

**CONGREGATION
GOVERNANCE TOOLKIT**
CHECKLIST & SURVEY



Congregation Governance Toolkit Checklist and Survey

Date: July 2022

Owner: Synod Risk Management



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1. The purpose

The Synod's Congregation Governance Toolkit is provided to support, guide, and assist congregations to manage the wide range of safety, reporting and compliance activities within their responsibility.

Alongside the toolkit, we have developed a Congregation Governance Toolkit Checklist and Survey to help Church Councils identify the compliance activities that are already in place, and the ones that may need more focus. It also provides the Synod Office feedback on areas where further or different resources and support would be useful.

We suggest that the survey be completed by the Church Council together. This could be an opportunity for a conversation about compliance priorities or recognition of what's been achieved! Please see the reference material provided to assist in completing each question.

The checklist can be printed and sent back by mail or completed by calling the Synod Risk Officer to give answers over the phone (see details at end of the checklist). To enable the Synod Risk & Compliance Team to continue to provide a toolkit that supports the needs of the congregations, please aim to complete the checklist before the end of August.

2. Your details

What is the name of your Congregation and Presbytery?

Congregation :

Presbytery :

3. Volunteers

Are you aware of the new Congregation Volunteer Policy and Procedures?

Reference: Congregation Volunteer Policy and Procedures

Yes

No

Are you keeping a Volunteer Register?

Reference: Congregation Volunteer Policy and Procedures

- Yes
- No

4. Working with Children and Vulnerable People

[NSW only] Do all appropriate people (including volunteers) working with children have a current and verified Working with Children Check?

Reference: Working with Children Check Guideline NSW

- Yes
- No
- Not applicable (ACT)

[ACT only] Do all appropriate people (including volunteers) working with vulnerable people have a current and verified Working with Vulnerable People Check?

Reference: Working with Vulnerable People Check Guideline ACT

- Yes
- No

Does the Church Council maintain a register of all verified working with children/vulnerable people checks?

Hint: It may be recorded in the Volunteer Register

- Yes
- No

5. Safe Church

Does the Congregation have a Safe Church Commitment Statement displayed and communicated?

Reference: Synod Safe Church Commitment Statement

- Yes
 No

Has a Safe Church Contact Person been appointed?

Reference: Safe Church Policy for Congregations Template

- Yes
 No
 In the process of appointing a Safe Church Contact Person

Are leaders and other mandatory reporters aware of mandatory reporting requirements related to risks of significant harm to children or young people?

Reference: Mandatory Reporting Guideline NSW or Mandatory Reporting Guideline for the ACT

- Yes
 No

Are leaders aware of how to do a reportable conduct report?

Reference: Reportable Conduct Guideline for NSW or Reportable Conduct Guideline for the ACT

- Yes
 No

Does the Church Council have awareness of the Persons of Concern (POC) Policy?

Reference: Synod Persons of Concern Policy

- Yes
- No

6. Work Health and Safety

Has the Church Council committed to the Health and Safety Policy Statement?

Reference: Health and Safety Policy Statement Template

- Yes
- No
- We are working on this

Have all properties been inspected for safety in the last 12 months?

Reference: Annual Property Maintenance Checklist

- Yes
- No
- Partially

Is there a current Fire Safety Statement in place?

Reference: Building Fire Safety

- Yes
- No

Is a First Aid Kit available?

Reference: First Aid Kit Contents Checklist

- Yes
- No

[NSW Only] Are you displaying the 'If you get injured at work' Workers Compensation poster?

Reference: If you get injured at work Workers Compensation Poster

- Yes
- No
- Not applicable (We do not have a Workers Compensation Policy)
- We are in the ACT

[ACT only] Are you displaying the appropriate Workers' Compensation poster?

Reference: ACT Workers' Compensation Poster

- Yes
- No
- Not applicable (We do not have a Workers' Compensation Policy)

Have all work-related injuries or illnesses of employees or Ministers' been reported?

Reference: Reporting Work-related Injury

- Yes
- No
- Not applicable (We have never had a work-related injury)

7. Essential Meetings

Is Church Council being held at least once per quarter?

Reference: UCA Regulations (see 3.5.2)

- Yes
 No

Is the Congregational Meeting being held at least once a year?

Reference: UCA Regulations (see 3.5.1c)

- Yes
 No

8. Finance

Was the last Annual Information Statement submitted to the ACNC by 30 January 2022?

Reference: ACNC Requirements for BRCs Checklist

- Yes
 No

Does the Congregation engage in overseas fundraising?

Reference: ACNC or contact UnitingWorld for assistance

- Yes
 No

Was your last Annual Financial Return (AFR) submitted to the Synod Office [ideally by 31 October 2021]?

Reference: Guidelines for Treasurers

- Yes
- No
- It was submitted after the due date

9. Complaints

Has the Speak Out in Confidence reporting service been publicised to the congregation?

Reference: Speak Out in Confidence Poster

- Yes
- No

Is there any further information you need assistance with in the area of Compliance?
Would an individualised action plan to address anything identified in the checklist be helpful?

Are there any improvements you would suggest to this checklist or the Congregation Governance Toolkit?

10. Thank you

We are looking forward to hearing from you. If there are any concerns or further support is needed, please contact the Synod Risk Officer – Guiselle Vargas on (02) 9159 9630.

11. How to submit the checklist

When the checklist is complete, it can be posted to the Synod Office, or answers can be given over the phone.

Synod Office

Attn: Synod Risk Officer
PO Box A2178
Sydney South 1235

By phone

Guiselle Vargas Ph: 02 9159 9630