

# Ettalong Baptist Church – Leadership:

*August 2023*

This document outlines and describes the Leadership structure of Ettalong Baptist Church.

Ettalong Baptist Church is led by a Congregational structure.

Christ is the head of the Church. (Colossians 1:18) We look to him in all matters. Everything we do must be for the glory of God, in his strength, by his leading.

It is important that the church is led in a way that brings glory and honour to Christ. We have prayerfully reflected on the way the early Church in the New Testament was led, and sought the Lord's guidance for the leadership structure of Ettalong Baptist Church today.

The Church leadership shall consist of Pastors, Elders, Deacons, and Ministry Leaders. The Church's leadership shall be termed collectively the Church Council.

The following document outlines what the various leadership positions are, what the role of each position is and the type of people that God might be calling to these positions.

There is a diagram of the structure that complements this outline, to show pictorially how the structure fits together.

The Lead Pastor and Elders will continue to reflect from time to time on the church leadership structure, on its usefulness and relevance. They will propose changes or form a committee to discuss, review and propose changes when necessary.

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# Lead Pastor:

## What Is the Role of the Lead Pastor?

The Lead Pastor needs to be a fully committed Christian who not only believes in the deity of Christ but seeks to love, serve and honour Christ through the power of the Holy Spirit.

They need to be a person whose credentials are acceptable to the Baptist Association of NSW and ACT and holds the doctrines set forth in the Ettalong Baptist Church Constitution under Section 2: "What Do We Believe".

### The Lead Pastor shall:

- Be an elder and shall perform the duties of an elder, and shall be recognised by the church as particularly gifted and called to the full-time ministry of preaching, teaching and leadership of God's people.
- Participate in leadership teams that encourages, nurtures and builds congregational members/volunteers and staff, so as to achieve the strategic vision.
- Communicate well with a variety of persons in the church, community, staff etc.
- Lead the visioning or strategic processes for the church
- Have a personality and passion for team building, encouraging others to capture the vision and fulfil the strategies.
- Shall ensure that all regulations, policies and procedures are created and maintained as necessary.

### Position Description of the Lead Pastor:

- Preach/teach God's word and train and encourage others to teach God's word.
- Encourage a commitment to individual and corporate prayer in the life of the church
- Encourage and provide opportunities both within and outside the church for the congregation and individuals to be informed and involved in Christian mission at home or abroad.
- Coordinate and encourage by word and presence a supportive understanding for people in all facets of their life offering pastoral care and encouragement.
- Participate in or initiate opportunities to engage with local Baptist Pastors and Pastors from other denominations seeking ways for cooperative worship and ministry.
- Have input into the preparation and implementation of the budget with the assistance of the treasurer.
- Provide opportunities for the nurturing and counselling of individuals, families, married couples and or groups.

### What Sort of Person Should the Lead Pastor Be?

- Character (1 Timothy 3:2-7, Titus 1:6-9, 1 Peter 5:1-4). The word Pastor does not appear in the New Testament. The word pastor comes from a Latin word which means "shepherd." The New Testament however speaks of Elders. In these passages from 1 Timothy, Titus and 1 Peter the Bible shows that among the Elders, were those who were overseers, or Shepherds of the people. When you look at the role of an overseer Elder in Scripture most teaching isn't about job descriptions, it's primarily about character. (See also under Elders the list of biblical criteria for Elders, which especially relate to Pastors as well.)
- Competency (1 Timothy 3:2). As an overseer the Lead Pastor will have spiritual gifts in preaching/teaching and leadership. As with other Elders, the Lead Pastor will be a mature person (sober, sensible, wise, balanced in judgment, not given to quick, superficial decisions based on immature thinking). Given the nature of some aspects of this ministry, it is sensible for the Lead Pastor to have wisdom in such areas as: strategic direction; accountability and management. The Lead Pastor shall also have appropriate theological qualifications.
- Chemistry (1 Timothy 3:1-7). Many of the Elder character attributes listed in 1 Timothy relate to awareness in the area of interpersonal relationships. The Lead Pastor works closely together with many individuals and teams and therefore must be relationally aware.
- Commitment (1 Timothy 1:12). All roles come with an appropriate level of responsibility. It is important therefore, that those who fulfil these roles come to them with a level of commitment that matches those responsibilities.

- The following list spiritual gifts may be helpful for this role. This is not an essential or exhaustive list. Preaching, Prophecy, Pastor, Teaching, Wisdom, Knowledge, Exhortation, Discerning of Spirits.

### **Calling A Pastor**

The Lead Pastor should be identified and called as set out in the Ettalong Baptist Church Constitution, under Section **11**, “The Pastor(s)”

## **Associate Pastors:**

When the Church sees a particular need or specific ministry area where pastoral leadership would be helpful, the church may call Associate Pastors, both paid and honorary, as it needs to and can afford to.

### **What Sort of Person Should Associate Pastors and Other Staff Be?**

- Character (1 Timothy 3:8-13, James 1:1). Within the Scriptures we see a wide variety of spiritual gifts are mentioned, yet when people step up into leadership using those gifts they are often called ‘diakonos’ which means: “servant”. Associate Pastors need to have the heart of a servant.
- Competency (1 Timothy 3:13). Associate Pastors are called to ‘serve well’. They are to use their God-given gifts and abilities with a spirit of excellence which honours God and inspires people. Pastors shall have, or be willing to obtain, appropriate theological qualifications.
- Chemistry (1 Timothy 3:8-13). Like Elders, many of the character attributes listed in 1 Timothy relate to awareness in the area of interpersonal relationships. Associate Pastors with the Lead Pastor work closely together as a team and therefore must be able to relate well with each other.
- Commitment (1 Timothy 1:12). All roles come with an appropriate level of responsibility. It is important therefore, that those who fulfil these roles come to them with a level of commitment that matches those responsibilities.
- Spiritual Gifts that might be helpful for the role of Associate Pastors would vary according to their specific responsibilities. It is desirable that the Pastoral team should have complimentary gifts and skill sets.

Position Description as required by the Role

# Elders:

## Nomination and Term of Elders:

- Elders are nominated by the Nomination Committee after consultation with the church. Nominations must be approved by the Relevant Church Leadership (Refer to the Constitution Section1: Definitions) and they are then affirmed by the church by secret ballot at a church meeting.
- Elders, and Deacons are appointed by the church for a term of 3 years with a maximum of two consecutive terms in leadership. Leaders can be nominated and appointed to different rolls during their three-year term by a vote of affirmation by the church, but they must still have a one year break from leadership after two consecutive terms in leadership (regardless of how long they have held office in the new leadership position they are appointed to).

## Who Should the Eldership Consist of?

- The Lead Pastor, who is automatically an elder and remains an elder while they hold the office.
- Three Ministry Partners, who have been Ministry Partners of the Church for at least 6 months.
- If appropriate an Associate Pastor may also be on the eldership as approved by the Church.
- Elders should be able to agree to and sign the Ettalong Baptist Church Leaders Conduct Covenant.

## What Is the Role of Elders?

### Work with the Lead Pastor to:

- Contribute to and champion a strong leadership team and an effective church at Ettalong Baptist Church.
- Maintain good and positive communication and network relationships within the church and local area.
- Pray often for the church, ministry partners and the community we serve.
- Make recommendations regarding and implement the churches succession planning for the various leadership roles in your line management.
- Lead, manage and advocate for the understanding of the vision and strategic Planning processes of the church on a regular basis.
- Work towards the extension of the kingdom of God here at Ettalong Baptist by supporting all leaders and groups to reach out to the local community.
- To provide pastoral care to all church leaders.
- Minutes should be kept of all Elders meetings and these are to be made available to the Diaconate, and Elders. Minutes of sensitive matters should be kept private and confidential and should not be made available to any other leaders.

## Position Description for Elders:

- Prayerfully encourage, train and equip each and every member of the church so they realise their full potential as a servant under God.
- Have a good understanding of the organisational structure, the various role descriptions and position descriptions and be able to explain it to any interested party.
- Have a working knowledge of spiritual gifts, their definitions and how they are used in the body of believers.
- Undertake performance/ministry reviews with the Pastor/s to encourage and support them.
- Encourage, mentor, and support leaders of all the church ministries.
- Make arrangements should the Lead Pastor be on leave or the ministry time has come to a conclusion
- Attend Deacons meetings on rotation with others Elders.
- Ensure the maintenance of reporting procedures at all meetings and circulate as appropriate.
- Ensure that adequate succession planning occurs within the eldership.
- Adhere to all Church policies, procedures, work health & safety policies and legislative requirements.
- Carry out any other duties as may arise.

### **Biblical Criteria for Elders:**

Elder qualifications are summarised in 1 Timothy 3:2-7 and Titus 1:6-9:

1. **Above reproach** – Elders will lead by example and demonstrate a lifestyle free of patterns of sin.
2. **If married** – Elders will be devoted to their spouse, they will also demonstrate a healthy family life.
3. **Temperate** – Elders will be self-controlled, enslaved to nothing, free from excesses.
4. **Prudent** – Elders will be sober, sensible, wise, balanced in judgement, not given to quick, superficial decisions based on immature thinking.
5. **Respectable** – Elders will demonstrate a well-ordered life and honourable behaviour.
6. **Hospitable** – Elders will be unselfish with their personal resources. They will be willing to share blessings with others.
7. **Able to teach** – Elders will be able to communicate truth and sound doctrine in a non-argumentative way.
8. **Free from addictions** – Elders will be free from addictions and willing to limit their liberty for the sake of others.
9. **Not pugnacious or quick tempered** – Elders will be gentle, patient, and able to exercise self-control in difficult situations.
10. **Uncontentious** – Elders will not be given to quarrelling or selfish argumentation.
11. **Free from the love of money** – Elders will not be stingy, greedy, or pre-occupied with amassing material things.
12. **Not a new convert** – Elders will not be new believers. They will have been Christians for long enough to demonstrate the reality of their conversion and depth of their spirituality.
13. **Good reputation with outsiders** – Elders will be well-respected by unbelievers and free from hypocrisy.
14. **Not self-willed** – Elders will not be overbearing, prone to force options on others, or abuse authority. They will be servants.
15. **Loving what is good** – Elders will desire the will of God in every decision.
16. **Just** – Elders will desire to be fair and impartial. Their judgement will be based on scriptural principle.
17. **Devout** – Elders will be devoted Christ followers seeking to be conformed to His image. They will be committed to prayer, worship, the study of Scripture, and the guarding of their own walk.
18. **Holding fast to the faith** – Elders will be stable in the faith, obedient to the Word of God, continually seeking to be controlled by the Holy Spirit.

# Deacons:

## Nomination and Term of Deacons:

- Deacons are nominated by the Nomination Committee after consultation with the church. Nominations must be approved by the Relevant Church Leadership' (Refer to the Constitution Section1: Definitions), and they are then affirmed by the church by secret ballot at a church meeting.
- Elders, and Deacons are appointed by the church for a term of 3 years with a maximum of 2 consecutive terms in leadership. Leaders can be nominated and appointed to different rolls during their 3 year term by a vote of affirmation by the church, but they must still have a one year break from leadership after two consecutive terms in leadership (regardless of how long they have held office in the new leadership position they are appointed to).

## Who Should the Deacons Consist of?

- A Deacon needs to have been a Ministry Partner of the Church for at least 6 months.
- The Diaconate should consist of a Chairperson, a church Secretary, a church Treasurer, and a church Administrator.
- The church may elect other Deacons as appropriate and as desired by the church.
- Deacons should be able to agree to and sign the Ettalong Baptist Church Leaders Conduct Covenant.

## What Is the Role of the Deacons?

- The term Deacon means servant leader.
- The Church Diaconate is responsible for the more pragmatic matters associated with the Vision, Purpose, Values and day to day administration of the church.
- Invest time in their own spiritual growth and Prayer. (Acts 6:2-4). The Diaconate invest time waiting on God in prayer and interceding for the church.
- Develop, implement and monitor processes to ensure the Church complies with its legislative and other requirements (e.g., WHS, Child Protection, etc.).
- Ensure the development and oversight of strategic or required policy matters, including matters delegated by the Elders (e.g. Lock up procedures, hire of facilities etc.).
- Ensure good management and stewardship of the church's financial resources.
- Ensure good management and care of the church property.
- Minutes should be kept of all Deacons meetings and these are to be made available to the Diaconate and Elders.

## Biblical Criteria for Deacons:

These criteria are summarised in 1 Timothy 3:8-13, and 4:12

- 1. Respectable** – Deacons will demonstrate a well-ordered life and honourable behaviour.
- 2. Sincere** – Deacons will demonstrate integrity in speech, life, love, faith and purity.
- 3. Free from addictions** – Deacons will be free from addictions and willing to limit their liberty for the sake of others.
- 4. Honest** – Deacons will be honest in their dealings with others.
- 5. Holding fast to the faith** – Deacons will be stable in the faith, obedient to the Word of God, continually seeking to be controlled by the Holy Spirit.
- 6. Devoted to spouse and family** – Deacons if married will be devoted to spouses. They will demonstrate a healthy family life.

### **Guidelines of Specific Responsibilities for Deacons:**

These should be updated from time to time in liaison with the Deacons who are responsible for these roles to keep them up to date.

### **Specific Responsibilities of the Chairperson:**

- Chair Diaconate meetings.
- Chair Congregational meetings.
- Create a roster of Elders to attend Deacons' meetings and distribute to all Elders and Deacons
- Ensure the Elders and the Ministry Leaders have a representative to attend each meeting of the Diaconate.
- Receive reports from Pastors, Elders, Deacons and as required and ensure these reports are distributed to all Pastors, Elders and Deacons.
- Create an Agenda for meetings and distribute to all leaders
- Ensure compliance to the Constitution, this leadership document and church policies.
- Ensure that adequate succession planning occurs within the Diaconate.

### **Specific Responsibilities of the Secretary**

- Liaise with the Lead Pastor and the Chairperson to put together agendas for Congregational, Diaconate, and Church Council meetings.
- Remind all leaders of Diaconate meetings and to send reports to the Secretary and Chairman. The reports need to be sent to the Chairperson on five days prior to the Deacons' meeting.
- Receive brief minutes of Elders meetings and ensure they are filed appropriately. Distribute these Minutes to all Pastors, Elders and Deacons for Diaconate meetings. The Elders are responsible for filing any Minutes that contain sensitive and confidential issues. Minutes of Elders meetings may contain matters discussed or dealt with of a sensitive or private nature. These matters should not be distributed, and it is important that these be filed safely and confidentially.
- Record and distribute minutes of Deacons' meetings. Minutes, with reports recorded, at the end of the Minutes and should be emailed to all Pastors, Elders and Deacons.
- Record Correspondence (including emails) since last Deacon's meeting at the end of the Minutes. Emails are often a way matters are discussed and/or decided and thus need to be kept track of for legal reasons and also to review if needing to look back at something that was decided in the past.
- The Secretary needs to inform Ministry Leaders of anything discussed at Deacons meetings that is relevant for them or that they need to take action on.
- Develop an action list of all items with initials of responsible person and of items to carry over
- Keep soft and hard copies of everything. There is a filing cabinet in the Barrenjoey room for the Minutes.
- Regularly check the Secretary "inbox" in the church office
- Minutes to be signed by the Chairperson at the following meeting.
- Create numbered attendee and apology lists at Congregational meetings and file them.
- Ensure Quorums are met for meetings.
- Record and distribute minutes of Congregational meetings. Minutes should be emailed to all Pastors, Elders, Deacons and Ministry Partners who indicates an interest in receiving the minutes by email. Minutes of the previous meeting should also be attached to the church noticeboard at least two weeks prior to the meeting.
- Record and distribute Minutes of Church Council meetings. Minutes should be emailed to all Pastors, Elders, Deacons, and Ministry Leaders.
- Keep church correspondence and respond to correspondence in the appropriate manner when required.
- Liaise with the Nomination's Committee and keep them aware of vacancies that need filling and current lists of Ministry Partners.
- When required prepare voting slips / ballots for Ministry Partners to vote at Congregational meetings.
- Keep rolls of Active Ministry Partners, and Non-Active Ministry Partners.
- Receive applications for and arrange interviews of potential Ministry Partners. Ensure they receive a copy of the Constitution, Leadership Structure document and a Safe Ministry Screening Questionnaire.
- Liaise with Treasurer to ensure statistical returns are reported to the Baptist Association of NSW and ACT.
- Liaise with Baptist Assembly Delegates, keeping them informed of upcoming meetings.



### **Specific Responsibilities of the Treasurer:**

- Liaise and consult with external accounting services if being used.
- Accounts Payable.
- Payroll and Pastoral Expense Accounts.
- Record-keeping of invoices / requisitions and receipts of payments
- Bank Reconciliations and Cash Flow.
- Receive and reconcile monthly / annual statements of rental property/s in reports
- Super including Personal Contributions.
- Holiday, Sick and Long Service Leave.
- Ensure accurate records are kept for staff leave.
- Workers Compensation.
- GST / BAS Returns.
- Investments – BFS account, etc.
- Trust Accounts.
- Internal / Departmental Audits.
- Taxation Issues.
- Compile a monthly financial report to distribute to the Pastors, Elders, Deacons
- Compile and present (or arrange for someone to present) a financial report to congregational meetings.
- Liaise with the Pastors, Elders, Deacons and Ministry Leaders to prepare an annual budget.
- Ensure financial returns are reported to the Baptist Association of NSW and ACT.
- Manage insurance and insurance claims.
- Liaise with the Nomination Committee to put together a team to count income and do the banking.
- Submit annual reports to [acnc.gov.au](http://acnc.gov.au) and include amended Constitution and Leadership Structure document as required.

### **Specific Responsibilities of the Administrator:**

- Manage or arrange for another person to manage the church website. Liaise with this person to keep the website up to date.
- Compile annual reports from each of the church ministries. Encourage these reports to describe what the ministry is, who is ministered to, review of the past 12 months, outline plans and visions for the future. At least one month prior to AGM.
- Keep policy documents in Policy Document Folder in office & display in church foyer. Make sure safe church policies are available on the Church website. (Revise when needed, including the Constitution)
- Manage and oversee rental properties and manses.
- ~~• Manage and oversee applications for use of church premises in accordance with the policy.~~
- Liaise with church ministries for risk assessments to be done, where appropriate and file forms.
- Liaise with the office staff member responsible for managing Church Diary and keep updated diary for use in Deacon's meetings
- Keep lists of the Ministry Teams for each Ministry.
- Compile a report when necessary and at least every 6 months to be distributed to the Pastors, Elders, Deacons
- Liaise with the Property Officer / Office Manager for reports to Deacons' meetings and report back.
- Update Constitution and Leadership Structure Document as needed, and Notice of Motion given to Pastor and Deacons for Pastor to circulate to Ministry Partners one month prior to a Church Quarterly Meeting
- Write or assist with policy document writing where appropriate.
- ~~• Other as required, e.g., liaise with Fire Safety Service for annual inspections, forward invoices to Treasurer and ensure Fire safety Certificate is sent to Central Coast Council.~~
- Liaise with the organising of First Aid & Defibrillator training.



# Ministry Leaders:

## What Is the Role of the Ministry Leaders?

- Ministry Leaders are to exercise leadership and oversight of the ministry that they are appointed to.
- Ensure that the ministry under their leadership is run to the highest possible standard, and always in a manner that brings honour and glory to God.
- Ensure that the ministry is fully surrounded in prayer
- Work with existing members of the group or appoint other suitable team members to assist in the ministry (leaders and helpers). Ensure the Elders and the Church Administrator are given an up-to-date list of your team members.
- Ensure all church policies and procedures are followed and adhered to.
- Communicate with your team members regularly.
- Provide pastoral care to the leaders and helpers of your ministry.

## Position Descriptions for Ministry Leaders

- Pray regularly for your ministry, pray regularly with your leadership team, and inform the elders and the whole church on a regular basis of needs for prayer.
- Encourage, train and mentor your ministry's team members.
- Assign your ministry's team members responsibilities and follow up your team members to ensure that they are fulfilling these responsibilities reliably and faithfully. Assist if they are struggling with the responsibilities they have been given.
- Ensure your ministry adheres to all Church policies and procedures, Work Health and Safety policies and other legislative requirements.
- Write a report for the Church Annual Reports, that describes what your ministry is, who you minister to, a review of the past 12 months, and plans and visions for the future. Pass this report to the Church Administrator when asked to submit your report.

## Who Should Ministry Leaders Be?

- Ministry Leaders should be men and women who are members of the church and are affirmed in their role by the church based upon:
  - a) Their love for God, the Church and all people (Matt 22:37-39, Matt 28:19-20)
  - b) Their recognition that Jesus is the head of the Church (Col 1:18)
  - c) Their spiritual giftedness (Rom 12:6-8)
  - d) Their willingness to serve in a spirit of love (Rom 12:11)
  - e) Their being people of good standing, full of the spirit & of wisdom (Acts 6:3)
  - f) Their Character (1 Tim 3:2-13, Titus 1:6-9, 1 Peter 5:1-4, James 1:1 as appropriate)
  - g) Their Competency (1 Tim 3:2, 1 Tim 3:13 as appropriate)
  - h) Their Chemistry (1 Tim 3:1-12 as appropriate)
  - i) Their Commitment (1 Tim 1:12).

## How Are Ministry Leaders Appointed?

- Ministry Leaders are chosen by the ministry they lead. The Nomination Committee can assist in nominating appropriate people to various Church Ministries if needed.
- The church should be notified of new Ministry Leaders and affirm the appointment of new Ministry Leaders by clapping or other appropriate method as seen fit by the church.

# Nomination Committee:

## What Is the Role of the Nomination Committee?

The Nomination Committee will work with and report to the Elders to:

- Prayerfully encourage and identify potential new leaders through liaising with the church members and ministry partners.
- Contribute to, champion and call people to join a strong leadership team at Ettalong Baptist Church. This includes Elders and Deacons and Ministry Leaders when appropriate.
- Encourage, mentor, support and train current volunteers and leaders

## Position Description for Nomination Committee Members.

- To research, identify and approach suitable candidates for voluntary ministry and leadership positions within the church. This includes Elders, Deacons, and Ministry Leaders when appropriate.
- The committee needs to prayerfully seek people that may be suitable for the various roles. They should do this by seeking the Lord's leading, asking the church for suggestions of names
- The committee needs to approach possible suitable people for each position and ask them if they will be willing to prayerfully put their names forward for nomination.
- Once a person agrees to be nominated for a position the committee should inform the church at least 2 weeks before a Church Congregational Meeting where the church will affirm the nomination by voting.
- Have a good understanding of the organisational structure, the various role descriptions and position descriptions and be able to explain it to any interested party.
- Have a working knowledge of spiritual gifts, and how they are used in the body of believers.
- Have good communication and a strong network amongst the congregational members so as to approach suitable candidates, explaining the job you are asking them to volunteer for and seek nomination for the role. Encourage them to pray about accepting the nomination.
- Maintain good communication lines with the Elders regarding suggestions for positions.
- Meet regularly as a committee and maintain suitable records of discussion and recommendations.
- Ensure that adequate succession planning occurs.
- Plan to fill known/pending vacancies at least 3 months before the role/position is vacated.
- Fill vacancies caused by unexpected sickness or resignations.
- To adhere to Church policies, procedures, Work Health and Safety Policies and legislative requirements.
- Carry out any other duties as may arise.

## Who Should the Nomination Committee Consist of?

- The committee should consist of the Lead Pastor, 3 other church members (not necessarily Ministry Partners) appointed to the position by affirmation of the Church.

## What Is the Term of the Nomination Committee?

- Nomination Committee Members are appointed by the church for a term of 3 years with a maximum of 2 consecutive terms.
- Nomination Committee are nominated by the Nomination Committee after consultation with the church. Nominations must be approved by the Relevant Church Leadership, (Refer to the Constitution Section1: Definitions) and they are then affirmed by the church by secret ballot at a church meeting.

# Special Committees:

The Church may appoint from time-to-time Special Committees or Project Groups for specific functions to assist in the general efficiency of the Church program; For example, committees for Pastoral search, Vision Casting, Review of ministries, Property, Financial management, etc. Special Committees may be formed by recommendation of the Pastors, the Elders, the Diaconate or the Church Council.

These Special Committees should report to the Church Congregational Meeting as appropriate.

- Members for these groups should be nominated by the Nomination Committee after consultation with those recommending the formation of the committee. Nominations must be approved by the Relevant Church Leadership, (refer to the Constitution Section1: Definitions) and they are then affirmed by the church by secret ballot at a church meeting.

# Safe Church Team:

We believe everyone has the right to be safe. We are committed to protecting and promoting the physical, emotional and spiritual welfare and safety of all people. We have a legal obligation, but we also have an obligation as we care for each other, those we minister amongst and our community. We are not a people of fear for we serve a mighty God. We trust him in all things and seek to give him honour and glory in all we do.

## What Is the Role of the Safe Church Team?

The Safe Church Team will work with and report to the Elders, Deacons and Pastors to:

- Provide oversight of the church's Safe Church program, including Safe Church policies and procedures.
- Provide oversight of the management of Safe Church/Child Protection concerns/reports.
- Provide oversight of the church's Work Health and Safety program, including policies and procedures.

## Position Descriptions of the Safe Church Team:

### 1. Oversight of Safe Church Policies and procedures

- Preparing Safe Church Policies and Procedures for the church in line with legal responsibilities and Baptist Churches of NSW & ACT recommendations.
- Ensure Safe Church Policies and Procedures are Implemented.
- Promoting awareness of and adherence to Safe Church Policies and Procedures, including liaising with the Office Manager to ensure that staff and volunteers have completed National Police Checks, WWCC clearances and Creating Safe Spaces training as required, and that these checks have been verified and recorded in the appropriate manner by the church.
- Maintaining records related to Safe Church Policies and procedures.
- Preparing reports for Elders / Deacons / and other church leadership meetings as required.
- Reviewing Safe Church Policies and procedures annually or more often if required due to changing legislation.
- Receiving feedback from church leaders, children, families and communities regarding Safe Church Policies and procedures.
- Overseeing the completion of the 'Safe Church Health Check' every 3 years.

### 2. Develop and implement appropriate WHS policies and procedures including the following:

- Evacuation and emergency responses.
- Safe manual handling, visual and auditory care.
- Risk assessments.

### 3. Management of safe church/child protection concerns and incidents:

- Receiving reports of child protection concerns from church staff, volunteers, ministry leaders and/or church members.
- Providing support in following the procedure for responding to child protection concerns and incidents.
- Contacting the Baptist Churches of NSW & ACT Ministry Standards Manager to discuss action plan/appropriate action.
- Making any reporting calls to police, government agencies as required. Seeking legal advice as required.
- Ensuring reporting in line with relevant Reportable Conduct legislation.
- Ensuring child protection concerns and subsequent responses have been appropriately documented.
- Ensuring adequate follow-up and pastoral care of all persons involved in a child protection concern/incident.
- Obtaining legal advice as necessary.
- Assisting with legal, procedural and risk management issues related to a child protection concern/incident.
- Keeping records, filing complaints and reports of investigations in a secure file, in accordance with the record-keeping procedure.

### 4. Management of WHS concerns and incidents in liaison with deacons.

- Address health and safety concerns within one month of the concern being raised.
- Report to Deacons meetings regarding work health and safety and provide reports as appropriate.
- Ensure risk assessments are completed for all church ministry programs (both onsite and offsite).

- Ensure incident report documents are completed and stored, and that serious or dangerous incidents are notified to our insurance provider as required.
- Undertake a safe environment audit of the church site a least once a year, or more regularly for high-risk areas, ensuring that any concerns are appropriately rectified.
- Any other tasks as advised in the Baptist Insurance Services Risk Management Guide for Churches.

#### **Who Should the Safe Church Team Consist of?**

- A team of 3 to 4 people.
- The team should consist of the Lead Pastor, and preferably one Deacon and one Elder. The Deacon and Elder should be chosen annually at the first Deacons meeting and the first Elders meeting after the Annual Church Meeting.
- The team may also include other people with expertise and interest in this area.
  - This person should be a mature Christian with a current WWCC and have attended a Creating Safe Spaces workshop in the last 3 years.
  - This person must be able to agree with and sign the Leaders Conduct Covenant.
  - This person is appointed by the church for a term of 3 years with a maximum of 2 consecutive terms.
  - This person is nominated by the Nomination Committee after consultation with the church. Nominations must be approved by the Pastor and Elders, and they are then affirmed by the church by secret ballot at a church meeting.

#### **Communication:**

Communication to the church and community in relation to incidents and adverse events, are to come from the Lead Pastor or delegated authority.

# Meetings & Reporting:

Ettalong Baptist Church believes in and practices Congregational government. Congregational government may be defined as a form of church government in which the local church is autonomous and at which the major decisions affecting the church are made by the members of the church. It's a form of government which while demanding the separation of church and state stresses the priesthood of all believers and operates on the assumption that the Holy Spirit will guide the decision-making process to conclusions commensurate with the Will of God. In this case the Church is a Theocracy (governed by God) rather than a Democracy (governed by the people).

**The Church meets at least four times a year to seek the mind of Christ through a Congregational meeting. These meetings are:**

## **Congregational Quarterly Meetings**

- At this meeting we consider and reflect on reports presented by the Pastors, and the Treasurer.
- At this meeting we consider items of business referred to the meeting by the church leadership.
- At this meeting we reflect on how well we are meeting our vision, purpose and values.
- At this meeting we affirm Ministry Leaders.
- At the appropriate quarterly meeting we affirm the budget presented by the Church Leadership.
- This meeting is chaired by the Diaconate chairperson or if they are not available, their representative.

## **Congregational Annual General Meeting**

- The AGM includes items considered at other Quarterly meetings. In addition...
- At this meeting we affirm Elders, Deacons, and Nomination Committee members for their three-year terms.
- At this meeting we accept, and reflect on the Annual Church Reports.

## **Special Congregational Meetings**

- These are called from time to time by the Church Leadership for special and urgent items of business.

## **Elders Meetings:**

- Held monthly or as needed.
- Chaired by the Lead Pastor.
- Brief minutes should be kept of these meetings and passed to the Church Secretary for filing. These minutes should be distributed to all Pastors, Elders, and Deacons. Any confidential or sensitive matters that are discussed should be carefully minuted as required and filed, but should not be distributed with the rest of the minutes.

## **Deacons Meetings:**

- Held once a month or as needed.
- Chaired by the Diaconate Chairperson or if they are not available, their representative.
- A representative from the Elders should also attend and participate in the meetings.
- The Lead Pastor may also attend Deacons' meetings as required.
- Other church staff such as the **Office Manager** or Associate Pastors may attend Deacons' meetings as required.
- Minutes of these meetings are distributed to all Pastors, Elders, and Deacons
- Decisions affecting ministries of the church should be clearly communicated to Ministry Leaders.

## **Special Committees or Project Group Meetings:**

- From time to time the church will set aside a short-term committee to consider a special project or issue. Minutes of these meetings should generally be passed on to Pastors, Elders, and Deacons.

**Church Council Meetings:**

- Twice a year all Pastors, Elders, Deacons, and Ministry Leaders (or their representative) shall meet.
- At the Church Council Meeting following the AGM leaders should discuss and sign the Church Leaders Covenant. Ministry Leaders (or their representatives) should take copies of the Church Leadership Covenant for the leaders, helpers and volunteers of each of the ministries to sign.
- At this meeting each Ministry Leader should share briefly about their ministry.
- If there is time the Deacons and Elders should be given an opportunity to briefly share.
- An important part of this meeting is to pray for each other.

**Reports – Keeping Each Other Informed:**

- The Lead Pastor should write a monthly report to distribute to all Pastors, Elders, and Deacons. This should be written and distributed at a mutually agreed time before the monthly Deacons meeting.
- The church Treasurer needs to present a financial report each month. This should be compiled and distributed at a mutually agreed time before the monthly Deacons meeting.
- Associate Pastors, should write a report at least every three months or more regularly if desired. This should be written and distributed at a mutually agreed time before the monthly Deacons meeting.
- Elders, and Deacons should write reports as required.
- Annual Reports should be written by the Church Secretary, each of the Pastors, the Treasurer, a representative of the Elders and each of the Ministry Leaders or their representatives. Reports should be received by the Church Administrator to compile and distribute to the church before the Annual General Meeting.