority in my relationship to the group.
- _____ 24) I like to proclaim the Word of God to comfort others.
- _____ 25) I seem able to determine when the Spirit has prepared a person to received Jesus Christ.
- _____ 26) It is exciting to provide spiritual leadership for a congregation.
- _____ 27) Teaching a Bible Class is one of the most enjoyable things I do (or could do) in the Church.

- _____ 28) God has given me the ability to play a musical instrument and I enjoy it.
- _____ 29) It is a joy to give encouragement to people who are discouraged.
- _____ 30) I enjoy providing solutions to difficult problems in life.
- _____ 31) It seems easy to learn difficult truths.
- _____ 32) I enjoy doing routine tasks for the glory of God.
- _____ 33) I enjoy helping with the emergency tasks around the Church.
- _____ 34) People seem to enjoy following me in doing an important task.
- _____ 35) There is joy in making important decisions.
- _____ 36) I find real joy in giving a generous portion of my money to the Lord.
- _____ 37) Visiting people in retirement homes gives me a great satisfaction.
- _____ 38) I seem to know very quickly whether something is right or wrong.
- _____ 39) When things seem impossible, I'm ready to move forward.
- _____ 40) I do not feel uncomfortable when people drop in unexpectedly.
- _____ 41) I have enjoyed creating various kinds of arts and/or crafts.
- _____ 42) Prayer is one of my favourite spiritual exercises.
- _____ 43) I have prayed for an emotionally ill person and seen the person get better.
- _____ 44) It is easy for me to move into a new community and make friends.
- _____ 45) I have little fear in leading people where God wants them to go.
- _____ 46) I enjoy relating and sharing God's Word to the issues of the day.
- _____ 47) I feel a burden to share the Gospel with people.
- _____ 48) I like to assist people with their spiritual problems.
- _____ 49) It seems that people learn when I teach them.
- _____ 50) I have enjoyed being involved with Church, school and/or local musical productions.
- _____ 51) I like to encourage inactive church members to become involved Christians again.
- _____ 52) It seems that people generally follow my advice.
- _____ 53) I am able to understand difficult portions of God's word.
- _____ 54) I receive great satisfaction in doing small or trivial tasks in church.
- _____ 55) I desire to do the tasks which will free others for important ministry.
- _____ 56) It is more effective to delegate a task to someone else rather than to do it myself.
- _____ 57) I enjoy the responsibility for the achievement of group goals.
- _____ 58) I appreciate the opportunity to financially support a critical situation.
- _____ 59) I sense joy in comforting people in difficult situations.
- _____ 60) The difference between truth and error is easily perceived by me.
- _____ 61) I am often ready to believe God will lead us through a situation when others feel it is impossible.
- _____ 62) People seem to feel very comfortable in my home.
- _____ 63) I like to create things with my hands.
- _____ 64) God consistently answers my prayers in tangible ways.
- _____ 65) I have visited a person who was sick, prayed that God would make them physically whole, and the person got better.
- _____ 66) I am able to relate well to Christians of different locations or cultures.
- _____ 67) I appreciate the opportunity to proclaim God's word to others.

- _____ 68) It is important for me to speak God's Word of warning and judgment in the world today.
- _____ 69) It is a joy to share what Jesus means to me with an unchurched neighbour.
- _____ 70) People like to bring their troubles & concerns to me because they feel I care.
- _____ 71) One of the joys of my ministry is training people to be more effective Christians.
- _____ 72) I feel secure in the fact that my musical ability will be of benefit to other people with whom I come in contact.
- _____ 73) People who are feeling perplexed often come to me for encouragement and comfort.
- _____ 74) I feel that I have a special insight in selecting the best alternative in a difficult situation.
- _____ 75) I have a clear understanding of Biblical doctrines (teachings).
- _____ 76) I find more satisfaction in doing a job than finding someone else to do it.
- _____ 77) I appreciate a ministry of helping other peoples to bear their burdens.
- _____ 78) It is a thrill to inspire others to greater involvement in church work.
- _____ 79) The development of effective plans for church ministry gives me great satisfaction.
- _____ 80) It is a joy to see how much money I can give to the Lord.
- _____ 81) I enjoy ministering to a person who is sick in the hospital.
- _____ 82) I can judge well between the truthfulness and error of a given theological statement.
- _____ 83) People seem to view me as one who believes everything is possible.
- _____ 84) When missionaries come to our church I (would) like to have them come to my home.
- _____ 85) I see that the results of my working with various objects in God's creation help to improve and beautify that which other people have not seen nor developed.
- _____ 86) I faithfully pray for others recognizing that their effectiveness and total well-being depends on God's answer to prayers.
- _____ 87) I like to participate in ministry to the physically or emotionally ill and pray for their recovery.
- _____ 88) The thought of beginning a new church in a new community is exciting to me.
- _____ 89) I enjoy training workers in the congregation.
- _____ 90) In a Bible class it seems essential to share God's word even if it irritates others.
- _____ 91) I feel a deep concern for the unreached people in my community.
- _____ 92) I Enjoy a close relationship with people in a one to one situation.
- _____ 93) It is easy to organize materials for teaching a Bible class.
- _____ 94) Leading others in singing songs of praise to God or for pure enjoyment is personally satisfying.
- _____ 95) I would rather call on a delinquent family in my Church than an unchurched family.
- _____ 96) I have a strong sense of confidence in my solutions to problems.
- _____ 97) It is an exciting challenge to read and study a difficult book of the Bible.
- _____ 98) I like to do things without attracting much attention.
- _____ 99) If a family is facing a serious crisis, I enjoy the opportunity to help them.
- _____ 100) There is great satisfaction in having others follow me in performing a task.
- _____ 101) I would rather make decisions for the group than persuade them to reach the same decision.
- _____ 102) I can give sacrificially because I know that God will meet my needs.
- _____ 103) It is a special satisfaction to visit people who are confined to their homes.
- _____ 104) I often seek the motives of a person and look beneath the words.
- _____ 105) When people are discouraged I enjoy giving them a positive vision.
- _____ 106) People seem to enjoy coming to my house.

- _____ 107) There is pleasure in drawing, designing and/or painting various objects.
- _____ 108) I find myself praying when I possibly should be doing other things.
- _____ 109) I feel strongly that my prayers for a sick person effect wholeness for that person.
- _____ 110) More than most, I have a strong desire to see all people of other communities and countries won to the Lord.

The Discovery Tool Profile Sheet

Transfer your scores for each question into the following table, then total the sum of each row. This provides your score for each gift

1.	Apostle	1____	23____	45____	67____	89____ = ____
2.	Prophet	2____	24____	46____	68____	90____ = ____
3.	Evangelist	3____	25____	47____	69____	91____ = ____
4.	Pastor	4____	26____	48____	70____	92____ = ____
5.	Teacher	5____	27____	49____	71____	93____ = ____
6.	Music	6____	28____	50____	72____	94____ = ____
7.	Exhortation	7____	29____	51____	73____	95____ = ____
8.	Wisdom	8____	30____	52____	74____	96____ = ____
9.	Knowledge	9____	31____	53____	75____	97____ = ____
10.	Serving	10____	32____	54____	76____	98____ = ____
11.	Helps	11____	33____	55____	77____	99____ = ____
12.	Leadership	12____	34____	56____	78____	100____ = ____
13.	Administration	13____	35____	57____	79____	101____ = ____
14.	Giving	14____	36____	58____	80____	102____ = ____
15.	Mercy	15____	37____	59____	81____	103____ = ____
16.	Discernment	16____	38____	60____	82____	104____ = ____
17.	Faith	17____	39____	61____	83____	105____ = ____
18.	Hospitality	18____	40____	62____	84____	106____ = ____
19.	Craftsmanship	19____	41____	63____	85____	107____ = ____
20.	Intercession	20____	42____	64____	86____	108____ = ____
21.	Healing	21____	43____	65____	87____	109____ = ____
22.	Missionary	22____	44____	66____	88____	110____ = ____

My top 3 gifts are:

1. _____
2. _____
3. _____

Spiritual Gifts Description

Apostle The special gift whereby the Spirit appoints certain Christians to lead, inspire and develop the churches of God by the proclamation and the teaching of true doctrine. See: Acts 12:1-5, Acts 14:21-23. (There was an office of Apostle in the New Testament that is not considered in this evaluation: See Eph 3:1-5)

Prophet The special gift whereby the Spirit empowers certain Christians to interpret and apply God's revelation in a given situation. See: 1 Corinthians 14:1-5, 1 Corinthians 14:30-33, 1 Corinthians 14:37-40. (There was an office of Prophet in the New Testament that is not considered in this evaluation: See Ephesians 3:1-5)

Evangelist The special gift whereby the Spirit enables particular Christians to share the Gospel to unbelievers in such a way that the unbeliever becomes a disciple of the Lord Jesus. See: Acts 8:26-40.

Pastor The special gift whereby the Spirit enables certain Christians to assume responsibility for the spiritual welfare of a group of believers. See: 1 Peter 5:1-11.

Teacher The special gift whereby the Spirit enables particular Christians to communicate the truths of God's Word so that others can learn. See: Hebrews 5:12-14.

Music The special gift whereby the Spirit enables certain Christians to praise God through various forms of music and enhance the worship experience of the local congregation. See: 1 Corinthians 14:26, Mark 14:26.

Exhortation The special gift whereby the Spirit enables certain Christians to stand beside fellow Christians in need and bring comfort, counsel and encouragement so they feel helped. See: Acts 11:23-24, Acts 14:21-22.

Wisdom The special gift whereby the Spirit endows particular Christians with an understanding of God's will and work as it relates to the living of life. See: James 3:13-17

Knowledge The special gift whereby the Spirit enables certain Christians to understand in an exceptional way the great truths of God's Word and to make them relevant to specific situations in the church. See: Ephesians 3:14-19.

Serving The special gift whereby the Spirit empowers certain Christians to identify unmet needs of people and implement plans to meet those needs. Serving each other, like witnessing, is a calling of all Christians, but there are some who have a special desire to find ways to serve, and get great blessing from it. There seems to be a special desire to meet physical needs in the people who have this gift. See: Galatians 6:1-2.

Helps The spiritual gift whereby the Spirit empowers certain Christians to willingly bear the burdens of other Christians and help them in such a way that they can do their tasks more effectively. See: Acts 6:2-4.

Leadership The special gift whereby the Spirit enables certain Christians to motivate, direct and inspire God's people in such a way that they voluntarily and harmoniously work together to do the Church's work effectively. See: Hebrews 13:7, Judges 3:10, Exodus 18:13-16.

Administration The special gift whereby the Spirit enables certain Christians to understand the goals of a given segment of the Church's ministry and to direct that area effectively, keeping the Church on course. See: Acts 15:12-21.

Giving The special gift whereby the Spirit enables certain Christians to offer their material blessings for the work of the church with exceptional willingness, cheerfulness and liberality. See: 2 Corinthians 8:1-5.

Mercy The special gift whereby the Spirit enables certain Christians to feel exceptional empathy and compassion for those who are suffering so that they devote large amounts of time and energy to alleviate it. See: Luke 10:30-37.

Discernment The special gift whereby the Spirit enables certain Christians to know with assurance whether some behaviour is of God or of Satan. See: Acts 5:3-6, Acts 16:16-18.

Faith The special gift whereby the Spirit provides Christians with extraordinary confidence in God's promises, power, and presence so that they can take heroic stands for their future of God's work in the church. See: Hebrews 11.

Hospitality The special gift whereby the Spirit enables certain Christians to open their homes willingly and offer lodging, food, and fellowship cheerfully to other people. See: Genesis 18:1-15.

Craftsmanship The special gift whereby the Spirit endows certain Christians to use hands and minds to build up the Kingdom through artistic, creative means. See: Exodus 28:3-4.

Intercession The special gift whereby the Spirit enables certain Christians to pray for extended periods of time with great positive effect for the building of the Kingdom. See: 1 Thessalonians 3:10-13, 1 Timothy 2:1-2.

Healing The special gift whereby the Spirit employs certain Christians to restore health to the sick. See: James 5:13-16, Luke 9:1-2.

Missionary The special gift given by the Holy Spirit to certain members of the body of Christ (local church) to minister whatever other spiritual gifts they have in a second culture or second community. See: 1 Corinthians 9:19-23

Lay Ministry: mission & ministry encouragers



Personality Profile Test

From the book 'Personality Plus: How to Understand Others by Understanding Yourself' by Florence Littauer. (test fee on line.)

DIRECTIONS: In each of the following rows of four words across, place an X in front of the **one** word that most often applies to you. Be sure each number is marked. If you're not sure of which word "most applies", ask your spouse, partner or friend. Now transfer all your X's to the corresponding words on the scoring chart on the next page and add up your totals.

1		Adventurous		Adaptable		Animated		Analytical
2		Persistent		Playful		Persuasive		Peaceful
3		Submissive		Self-sacrificing		Sociable		Strong-willed
4		Considerate		Controlled		Competitive		Convincing
5		Refreshing		Respectful		Reserved		Resourceful
6		Satisfied		Sensitive		Self-reliant		Spirited
7		Planner		Patient		Positive		Promoter
8		Sure		Spontaneous		Scheduled		Shy
9		Orderly		Obliging		Outspoken		Optimistic
10		Friendly		Faithful		Funny		Forceful
11		Daring		Delightful		Diplomatic		Detailed
12		Cheerful		Consistent		Cultured		Confident
13		Idealistic		Independent		Inoffensive		Inspiring
14		Demonstrative		Decisive		Dry Humour		Deep
15		Mediator		Musical		Mover		Mixes Easily
16		Thoughtful		Tenacious		Talker		Tolerant
17		Listener		Loyal		Leader		Lively
18		Contented		Chief		Chartmaker		Cute
19		Perfectionist		Pleasant		Productive		Popular
20		Bouncy		Bold		Behaved		Balanced
21		Blank		Bashful		Brassy		Bossy
22		Undisciplined		Unsympathetic		Unenthusiastic		Unforgiving
23		Reticent		Resentful		Resistant		Repetitious
24		Fussy		Fearful		Forgetful		Frank
25		Impatient		Insecure		Indecisive		Interrupts
26		Unpopular		Uninvolved		Unpredictable		Unaffectionate
27		Headstrong		Haphazard		Hard to Please		Hesitant
28		Plain		Pessimistic		Proud		Permissive
29		Angered Easily		Aimless		Argumentative		Alienated
30		Naive		Negative Attitude		Nervy		Nonchalant
31		Worrier		Withdrawn		Workaholic		Wants Credit
32		Too Sensitive		Tactless		Timid		Talkative
33		Doubtful		Disorganized		Domineering		Depressed
34		Inconsistent		Introvert		Intolerant		Indifferent
35		Messy		Moody		Mumbles		Manipulative
36		Slow		Stubborn		Show-off		Skeptical
37		Loner		Lord-over-others		Lazy		Loud
38		Sluggish		Suspicious		Short-tempered		Scatterbrained
39		Revengeful		Restless		Reluctant		Rash
40		Compromising		Critical		Crafty		Changeable

PERSONALITY PROFILE: SCORING SHEET

Strengths

	POPULAR SANGUINE	POWERFUL CHOLERIC	PERFECT MELANCHOLY	PEACEFUL PHLEGMATIC
1	Animated	Adventurous	Analytical	Adaptable
2	Playful	Persuasive	Persistent	Peaceful
3	Sociable	Strong-willed	Self-sacrificing	Submissive
4	Convincing	Competitive	Considerate	Controlled
5	Refreshing	Resourceful	Respectful	Reserved
6	Spirited	Self-reliant	Sensitive	Satisfied
7	Promoter	Positive	Planner	Patient
8	Spontaneous	Sure	Scheduled	Shy
9	Optimistic	Outspoken	Orderly	Obliging
10	Funny	Forceful	Faithful	Friendly
11	Delightful	Daring	Detailed	Diplomatic
12	Cheerful	Confident	Cultured	Consistent
13	Inspiring	Independent	Idealistic	Inoffensive
14	Demonstrative	Decisive	Deep	Dry Humor
15	Mixes Easily	Mover	Musical	Mediator
16	Talker	Tenacious	Thoughtful	Tolerant
17	Lively	Leader	Loyal	Listener
18	Cute	Chief	Chartmaker	Contented
19	Popular	Productive	Perfectionist	Pleasant
20	Bouncy	Bold	Behaved	Balanced
	TOTALS	TOTALS	TOTALS	TOTALS

Weaknesses

	POPULAR SANGUINE	CHOLERIC POWERFUL	MELANCHOLY PERFECT	PHLEGMATIC PEACEFUL
21	Brassy	Bossy	Bashful	Blank
22	Undisciplined	Unsympathetic	Unforgiving	Unenthusiastic
23	Repetitious	Resistant	Resentful	Reticent
24	Forgetful	Frank	Fussy	Fearful
25	Interrupts	Impatient	Insecure	Indecisive
26	Unpredictable	Unaffectionate	Unpopular	Uninvolved
27	Haphazard	Headstrong	Hard-to-please	Hesitant
28	Permissive	Proud	Pessimistic	Plain
29	Angered-easily	Argumentative	Alienated	Aimless
30	Naive	Nervy	Negative Attitude	Nonchalant
31	Wants Credit	Workaholic	Withdrawn	Worrier
32	Talkative	Tactless	Too Sensitive	Timid
33	Disorganized	Domineering	Depressed	Doubtful
34	Inconsistent	Intolerant	Introvert	Indifferent
35	Messy	Manipulative	Moody	Mumbles
36	Show-off	Stubborn	Skeptical	Slow
37	Loud	Lord-over-others	Loner	Lazy
38	Scatterbrained	Short-tempered	Suspicious	Sluggish
39	Restless	Rash	Revengeful	Reluctant
40	Changeable	Crafty	Critical	Compromising
	TOTALS	TOTALS	TOTALS	TOTALS

Combined Totals				
	Sanguine	Choleric	Melancholy	Phlegmatic
Strengths Total				
Weaknesses Total				
GRAND Total				

Sanguine

The Extrovert | The Talker | The Optimist

Strengths of a Sanguine

The Sanguine's Emotions

- Appealing personality
- Talkative, Storyteller
- Life of the Party
- Good sense of humor
- Memory for color
- Physically holds on to listener
- Emotional and demonstrative
- Enthusiastic and expressive
- Cheerful and bubbling over
- Curious
- Good on stage
- Wide-eyed and innocent
- Lives in the present
- Changeable disposition
- Sincere at heart
- Always a child

The Sanguine As A Parent

- Makes Home Fun
- Is liked by children's friends
- Turns disaster into humor
- Is the circus master

The Sanguine At Work

- Volunteers for Jobs
- thinks up new activities
- Looks great on the Surface
- Creative and colorful
- Has energy and enthusiasm
- Starts in a flashy way
- Inspires others to join
- charms others to work

The Sanguine As a Friend

- Makes friends easily
- Loves People
- Thrives on compliments
- Seems exciting
- envied by others
- Doesn't hold grudges
- apologizes quickly
- Prevents dull moments
- Likes spontaneous activities

Weaknesses of a Sanguine

The Sanguine's Emotions

- Compulsive talker
- Exaggerates and elaborates
- Dwells on trivia
- Can't remember names
- Scares others off
- Too happy for some
- Has restless energy
- Egotistical
- Blusters and complains
- Naive, gets taken in
- Has loud voice and laugh
- Controlled by circumstances
- Gets angry easily
- Seems phony to some
- Never Grows Up

The Sanguine As A Parent

- Keeps home in a frenzy
- Forgets children's appointments
- disorganized
- Doesn't listen to the whole story

The Sanguine At Work

- Would rather talk
- forgets obligations
- Doesn't follow through
- Confidence fades fast
- Undisciplined
- Priorities out of order
- Decides by feelings
- Easily distracted
- Wastes time talking

The Sanguine As a Friend

- Hates to be alone
- Needs to be center stage
- Wants to be popular
- Looks for credit
- dominates conversations
- Interrupts and doesn't listen
- answers for others
- Fickle and forgetful
- Makes excuses
- Repeats stories

Melancholy

The Introvert | The Thinker | The Pessimist

Strengths of a Melancholy

The Melancholy's Emotions

- Deep and thoughtfully
- Analytical
- Serious and purposeful
- Genius prone
- Talented and creative
- Artistic or musical
- Philosophical and poetic
- appreciative of beauty
- Sensitive to others
- Self-sacrificing
- Conscientious
- Idealistic

The Melancholy As A Parent

- Sets high standards
- Wants everything done right
- Keeps home in good order
- Picks up after children
- Sacrifices own will for others
- Encourages scholarship and talent

The Melancholy At Work

- Schedule oriented
- Perfectionist, high standards
- Detail conscious
- Persistent and thorough
- Orderly and organized
- Neat and tidy
- Economical
- Sees the problems
- Finds creative solutions
- Needs to finish what he starts
- Likes charts, graphs, figures, lists

The Melancholy As a Friend

- Makes friends cautiously
- Content to stay in background
- Avoids causing attention
- Faithful and devoted
- Will listen to complaints
- Can solve other's problems
- Deep concern for other people
- Moved to tears with compassion
- Seeks ideal mate

Weakness of a Melancholy

The Melancholy's Emotions

- Remembers the negatives
- Moody and depressed
- Enjoys being hurt
- Has false humility
- Off in another world
- Low self-image
- Has selective hearing
- Self-centered
- Too introspective
- Guilt feelings
- Persecution complex
- Tends to hypochondria

The Melancholy As A Parent

- Puts goals beyond reach
- May discourage children
- May be too meticulous
- Becomes martyr
- Sulks over disagreements
- Puts guilt upon children

The Melancholy At Work

- Not people oriented
- depressed over imperfections
- Chooses difficult work
- Hesitant to start projects
- Spends too much time planning
- Prefers analysis to work
- Self-deprecating
- Hard to please
- Standards often to high
- Deep need for approval

The Melancholy As a Friend

- Lives through others
- Insecure socially
- Withdrawn and remote
- critical of others
- Holds back affections
- Dislikes those in opposition
- Suspicious of people
- Antagonistic and vengeful
- Unforgiving
- Full of contradictions
- Skeptical of compliments

Choleric

The Extrovert | The Doer | The Optimist

Strengths of a Choleric

The Choleric's Emotions

- Born leader
- Dynamic and active
- Compulsive need for change
- Must correct wrongs
- Strong-willed and decisive
- Unemotional
- Not easily discouraged
- Independent and self sufficient
- Exudes confidence
- Can run anything

The Choleric As A Parent

- Exerts sound leadership
- Establishes Goals
- Motivates family to action
- Knows the right answer
- Organizes household

The Choleric At Work

- Goal oriented
- Sees the whole picture
- Organizes well
- Seeks practical solutions
- Moves quickly to action
- Delegates work
- Insists on production
- Makes the goal
- Stimulates activity
- Thrives on opposition

The Choleric As a Friend

- Has little need for friends
- Will work for group activity
- Will lead and organize
- Is usually right
- Excels in emergencies

Weaknesses of a Choleric

The Choleric's Emotions

- Bossy
- Impatient
- Quick-tempered
- Can't Relax
- Too impetuous
- Enjoys controversy and arguments
- Won't give up when loosing
- Comes on too strong
- Inflexible
- Is not complimentary
- Dislikes tears and emotions
- Is unsympathetic

The Choleric As A Parent

- Tends to over dominate
- Too busy for family
- Gives answers too quickly
- Impatient with poor performance
- Won't let children relax
- May send them into depression

The Choleric At Work

- Little tolerance for mistakes
- Doesn't analyze details
- Bored by trivia
- May make rash decisions
- May be rude or tactless
- Manipulates people
- Demanding of others
- End justifies the means
- Work may become his god
- Demands loyalty in the ranks

The Choleric As a Friend

- Tends to use people
- Dominates others
- Knows everything
- Decides for others
- Can do everything better
- Is to independent
- Possessive of friends and mate
- Can't say, "I'm Sorry"
- May be right, but unpopular

Phlegmatic

The Introvert | The Watcher | The Pessimist

Strengths of a Phlegmatic

The Phlegmatic's Emotions

- Low-key personality
- Easy going and relaxed
- Calm, cool and collected
- Patient well balanced
- Consistent life
- Quiet but witty
- Sympathetic and kind
- Keeps emotions hidden
- Happily reconciled to life
- All-purpose person

The Phlegmatic As A Parent

- Makes a good parent
- Takes time for the children
- Is not in a hurry
- Can take the good with the bad
- Doesn't get upset easily

The Phlegmatic At Work

- Competent and steady
- Peaceful and agreeable
- Has administrative ability
- Mediates problems
- Avoids conflicts
- Good under pressure
- Finds the easy way

The Phlegmatic As a Friend

- Easy to get along with
- Pleasant and enjoyable
- Inoffensive
- Good listener
- Dry sense of humour
- Enjoys watching people
- Has many friends
- Has compassion and concern

Weaknesses of a Phlegmatic

The Phlegmatic's Emotions

- Unenthusiastic
- Fearful and worried
- Indecisive
- Avoids responsibility
- Quiet will of iron
- Selfish
- Too shy and reticent
- Too compromising
- Self-righteous

The Phlegmatic As A Parent

- Lax on discipline
- Doesn't organize home
- Takes life too easy

The Phlegmatic At Work

- Not goal oriented
- Lacks self-motivation
- Hard to get moving
- Resents being pushed
- Lazy and careless
- Discourages others
- Would rather watch

The Phlegmatic As a Friend

- Dampens enthusiasm
- Stays uninvolved
- Is not exciting
- Indifferent to plans
- Judges others
- Sarcastic and teasing
- Resists change



Support Structures For Lay Workers.....MENTORING

Definition

Mentoring is a deliberate relational transfer of experience in a specific area of life, in which one person empowers another to reach his or her God-given potential. Mentoring is:

- 1) **Deliberate:** It doesn't happen by accident.
- 2) **Relational:** It's not about small group programs but is about one person relating to another.
- 3) **A transfer of experience:** It's about one person helping another to progress in a specific area. It's also about two people walking the road together.
- 4) **Outcome based:** Progress on the journey of reaching our full potential in a specific area of life.

Why Mentoring?

"Mentoring is a relatively recent term especially in Christian circles, but what it describes has been the focus of Christian community since the early church. It is a dynamic relationship of trust in which one person enables another to maximise the grace of God in his/her life and service. It has a sound biblical and theological basis with Jesus as the ultimate model, retaining all that is consistent with his life and teaching." Extract from "Mentoring to Develop Disciples and Leaders" by John Mallison

Try and work out what your needs for having a mentor are. They may include having someone to

- keep you accountable
- challenge you to grow spiritually
- assist you with daily planning and time management
- develop your skills
- keep you focussed on your role
- debrief and let off steam with

It's your decision and you are strongly encouraged to be proactive in finding someone.

Are you being mentored in an accountable relationship? If "No" what is stopping you from failing or falling?

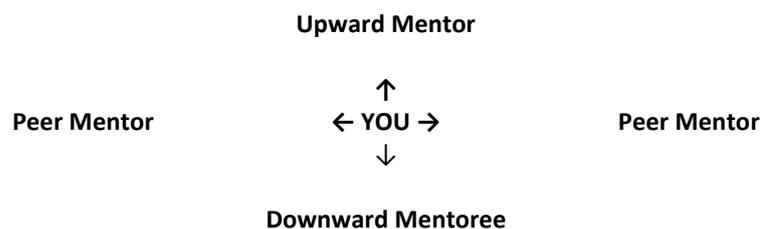
Godly Leaders who finish well...

- Enjoy a growing and continuing intimacy with Christ.
- Experience repeated times of personal renewal.
- Are disciplined
- Maintain a positive learning attitude all of their lives.
- Have a network of meaningful relationships and mentors.

Gifts Mentors Give

- Accountability: *Mentors hold mentorees to their commitments.*
- Advocacy: *They are on your side.*
- Affirmation: *Praise progress. Reward achievements. Celebrate growth.*
- Assessment: *Objectively evaluate your present state.*
- Advice: *1. Draw out of you what you already know.
2. Give you information that you don't know.*
- Admonition: *Mentors confront when you are on the wrong road.*
- Assets: *Books, CD's, DVD's, contacts, ideas, networks of people.*

Mentoring relationships Having all three relationships helps you and others.



Upward mentors: People who have gone before and can show the way. (Barnabas. – Acts 9:26-27, 11:22-26);

Downward mentorees: People who we mentor who shake our complacency, renew our convictions, keep us on our toes, and multiply our ministry for His Kingdom. (Barnabas, and later Silas. – Acts 13:2, Acts 15:39);

Peer co-mentors: People who know us, identify with us, and provide mutual stimulation and personal accountability. (Silas and Timothy (and many others) – Acts 15:39-16:5)

The Process Of Choosing A Mentor

1. Pray: For God to show you the people to ask. It may be someone you had not considered or expected. Ask others to pray about who should mentor you.

It may be people who show an interest in you. God may also lead you to people you think are too busy or you don't know very well. Trust God in his leading.

2. These questions are also helpful to consider....

- a. What area(s) in your life do you want specifically want to grow in? Who can help you grow in this?
- b. Who displays qualities in their life that you would like in your own life?
- c. Who do you feel that God has placed in your life for a purpose?

Make a list of the people that come to mind and pray over it.

3. Go and talk to the person you have decided to ask.

*Tell them that you have been praying about who God might lead you to and their name came up. Ask them to go away and prayerfully seek God's direction. **Give them permission to come back to you and say no.***

4. If they say yes talk about what this relationship is going to look like....

- Establish the relationship. Best chance for empowerment when a relationship is clearly established.
- Jointly agree on the purpose of the mentoring relationship.
- Determine how often you will meet.
- Decide together how the accountability will be set up and monitored. (Reports, calls, verbal feedback?)
- Set up clear lines of communication. Discuss when, how often, and how you will meet. Discuss the freedom on behalf of mentor and mentoree in questioning and discussing topics.
- Clarify confidentiality.
- Agree on length of time. A set time keeps the relationship fresh, gives opportunity for review & evaluation.
- Set a time to review if it is meeting the needs of the mentoree and is not burdensome for the mentor.
- Maintain flexibility and be adaptable.
- Mentoring should "begin with the end in mind". A well timed closure can increase the level of accomplishment. Even good, effective mentoring relationships come to an end.

Adapted from: Terry B. Wahling, "Mentoring - Self Discovery Workbook", Church Resource Ministries, 1996 pg 18-19

5. If the relationship doesn't gel try again until you find the right person, it will be worth the effort. PRAY!

Your Personal Mentoring Action Plan

Mentoring need	Potential Mentor	Date to contact

End of Year Mentoring Review

For the Mentoree

1. What were your goals? Which ones were achieved? Which ones' weren't?
2. How have you benefited from this mentoring relationship?
3. Continue? If so what would be the goals? How often would you like to meet?

For the Mentor

1. How have you benefited from this mentoring relationship?
2. Are you willing to continue mentoring?
3. Do you feel able to help the mentoree achieve his or her goals?

Mentoring Others

Requirements Of A Mentor

1. **Commitment to the person.**
It's about them. Not you. It is an investment of your life into the life of another. You commit to that person to seeing them move on the journey of reaching their God given potential. Mentoring is more about commitment than it is about what you know.
2. **Commitment to the process.**
 - a. Intentional
 - b. Relational
 - c. Mentoree focused.

Everyone's growth is unique. It takes time. It takes patience. It takes perseverance.
3. **Commitment to the purpose**
..so they become all God created and calls them to be. Not all you want them to be.

Mentoring Preparation Questions

Useful questions for the mentor to work through before a mentoring meeting.

1. Have I prayed for this person?
2. Have I reviewed my notes from our last meeting?
3. Have I developed some effective mentoring questions?
4. Am I prepared to listen?
5. What personal needs am I aware of?
6. What ministry issues am I aware of?
7. What spiritual struggles am I aware of?
8. What needs or issues am I avoiding?
9. What ministry skills need to be developed?
10. What resources would be helpful?
11. How can I encourage this person?
12. How will I strengthen our mentoring relationship?

Guidelines For A Mentoring Session

Make time to prepare for mentoring meetings, and review afterwards. Make your mentoring effective & intentional.

1. Pray for the person you are mentoring and your time together
2. Review the notes of your last meeting. It is a good idea to have a note book specifically for your mentoring times. Take notes so that you have a record of your time and journey together and which to refer back to in the future.
3. Review the Mentoring Preparation Questions (See below)
4. Some basic questions for a mentoring session include:
 - What do you want to talk about today?
 - How did you go with your tasks/homework from last time?
 - What is stirring in you?
 - What is God trying to say to you?
 - What is God trying to do in you?
 - What is God trying to do through you?
5. Choose other appropriate mentoring questions
6. Make notes during your time together. Ask permission to do this.
7. Decide what tasks/homework your mentoree would like to do before you meet again.
8. Pray with and for each other at the end of your time together.
9. After your meeting review your time together and make any relevant notes.
10. Continue to pray for the person you are mentoring.

Letter To A Potential Mentor

Dear, I have asked you to mentor me.

At the point of me asking you to be my mentor, I believe that I then gave you permission to search or go deeper into my life. Deeper both personally and spiritually.

The things that I would now like from you as my mentor are as follows:

- Keep God at the centre of our relationship
- Have regular meetings (including by phone/email)
- Pray *for* me
- Pray *with* me
- Listen to me – Let me be able to pour my heart out to you if and when needed
- Be my friend
- Keep me accountable with my spiritual life
- Confidentiality needs to always apply
- There needs to be trust and honesty between us both
- Discuss parts of my life with me
- Support me in whatever situations come my way, and help me to talk through and get through each of them as well as with God's help.
- Share parts of *your* life with me that may help in anything that comes our way.
- Give me advice when it's appropriate – usually I ask for it.

We will need to discuss time – Do we want or need a time period where we trial run it?

E.g. 3-6 months and then see how we think we are going.

I think that the whole honesty and trust thing is very important. I believe that I can trust you and be honest with you and therefore I want you to be able to be honest and trustworthy towards me also. I believe that you should be able to tell me anything; if there's something that you think I should hear then I want you to tell me. If there's something that I need to be told, then it would probably be best to hear it from my mentor.

So now,, do you think you'll be able to undertake this challenge?

MENTORING COVENANT

PURPOSE

Mentoring is a deliberate relational transfer of experience in a specific area of life, in which one person empowers another to reach his or her God-given potential.

Therefore before God and each other, we commit ourselves to this mentoring relationship.

VALUES

Our mentoring relationship will be characterised by the following values:

- | | |
|------------------|--|
| Honesty: | We will speak the truth in love |
| Confidentiality: | We will not share what is discussed, or any issues or concerns, outside this relationship without permission. |
| Vulnerability: | We will openly share both life and ministry issues with each other. Our time together will be a safe place. |
| Punctuality: | We will be prioritise and be prompt for all our meetings and calls out of respect for each other and our time. If for some reason we have to reschedule we will do so immediately. |
| Preparedness: | We will seek to complete all tasks given or homework and be prepared in advance for each meeting. |

EXPECTATIONS:

How often will we meet face to face?

How often will we communicate by phone or email?

How and when will we pray for each other?

How often will we review our relationship?

When will it end?

Signed: & Date:.....



99 Excellent Mentoring Questions

Listen Actively

1. How is your ministry going?
2. How are you personally?
3. How is the family? Your spouse?
4. Tell me about last week's meeting.
5. How are you and God doing?
6. What issues are important to you right now?
7. What concerns you right now?
8. Where are you feeling resistance?

Celebrate Wins

9. What are you excited about?
10. What was your greatest accomplishment this month?
11. What prayers have been answered?
12. Where is He working in the ministry?
13. How has God been faithful?
14. What milestones have been accomplished?
15. Where have you demonstrated your best leadership?
16. Who are your most loyal ministry partners?

Care Personally

17. What concerns do you or your spouse have about your ministry?
18. What can I be praying with you about?
19. What help do you need?
20. Where do you receive support and encouragement?
21. How do you feel when you get resistance?
22. What have you done to play?
23. Are you sleeping well?

Strategize Plans

24. Are you comfortable and confident with your vision, values, and mission?
25. Do you have a strategic plan for implementation? Is it complete and realistic?
26. What are your immediate priorities?
27. How are you continuing to attract and involve new people?
28. What is your vision for church multiplication?
29. Have you developed a ministry flowchart? Is it realistic? Working?
30. How is evangelism and spiritual growth happening?
31. How is leadership development happening?
32. What ministry systems do you need?

Evangelizing and Discipling Skills

33. How many unchurched families do you have contact with?
34. Does your life have integrity with unchurched people?
35. Are you seeing many decisions/converts?
36. How are they being assimilated into the church?
37. Where does discipling fit into your ministry?
38. What kind of time have you spent with anyone who is a non-Christian this past month?

Family Issues and Relationships

39. Do others see you as self-reliant or dependent upon God?
40. How would you like to grow spiritually?
41. How are your family's spiritual needs being met?
42. Are each of your family members getting enough of your time and attention?
43. When will you take time off with your spouse?
44. How is the balance of family and ministry going?
45. How often do you give your spouse a day off?

Interpersonal Relationships and Resistance

46. Where do you sense resistance in your leadership or core group?
47. What are the issues and values involved?
48. How do you respond to resistance?
49. Are there unresolved conflicts in your circle of relationships right now?

50. When was the last time you spent time with a good friend?

Listening Skills Development

51. How and when do you listen to unchurched people?

52. How and when do you listen to God?

53. How and when do you listen to your spouse? Your children?

54. How and when do you listen to leaders?

55. How can you improve your listening skills?

Mobilizing Leaders and Volunteers

56. How do you encourage and motivate volunteers?

57. How have you practiced good mentoring?

58. Have you created position descriptions for key leaders and volunteers?

59. How and when are you casting vision for leaders?

60. How will you begin an apprenticing system?

61. How will you appreciate and encourage volunteers this month?

62. How will you find the leaders you need?

63. How will you identify and raise up leaders?

64. What leaders do you have? What leaders do you need?

Prayer and Spiritual Disciplines

65. Do you have a personal intercessory prayer team in place?

66. What have you read in the Bible in the past week?

67. Where do you find yourself currently resisting Him?

68. What specific things are you praying for?

Time Management

69. What tasks that you are currently doing will you give to volunteers?

70. Tell me about your rest and recreation patterns.

71. What do you wish you had more time for?

72. What personal and time management tools or techniques do you use?

73. How and when do you say no?

74. How many hours are you giving to ministry?

Vision and Planning

75. How do you seek vision from God?

76. How do you communicate vision and values to others?

77. Share with me your mission statement.

78. Does it meet the tests of a good mission statement?

79. How have you approached planning in the past?

80. What planning tools have you found to be helpful?

81. When and how will you involve your team in a planning process?

Develop Character and Leadership

82. What is one area besides ministry where God is asking you to grow?

83. What are the specific tasks facing you right now that you consider incomplete?

84. What have you read in the secular press this week?

85. What would your spouse tell me about your state of mind, spirit, and energy level?

86. How might Satan try to invalidate you as a person or as a servant of the Lord?

87. How is your sexual perspective? Tempted? Dealing with fantasies?

88. Where are you financially right now? Under control? Under anxiety? In great debt?

89. What would you say are your fears at this present time?

90. What are your greatest confusions about your relationship with God?

91. How would you describe your leadership style?

92. What do your leaders need from you?

93. Who are you personally mentoring?

Challenge Specifically

94. What are your next steps?

95. What are you believing God for?

96. When will you seek vision from God? (Calendar)

97. What are your highest priorities for this month?

98. When and how will you take time for planning?

99. What will you do to encourage the spiritual life of your group?

Source: Empowering Leaders Through Coaching, Steven L. Ogne and Thomas P. Nebel, 1995, pages 2-13 - 2-16. A portion of this material is based on the Church Planter's Toolkit by Logan and Ogne and Empowering Leadersthrough Coaching by Ogne and Nebel.

Prayer Partners

What Is A Prayer Partner?

A prayer partner is a Christian friend who will encourage you and walk with you in your walk with God.

There are 4 main goals for a prayer partner. They:

- ...pray for you on a regular basis
- ...talk with you on a regular basis to find out how you are going
- ...pray with you
- ...regularly ask you spiritual questions.

Why Should You Have A Prayer Partner?

A prayer partner provides...

Positive peer pressure – They help encourage you to keep seeking God and make wise, godly decisions.

Insight and Wisdom – As they pray for you God may give them discernment, guidance, or scripture for you.

Spiritual Protection – Prayer partners stand with you, pray against attacks from the enemy and ‘cover your back’ spiritually

Help in times of trouble – When you are struggling with life and ministry issues a prayer partner is someone you can call on to talk with and you know they’ll listen to you, pray with you.

Help to resist sin and temptation – When you feel tempted, you can call on your prayer partner and they will pray for you and help you resist and overcome.

Accountability and Correction – A prayer partner notices when you are slipping into sin and they will help guide you out in a loving way.

How Do You Find A Prayer Partner?

1. Begin with prayer. Ask God to lead you to the right person. Make a list of the people that come to mind. Pray over your list.
2. Think of someone you know who is a mature Christian
3. Pick someone you can depend on that will be available to talk when you need to
4. Make sure that they are someone you can trust who will keep what you say confidential.
5. Select someone who knows what it's like to feel vulnerable and is willing to share - and hear - the hard parts of life
6. Find someone preferably of the same gender
7. Choose someone who is familiar with the power of prayer and has a desire to pray.
8. Ask them and also ask them to pray about it before making a decision.

Meeting With Your Prayer Partner

Work out when and how you will meet. Meet regularly, this can be over the phone, but face to face is usually best. Once you meet go through the following steps and feel free to skip or add other ideas that will benefit your time with your prayer partner:

1. Go over prayer requests and commit to praying for one another daily
2. Ask spiritually appropriate questions:
 - Have you been reading the Bible regularly?
 - What do you think God has been saying to you? What are you doing about it?
 - Have you been praying daily?
 - What have you been praying for or about?
 - Is there un-confessed sin in your life?
 - What are you wrestling with in your thought life?
 - What issues or struggles are you facing?
 - How has God blessed you this week? What can we thank him for?
 - How do you sense or see that God is at work in your life?
3. Pray together and for one another while you are together.
4. Contact them with prayer 'updates' as necessary.

Resources for Prayer Partners

Confession & Forgiveness, Professing Faith as Ambassadors of Reconciliation – Ted Kober

Bible References

Therefore encourage one another and build each other up, just as in fact you are doing. 1 Thessalonians 5:11

It's better to have a partner than go it alone. Share the work, share the wealth. And if one falls down, the other helps, But if there's no one to help, tough! Ecclesiastes 4:9

For where two or three come together in my name, there am I with them. Matthew 18:20

Confess your sins to each other and pray for each other so that you may be healed. James 5:16

Wounds from a sincere friend are better than many kisses from an enemy. Proverbs 27:6

Support People

Who Are Support People?

Support people are spiritually mature, prayerful, supportive, caring and open people who are strongly committed to the work of lay ministry and of the lay worker.

Their role is to provide encouragement, prayer, feedback, and practical support to the lay worker and their family. The lay worker feels they can share with them openly without judgment, and receive feedback that is gentle and encouraging in nature. They regularly meet with or contact the lay worker and their family to hear how they are going in their ministry role, relationships and in any other matter that the lay worker wants to discuss.

Why Should You Have Support People?

The Purpose of support people is to...

- Provide pastoral care and prayer support for the lay worker
- Provide a support base for the lay worker and their family so that they may begin their work effectively and fit smoothly into the position. Provide ongoing support as they continue in their role.
- Serve as a means of feedback for the lay worker regarding their ministry from their own observations and the observations of others, so that healthy mutual relationships are grown.
- Provide opportunities for helpful discussion on matters of a variety of issues as they arise
- Help and support the lay worker in their family life. The lay worker needs to feel that there are special supportive people around them who are 'on their side' and to whom they can freely turn for guidance, counsel and support at any time. A close relationship of these people with the lay worker's spouse and children is highly desirable
- Support the lay worker in challenging and difficult situations and be an advocate for them.

How Do You Choose Support People?

Ideally there should be 3 to 4 people who are chosen by the lay worker in consultation with the employer. If the lay worker is new to the congregation/workplace and doesn't know people yet, the employer should choose some initial support people (for 6 to 12 months), until the lay worker is able to choose their own. These may be the same people, some of the same people or different people entirely.

They should be people who are...

1. Strongly committed to the work of lay ministry and the lay worker
2. Prepared to regularly contact, support and show an interest in the lay worker and their family
3. Will maintain confidentiality at all times
4. Are prepared to contribute and be positive-minded to growth and new ideas
5. Will commit to praying for the lay worker and their family

Relationship of the Support People with the Lay Worker

1. Mutual respect and commitment to Christ should undergird all dealings between the lay worker and their support people so that the common aim is a more effective ministry under the guidance of the Holy Spirit.
2. A supportive, gracious and honest relationship should be developed so that the lay worker looks to their support people for genuine and caring support and guidance.

3. The support people need to bear in mind that the lay worker may be trying new things, developing skills and their own particular style of ministry. The lay worker needs to be free to serve in a way that suits their personality and style, and not feel pressured to adopt a style which is not natural for them. Support people should treat the lay worker's judgments with respect and be constructive.
4. In discussions with the lay worker and in making comments, support people should:
 - a. be descriptive rather than judgmental
 - b. be specific rather than general
 - c. ensure the feedback is appropriate, helpful and timely;
 - d. be aware of how the lay worker responds to their comments and try to develop a healthy relationship which is honest without being defensive and negative.
5. It is NOT the role of the support people to require professional accountability of the lay worker. Rather, they will provide the necessary support and encouragement for the lay worker as they seek to use their God-given talents in His service. The lay worker is accountable for their professional performance to the employing body through Councils/Boards and other personnel.
6. The lay worker's supervisor should review how the lay worker and their support people are going at least annually.

Meeting with Your Support People as a Group

1. As well as developing regular, frequent informal contacts with their support people, the lay worker and their support people should meet occasionally as a group. (At least 6 monthly)
2. The first meeting should be held as soon as possible after the lay worker begins their role to establish open communication and relationships.
3. If the lay worker is married, their spouse should also be included in these meetings so they too can be supported and give and receive feedback.
4. It would be in keeping with the more informal nature of these meetings if they were held in the homes of members, if possible over a meal.
5. Make sure there is time to pray together for the lay worker and their family.

Areas for discussion with support people:

1. How are you finding your role?
2. What are your joys in your role?
3. What are your challenges and frustrations in your role?
4. How are you finding your relationships with pastor, other staff, leaders, volunteers etc?
5. Is there anything you want to share?
6. Is there anything you need help with?
7. How is your work/life/home balance? Is your work life impacting on home life?
8. Feedback from what we have seen or heard is ... (encouraging/clarifying/concerning)
9. Actions (for lay worker and/or support person)
10. Prayer points

Peer Networking

What is Peer Networking?

Peer Networking is bringing together people who are performing similar tasks, roles or ministries to support each other and exchange ideas, goals, challenges. Through sharing each participant can potentially learn new things, discover possible solutions to issues, and be encouraged and encouraging to each other.

Groups can range in size but larger groups should break into smaller groups so that each person is able to engage. Each person is considered an 'equal', even if some have more experience than others, as each person brings their unique skills, experience, knowledge, wisdom to the group. It is not a forum for competing or grandstanding, but for mutually beneficial input. It is crucial that open and honest communication and confidentiality is agreed on.

The Value of Peer Networking

1. Peers can help each other build the confidence necessary to implement ideas, visions, goals, actions.
2. Provide invaluable outside perspective to specific challenges.
3. Receive and give encouragement and support
4. Discover new ideas/practices
5. Refine, test and get feedback for one's own ideas/practices
6. In listening to and helping others produce change, also gaining useful insights for one's own ministry
7. Share resources
8. Develop coaching skills
9. Support each other in prayer

How to Establish a Peer Network

Invite potential members to a first meeting. Start with people you know but include others who are outside your normal circle – they will bring fresh and new perspectives, experience and skills, you might start with two or three.

After the first meeting, each person may have their own contacts or connections for inviting others.

At the First Meeting

1. Establish expectations: purposes, goals, frequency of meeting, venue, end time, etc. For the group to succeed, everyone must make attending and actively participating a priority.
2. Establish ground rules: confidentiality, respect for each other's opinions, non-judgmental, caring honesty, openness, prepared to participate
3. Discuss who will lead or facilitate your times together and how. Will you share leadership? Do you need reminders of meetings?
4. Establish how the group will interact – face to face, email, blog, etc or a combination
5. If face to face, will you share a meal, morning or afternoon tea together to build relationships?
6. Each shares about their role and what information, support, ideas that could be helpful

Structuring Peer Networking Groups

Peer Networking groups can be structured in different ways

1. Brainstorming concepts or ideas
2. Presentation of an issue, idea or practice for discussion
3. Everybody bringing relevant input on a subject
4. Sharing successes and challenges and praying for each other
5. Formal and/or informal
6. Face to face, tele-conferencing, skypeing, email, or via facebook, or other online opportunities such as a blogs

Frequency and Location

When it comes to maintaining a network, it is both the quantity and the quality of time that matters. Too infrequent and the group loses momentum; too frequent and it can become a chore. Frequency can depend on the method of meeting. If online, and if the commitment is strong, it can be a continuous network – such as a blog or email group

Ending a Peer Network

Keep in mind that even with a successful outcome and a set of people who develop close relationships, most peer groups will eventually play themselves out. That's just fine. They have served a purpose and chances are the friendships developed within the peer group will last. Remember to celebrate your time together when you do decide to end it.

Lay Ministry: mission & ministry encouragers



Personal Review Guidelines & Template

Personal reviews are appropriate wherever position plans/descriptions are used

Step 1

Ensure that the interviewer and the lay worker both understand that this is a confidential, personal review aimed at setting some new goals for the Lay Worker in the next 12 months, and not a review of their ministry.

Notes -The interviewer needs to be someone who works closely with or has a good understanding of the lay workers role e.g. the pastor, a ministry team person or a mentor.

Step 2

The interviewer and lay worker to agree in advance and document the key areas of responsibility from the **position description** to be reviewed. Insert the agreed areas into the Personal Review Form

Step 3

The interviewer and lay worker should both fill out the Personal Review Form .. allow at least one week to prepare.

Notes - Both parties should allocate ample personal time to prayerfully consider their responses and to reflect on the listed responsibilities of the role. They should each write these and relevant comments into the appropriate areas on the Personal Review Form prior to the review.

Step 4

Conduct the Review

Notes - The review process becomes one of comparison and contrast between the two individually prepared sheets. It is the responsibility of the interviewer to ensure that the review is positive and Christ-centered, especially when there is disagreement.

Step 5

The interviewer needs to record agreed outcomes.

Notes - It is the responsibility of the interviewer to accurately record the agreed outcomes of the review on a separate Personal Review Form and provide a copy for the lay worker.

The completed Personal Review Form should be referenced at the next review.

Step 6

Any areas that need further support from the personal review need to be transferred by the interviewer to the 'Professional Development Schedule' for implementation by the lay worker with ongoing support from the employer.

This should be referenced at the next review.

Ratings descriptions in Personal Review Form:

Needs help = area needing support

Coping = starting to get a understanding of tasks to be performed

Competent = has a good understanding of tasks to be performed

Outstanding = working well above expectations and the standard required

N/A For some roles and positions there will be sections that you mark Not Applicable to the role

Personal Review		Needs help	Coping	Competent	Outstanding	Name:	
						Date:	
Position Goals		Comments/personal reflection					
1.							
2.							
3.							
4.							
5.							
6.							
Position Strategies							
1.							
2.							
3.							
4.							
Personal Growth							
SPIRITUAL	Demonstrates a theological understanding relevant to the ministry context. Is making time for an ongoing commitment to spiritual development						
LEADERSHIP	Has skills/demonstrates growing competencies in: <ul style="list-style-type: none"> • Christian leadership • Managing conflict • Visioning for the role • working as a team • facilitating ministry teams • Mentoring others • Being mentored 						
MINISTRY SKILLS	Has skills/demonstrates growing competencies in: <ul style="list-style-type: none"> • Ministry planning for the role • Managing projects/jobs • Pastoral Care • Communication in building constructive relationships with peers & volunteers • Develops, builds and maintains effective relationships with peers and volunteers • Administration skills - Knowledge and understanding of computer and word processing skills, accurate record keeping and communication practices e.g. newsletters etc 						
PERSONAL ATTR.	Shows: <ul style="list-style-type: none"> • A healthy and balanced physical, emotional, relational and spiritual life • Effective self and time management skills Calendar/diary, meeting deadlines etc • Initiative • Reliability in and responsibility for area of ministry • A willingness to initiate ongoing training opportunities 						
Focus Areas							

PROFESSIONAL DEVELOPMENT SCHEDULE

FOR.....

Next review due in relation to this program is on

TIMEFRAME

PRIORITY	STRATEGIES LIST	OUTCOMES	TIMEFRAME											
			Month				Month				Month			
			1	2	3	4	1	2	3	4	1	2	3	4
1														
2														
3														
4														

Lay Ministry: mission & ministry encouragers



Board for Lay Ministry:**Supervision Form**

Name: (person receiving supervision)	Supervisor:	Date:
---	--------------------	--------------

Begin with Prayer/Devotion together

Workload/Caseload (amount; time spent, duties, hours worked, time off, etc)		
Action to be taken:	When:	By who:

How are you going? (Spiritually, emotionally, relationally. devotional life, prayer, mentor & prayer support)		
Action to be taken:	When:	By who:

Are you feeling supported? How are your support structures? (support people; mentors; prayer support,)		
Action to be taken:	When:	By who:

Concerns/team issues (staff/worker relationships; new ideas; areas of work etc)
--

Action to be taken:	When:	By who:
----------------------------	--------------	----------------

What is working well (for you and your Supervisor/Manager)

Action to be taken:	When:	By who:
----------------------------	--------------	----------------

What is not working so well (for you and your Supervisor/Manager)

Action to be taken:	When:	By who:
----------------------------	--------------	----------------

Does your Job Description match your current duties and role? (monthly or quarterly)

How is your ministry work going? What are your short & medium term goals? How are these going?

Action to be taken:	When:	By who:
----------------------------	--------------	----------------

Training/Development (as part of your Development Plan, what training are you doing or planning to do, or need to do.)

Action to be taken:	When:	By who:
----------------------------	--------------	----------------

Ongoing Items for discussion (from previous Supervision Sessions)

Action to be taken:

When:

By who:

Administrative Issues (leave, record keeping etc)

Any other items for discussion:

Achievements since last supervision (courses; qualifications; compliments/good feedback from others; problem-solving; successes etc)

Date of next meeting:

Signed:
(Employee)

Signed:
(Supervisor/Manager)

Conclude with Prayer Together

Lay Ministry: mission & ministry encouragers



Updating your Profile in LAMP

It is your responsibility to keep your information up to date in the LAMP system. Keeping LAMP up to date ensures that your information is correct on the LCA website, in the yearbook and makes sure that the wider LCA (District offices etc) have your correct contact details at all times. You can also update the information for your parish/congregation/preaching place on LAMP, including service times and personnel, to keep the LCA website up to date.

Changing your information on LAMP ensures that the LCA is aware of the changes and you do not need to let your District Office or others know the change by separate contacts.

Log on

Go to www.lamp.lca.org.au or click on [Login to LAMP](#) on the LCA Website (www.lca.org.au)



The LAMP Logon screen will be displayed.

	<p>Enter your Username (your personal email address) and your password and click Login>> If you have forgotten your password, click on Forgotten your password?</p>
--	---

1.2 Access your details

	<p>Click Update My Details on the left hand menu.</p>
--	---

1.3 Open your details/Change your password

	<p>If you wish to change your password click Change Password. Follow the prompts to complete the password change.</p> <p>Note: your username to log on remains the same.</p>
--	---

1.4 Personal Info & Contact Info

Lay Worker Last updated: 19/04/2012 By: Mills [Help For This Page](#)

Password: [Change Password](#) * Indicates a required field

PERSONAL INFORMATION [Send "LAMP Welcome Email"](#)

*Title: Ms

*Surname: 0000

*Preferred First Name: 0000 (with Initial if required)

Post-nominal Letters: (Qualifications)

Marital Status: Select Marital Status

Partner's Name:

Date of Birth: Select

Place of Birth:

Photo: No Photo

Photo Copyright/Date:

Show Photo on LCA Public Website:

Day(s) Worked:

CONTACT INFORMATION

Office

Address Line 1:

Address Line 2:

Locality: Select Locality [Add Locality](#)

Daytime Phone:

Mobile Phone: Hide Mobile Phone Number

Fax:

*Personal Email: me@bigpond.com.au (Not LCA Email, enter 'home' for email)

Personal Website:

Home

Address Line 1:

Address Line 2:

Locality: Select Locality [Add Locality](#)

After hours Phone: Hide After hours Phone Number

Postal

*Address Line 1: 197 Archer St

Address Line 2:

*Locality: North Adelaide SA 5006 Australia [Add Locality](#)

Note: Any lines with a * must be filled in to save any changes.

Post Nominal Letters - are abbreviations for qualifications or honours you would like shown after your name

Spouse Name - The preferred first name of your spouse will be displayed

Date of Birth

Days Worked – show the day(s) you are usually in your office.

Contact Information -This should be the physical location of your office. The daytime phone should be the number where you can most often be reached during business hours.

You can enter **your mobile phone number**, but if you would like it kept off the LCA website and yearbook, tick the **Hide Mobile Phone Number** box.

Your **home** address and contact information and an after hours phone number.

The **postal** address is where you would like your LCA mail to be sent. **This address will be displayed on the LCA website with your office address.**

For address details please use the following abbreviations:

Alley	Ally	Grove	Gr
Arcade	Arc	Highway	Hwy
Avenue	Ave	Lane	Lane
Boulevard	Bvd	Parade	Pde
Circuit	Cct	Place	Pl
Close	Cl	Road	Rd
Court	Ct	Square	Sq
Crescent	Cres	Street	St
Drive	Dr	Terrace	Tce
Esplanade	Esp		

Your **Personal Email** should be the email address where you would like your LCA emails to be forwarded. **This address is also your LAMP username.**

Enter all the appropriate details and click **submit** to save your entry.

1.5 Qualifications

Locality: North Adelaide SA 5006 Australia Add Locality

Submit

QUALIFICATIONS

Theological Qualifications	Lutheran:	Completed:	add
Other Qualifications/Accreditations		Completed:	add

Professional Development

Select Font Size B I U x x' [Rich Text Editor Icons]

Theological Qualifications – any qualifications you have gained from theological study

Other Qualifications/Accreditations – any non-theological qualifications you have received from recognised training providers

Professional Development – any other relevant experience that is not a formal qualification.

Click on **edit** or **add** to make any changes.

1.6 Other Experience & Activities

Other Experience & Activities

CURRENT SERVICE add

	Position	FTE	Installed		
LCA Faith Inkubators Australia	Training & Support Coordinator	0.5	01/02/2012	(Calling Body)	edit

PAST SERVICE add

Position

INFORMATION MAINTAINED BY LCA NATIONAL OFFICE

Current Service – shows your current calling body

Past Service shows all the bodies that you have previously served chronologically from newest to oldest within each category.

Click on **edit** or **add** to make any changes.

1.7 Info maintained by the District and National Offices

Position	
INFORMATION MAINTAINED BY LCA NATIONAL OFFICE	
Review of Ministry	Previous Reviews add
Ministry:	
Reviewed By:	Next Due:
Person Base Type:	Lay Worker
District:	SA/NT District
Photo:	
LCA Email:	
Accredited Lay Worker:	<input type="checkbox"/> Date Accredited:
Date Most Recent Installation Displayed in "The Lutheran":	
Status:	Inactive- not currently in a position
Looking For New Position:	<input type="checkbox"/>
Retired Date:	Select
Deceased Date:	Select
Comments:	
Access to Reports:	<input type="checkbox"/>
BLM Long Service Leave:	<input checked="" type="checkbox"/>
Deceased:	<input type="checkbox"/>
INFORMATION MAINTAINED BY LCA DISTRICT OFFICE	
Last Police Check:	No Information add
Last Mandatory Reporting Training:	No Information add
Last Safe Place Training:	No Information add
Last ChildSafe Coordinator Training:	No Information add
Last ChildSafe Team Leader Training:	No Information add
Last ChildSafe Team Member Training:	No Information add
<input type="button" value="Submit"/>	

This information can only be changed by the National Office.

If you spot any errors in the information on this page contact the National Office to have it corrected.

This information can only be changed by the District Office.

If you spot any errors in the information on this page contact your District Office to have it corrected. You can use this information to keep an eye on what training you are required by the LCA to keep up to date and when your next training is due.

For feedback, problems, comments, and suggestions, email help@lamp.lca.org.au

Meeting With Congregation/Leaders When Lay Worker Leaves

Chairperson will give an overview of the last years and talk about the future of the position and then will hand over to Director for Lay Ministry or LWFO.

1. Farewell, saying good bye to lay worker

- How are you going to do this?
- Farewell service - Farewell rite Church Rites and Resources book.
- Certificate of acknowledgement is often appropriate or gift.
- Exit interview. DLM or LWFO will do this but also good for congregation to do.
- Accepting that there will be people feeling let down with the lay worker moving on. How do we deal with this so that it doesn't affect our ministry or membership?

2. Looking back on the last years:

- On the position not lay worker
- Does the ministry position still fit in the Mission and Vision of the congregation?
- Has there been a growth in the ministry and do you think that this can be maintained?
- Worth looking at the position description again.
- Could you improve on the support that was given to lay worker e.g. in areas of helping in the position, committed support group or mentor, finding extra employment, help with accommodation etc.
- Do we need to look at ourselves to work out why things aren't working with keeping lay workers?
- Is the position still meeting what it is supposed to?
- Are you meeting your budgets ok?

3. The Future – where to from here?

- Should this be looked at any different from looking at calling a pastor?
- If you don't re-employ again what has the last years been for?
- Will the growth of the ministry be nullified if we don't employ?
- Do you as a congregation really own this position?
- Is there a need at the moment for all to pull together & have a real purpose for where the ministry is going?
- If you don't employ again will ministry keep going?
- Is there a vision for the future of the ministry/position or has it changed?
- What are the advantages or disadvantages of waiting before you call someone?
- Should you wait until lay worker goes before calling?

4. Next Person

- Lay worker came into a new position so people had nothing to measure her/him by.
- For the new lay worker this will not be the case.
- People will compare the next new lay worker to last one.
- People's expectations will be high for this new person.
- He/she will not be another
- Is there a local we could employ?
- It will be like getting a new pastor
- Do you want someone with experience or not?
- Need to be aware of the level of salary i.e. accredited or not.
- If this is the direction the congregation still wants to take don't expect the new person to come up with lots of new ideas and conversely if they have got different ideas encourage them to develop these.

5. The Process for calling a new lay worker.

- a. Send out an advert across Australia, b. Target a person, c. both.
- **Call Process**
Advert and target people, Interview applicants, Notify person you believe is appropriate, Issue them with a 'Call' signed by Bishop and congregation, Ask Lay worker to prayerfully consider the call over two weeks, Lay worker notify congregation of decision

- 6. The Director for Lay Ministry and district representative will meet with pastor, lay worker and key member of congregation a couple months after lay worker has started. We will go through the DiSC model (or something similar). This is approved and encouraged by LCA College of Bishops.

Personal LW Exit Interview Questions

This exit interview is a confidential interview between the LW and the LWFO and we will discuss at the end what information you are happy for us to share with Pastor &/or Church Leaders.

1. Would you like to share with me how you are feeling at the moment?
2. Would you like to share with me how you are feeling about leaving this position?
3. What is the main reason for leaving this position?
4. How would you rate the welcome/induction to this position?
 - a) Have you any suggestions at to how this could be improved?
5. How would you rate the initial support you received for this position?
 - a) Have you any suggestions at to how this could be improved?
6. How often did you meet with the pastor?
 - a) Was this a productive/supportive time?
 - b) Are there any improvements/suggestions you would like to make on this?
7. How often did you meet with the Ministry team?
 - a) Was this a productive/supportive time?
 - b) Are there any improvements/suggestions you would like to make on this?
8. How often did you meet with your support group?
 - a) Was this a productive/supportive time?
 - b) Are there any improvements/suggestions you would like to make on this?
9. What support structures do you think were in place to help you in the position?
10. What support structures do you think weren't in place to support you?
11. Do you feel the congregation had an ownership of the position you were in?
 - a) Have you any suggestions as to how this could be improved?
12. Were there unrealistic expectations of you for this role?
13. Were there unrealistic expectations of the number of hours you were expected to work?
14. Were you happy with your level of pay?
15. Did you have ongoing appraisals?
 - a) If not do you think they would have been beneficial?
 - b) If you did have them were they beneficial?
16. Did your employer offer professional training and help pay for it?
17. Is there anything you would like to reflect on of your time in the position?
18. Have you got any suggestions to offer the congregation re them employing again?
19. What suggestions would you make to improve on procedures/activities/practices in your position or in general?
20. How do you feel you finished in this role on a positive or negative note?
 - a) If negative is there anything that needs to be worked through before you leave?
 - b) If positive would you like to share things with us?
21. Would you like to give comment on the support from District?
22. Would you like to give comment on support from Board for Lay Ministry or its Director?
23. Where to from here?
24. Is there anything we can do to help and support you at the moment?
25. Any other suggestions of comments you would like to make?

Lutheran Church....Review and Feedback Exit Interview with ...

Present :

Date :

Today's exit interview will focus on your '.....' role. Our aim is to learn from your experiences here at and to gather data that will assist us to improve the working environment.

What first attracted you to the '.....' role?

What have you loved about this role?

What has been difficult in this role?

What induction & training did you receive to do your job? Was it adequate?

What support did you receive?

Do you feel the congregation had an ownership of the role you were in?

What works really well here?

What does not work so well?

Any suggestions to improve the working environment or the role?

Do you have any other comments or feedback for us?

Thank you for your honest feedback. We wish you well with your future endeavours.

Close with prayer.

