

Congregation Governance Toolkit Checklist and Survey

Preparation Tool

To help congregations to prepare to complete the Congregation Governance Toolkit Checklist and Survey, we have developed a 'cheat sheet'. This tool gives access to the questions in the checklist, and the resources referred to.

Going through this tool will highlight anything Church Council would like to attend to before completing the checklist. However, there are no prizes with this other than the satisfaction of being A1 with your compliance! It is just an opportunity to identify any other tasks which Church Council may wish to prioritise at this point.

Thank you for participating in this survey. If there are any concerns or further support is needed, please contact the Synod Risk Officer – Guiselle Vargas on (02) 9159 9630.

Activities	Reference materials
Volunteers	
Are you aware of the new Congregation Volunteer Policy and Procedures?	Engaging Volunteers
Are you keeping a Volunteer Register?	Congregation Volunteer Policy and Procedures
Working with Children and Vulnerable People Check	
[NSW only] Do all appropriate people (including volunteers) working with children have a current and verified Working with Children Check?	Working with Children Check Guideline NSW
[ACT only] Do all appropriate people (including volunteers) working with vulnerable people have a current and verified Working with Vulnerable People Check?	Working with Vulnerable People Check Guideline ACT
Does the Church Council maintain a register of all verified working with children/vulnerable people checks?	Hint: This may be in your volunteer register

Activities	Reference materials
Safe Church	
Does the Congregation have a Safe Church Commitment Statement displayed and communicated?	Synod Safe Church Commitment Statement
Has a Safe Church Contact Person been appointed?	Safe Church Resources Adults and Children Safe Church Contact Person Role Description
Are leaders and other mandatory reporters aware of mandatory reporting requirements related to risks of significant harm to children or young people?	Mandatory Reporting Requirements [NSW only] Mandatory Reporting Requirements [ACT only]
Are leaders aware of how to do a reportable conduct report?	Reportable Conduct
Does the Church Council have awareness of the Persons of Concern (POC) Policy?	Synod Person of Concern Policy
Health and Safety	
Has the Church Council committed to a Health and Safety Policy Statement?	Health and Safety - Making a Commitment
Have all properties been inspected for safety in the last 12 months?	Property Maintenance Checklist
Is there a current Fire Safety Statement in place?	Building Fire Safety
Is a First Aid Kit available?	First Aid Kit Contents
[NSW employers only] Are you displaying the 'If you get injured at work' Workers Compensation poster?	'If you get injured at work' Workers Compensation poster
[ACT employers only] Are you displaying the appropriate Workers' Compensation poster?	ACT Workers' Compensation Poster

Activities	Reference materials
Health and Safety cont....	
Have all work-related injuries or illnesses of employees or Ministers' been reported?	Reporting a work-related Injury
Essential Meetings	
Is Church Council being held at least once per quarter?	UCA Regulations (see 3.5.2)
Is the Congregational Meeting being held at least once a year?	UCA Regulations (see 3.5.1c)
Finance	
Was the last Annual Information Statement submitted to the ACNC by 30 January 2022?	ACNC requirements for BCRs
Does the Congregation engage in overseas fundraising?	Overseas funding (External Conduct Standards ACNC) Or contact UnitingWorld for assistance
Was your last Annual Financial Return (AFR) submitted to the Synod Office [ideally by 31 October 2021]?	Annual Financial Returns
Complaints	
Has the Speak Out in confidence reporting service been publicised to the congregation?	Speak Out in Confidence Reporting Service