

Index and Tri-annual Review Cycle

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ICBC BAPTISM POLICY

Date approved: July 2017

Review date: 2020

Baptism is an important part of a person's spiritual journey. It is a public affirmation of what has happened internally, and a recognition of a person belonging to the family of God.

POLICY

- Baptisms are to take place publicly. If they do not take place in a Sunday service they are to be publicly announced the week before so that anyone can attend if they so wish.
- Baptisms should not take place until an appropriate ministry leader has met with the person and affirmed their suitability. This should happen early in the process, before dates and planning for the event have occurred.

ICBC Children & Families Policy

Date approved: 20.6.19

Review date: 2022

Scope of the policy:

This policy applies to any group or activity under the banner of ICBC involving children 12 years of age and under.

We affirm the value of children in our church, both as individuals and collectively and recognise their full rights to be treated with dignity and respect at all times.

Rationale

The primary focus of this policy is to maintain the physical, social and spiritual well-being of the children in the care of ICBC and be compliant with all current legislative requirements (Vulnerable Children's Act 2014.)

Procedure

1. All leaders of children's ministry must be approved by the Children & Families Pastor in consultation with the Leaders' Ministry Team before taking any leadership position.
2. All leaders and volunteers will sign and comply with the "Code of Conduct" outlined in the document "Code of Conduct for Workers".
3. All leaders and volunteers will undergo police vetting as per the ICBC Police Vetting Policy.
4. A Risk Assessment plan must be prepared by the Children & Families Pastor and signed off by the Lead Pastor before children are taken off site.
5. All off-site and over-night activities must comply with the "Guidelines for Off-site Activities".
6. All spiritual guidance and instruction should be consistent with the goal of the Nurture Ministry of ICBC which is to nurture the spiritual development of children, youth and families by –
 - Encouraging the spiritual development of children and youth in ways that are meaningful and effective.
 - Developing child, youth and family friendly communities
 - Supporting, equipping and encouraging whanau as primary nurturers of faith
 - Providing ways for all ages to fully participate within the church and wider community.

CODE OF CONDUCT FOR C&F WORKERS

- Children attending our Children's ministry programmes will not be subjected to any form of corporal punishment, solitary confinement or immobilisation. Every child will be given positive guidance directed towards promoting appropriate behaviour.
- Adult Visitors: Leaders will find out who they are and why they have come before permitting them to stay. They will be kept in view for the duration of the visit.
- Leaders are to remain aware of the whereabouts of other leaders and avoid being alone with a child.
- Toileting of pre-school children is to only be done by the parent/caregiver. If children in the pre-school programme need assistance with toileting, it should be done with the caregivers' prior approval. The child will be taken to the toilets by a female and all toilet doors are to remain open at all times.
- All Pre-school children are to be signed in when being dropped off to the programme by the caregiver and signed out by the caregiver or a leader when they are picked up, unless prior arrangement is made. If the programme finishes while church is still going or a parent has not collected their child by 11.30am, a leader will deliver the child/ren, directly to their parents. All children in the nursery are to be marked on the role on arrival and if they are left during the service, their caregiver/parent must initial when picking them up again.
- Primary age children are marked off on the role by a leader on arrival and are not to be removed during the programme by anyone other than their parent/caregiver unless prior arrangement is made.
- No one should ever touch the area of the body normally covered by swimming togs except a medical practitioner doing a medical examination or when young children need assistance with bathing or toileting.
- Have respect for the child/ren's personal space. Do not take it for granted that it is acceptable for an adult to touch a child without permission. This particularly applies to adult initiated hugs.
- When doing home visits to a child, ensure that another adult is present or close by.
- Parents & caregivers are encouraged to visit freely and be involved in sessions as often as they like. If they have any concerns they are encouraged to make these known to the Children & Families Pastor who will ensure the matter is investigated and acted on however is deemed appropriate.
- Except in emergencies or planned events, children will not be taken out of the church grounds, without caregiver's prior knowledge and consent.

FOR ANY ACTIVITY OFF SITE:

- A Risk Assessment plan must be prepared by the Children & Families Pastor and signed off by the Lead Pastor before children are taken off site.
- Ensure that the ICBC Code of Conduct is adhered to.
- Ensure that there is a sufficient ratio of leaders to children on outings and camps.
- Ensure that you are never alone with a child in their bathroom, bedroom or bunkroom.
- Children of the opposite sex should not share a bedroom after the age of five.
- Do not permit children to get into bed with leaders or with one another.
- Do not permit anyone to be outside the bedroom or bathroom in underwear
- All camp visitors must report to the Camp or Programme Director immediately on arrival.
- Visitors should be informed of camp rules.

C&F WORKERS PERSONAL INFORMATION & DISCLOSURE CONSENT

PERSONAL INFORMATION:

Have you ever had an allegation made against you of inappropriate behaviour concerning children or been convicted of or pleaded guilty to a crime? YES/NO

Please give the name and phone number of 2 contactable referee's:

1. Name..... Phone.....

2. Name..... Phone.....

VERIFICATION OF TRUTHFULNESS:

I affirm, to the best of my knowledge, that the information on this form is correct and I agree to abide with the ICBC Code of Conduct for Workers.

Signed:

Date:

DISCLOSURE CONSENT:

I give permission for Invercargill Central Baptist Church to make such inquiries of such people as it considers necessary, including an official Police vet, to assess my suitability for appointment to the position.

Name printed in full: _____

Signed:

Date:

ICBC YOUTH POLICY

Date approved: 23.10.19

Review date: 2022

SCOPE OF THE POLICY

This policy applies to any group or activity under the banner of ICBC involving youth; (predominately 11-18 years of age.)

We affirm the value of youth in our church, both as individuals and collectively and recognise their full right to be treated with dignity and respect at all time.

RATIONALE

The primary focus of the policy is to maintain the physical, social and spiritual well-being of the youth involved at ICBC and be compliant with all current legislative requirements. (e.g. Vulnerable Children's Act 2014)

PROCEDURE

1. All leaders of Youth ministry must be approved by the Youth Pastor.
2. All leaders of Youth ministry must have read, signed and comply with the Youth Leaders Manual which includes
 - a. Expectations for behaviour of youth leaders
 - b. Code of Conduct for Youth Leaders which encompasses ICBC policies on Alcohol; Drugs; Driving, Complaints, Physical and Sexual Safety and Social Media.
 - c. A Disclosure consent which includes consent for vetting as per the ICBC Police Vetting Policy
3. A Risk Assessment Plan must be prepared by the Youth Pastor and signed off by the Lead Pastor for events or activity that happen outside normal programming, i.e. a trip, a camp or an activity that carries more than normal inherent risks.
4. All spiritual guidance and instruction should be consistent with the goal of the Nurture Ministry of ICBC to nurture the spiritual development of children, youth and families by –
 - Encouraging the spiritual development of children and youth in ways that are meaningful and effective.
 - Developing child, youth and family friendly communities
 - Supporting, equipping and encouraging whanau as primary nurturers of faith
 - Providing ways for all ages to fully participate within the church and wider community.

ICBC CODE OF CONDUCT FOR YOUTH LEADERS

ALCOHOL:

Rationale: Youth Leaders have a responsibility to demonstrate biblical principles in relation to alcohol.

PROCEDURE:

1. There will be no alcohol at any youth group event involving young people.
2. In a non-youth group social setting, leaders need to make a choice of conscience as to whether to drink or not. It is expected that all leaders will demonstrate responsible drinking behaviour at all times.
3. All leaders will comply with legislative requirements around alcohol and respect any young person or leader's decision to abstain from alcohol.
4. There is a zero-tolerance policy towards any leader drinking alcohol and then driving a vehicle with young people they are responsible for.
5. All leaders are encouraged to not become intoxicated at any time due to the biblical principle stated in Romans 13:13.
6. Drinking-style games are discouraged at youth group events.

DRUGS POLICY

There is a zero tolerance for any leader partaking in illegal substances or any mind-altering chemicals.

DRIVING POLICY:

Rationale: The safety of our young people is paramount during any activities that will require transportation.

PROCEDURE:

1. Any driver must have their full licence as per legislative requirements before transporting young people for any youth group event. For transportation outside the city boundary all drivers must have had their full license for two years.
2. There must be no overloading of vehicles. The law states that the number of seatbelts dictates how many passengers can be carried.
3. The leader will be an example to the young people in their driving behaviour and their attitude toward other drivers.
4. If a leader commits a driving offence with young people in their car, they may not be permitted to transport young people.
5. When borrowing or hiring vehicles for an event, the leader driving must obey the set policies concerning the use of that vehicle. This may include being over 25 years of age.
6. If a driver of a vehicle on a youth group event is involved in any vehicle accident or incident, they will report it appropriately to other vehicle or property owners, Insurance Providers and Police as necessary. The Youth Pastor will be informed. Drivers will pay the required insurance excess and/or other costs involved as appropriate.
7. All vehicles used for transporting young people at youth events need to have a current Warrant of Fitness and Registration.
8. These procedures apply to every driver at a youth group event – including those not in a leadership role.

PHYSICAL AND SEXUAL SAFETY CODE OF CONDUCT:

Rationale: The safety of our young people and youth leaders is of prime importance during any youth group activity or event.

PHYSICAL SAFETY PROCEDURES

1. For each event or activity that happens outside of the normal programming, i.e. a trip, a camp or an activity that carries more than normal inherent risks; a Risk Management Plan must be created, written down and communicated appropriately to leaders & participants. It is the responsibility of the Youth Pastor to ensure there is a current Risk Management Plan. Risk Management Plans accompany leaders on events and will remain on file.
2. If a young person, another leader, a member of the public, or a parent physically assaults a leader, reasonable self-defence is permitted. However, the force required should be only adequate to cease the physical abuse and not to cause unnecessary injury. The Youth Pastor will be immediately notified, then notify the Lead Pastor within a 24-hour time frame. If required, the Police will be involved. Debriefing and follow up will be made as necessary.
3. If a young person, another leader, a member of the public, or a parent verbally assaults a leader, it is expected that the leader respond with integrity and respect. The Youth Pastor will be immediately notified, and an appropriate resolution brought about. The Lead Pastor will be informed of the situation within a 24-hour time frame by the Youth Pastor. Debriefing will be made available as necessary.
4. There is a zero-tolerance policy towards a leader physically assaulting anyone. If such a situation arises, the Youth Pastor along with the Lead Pastor will use their discretion as to the appropriate course of action.
5. It is expected that any leader using a recreational firearm holds a current Firearms License and operates the firearm in accordance with the law.
6. If injury occurs during any youth group event, it is the responsibility of the leadership team to give immediate and appropriate medical treatment. (This may involve calling emergency services.) It is the responsibility of the Youth Pastor or the delegated leader of the event, to contact the young person's parents or caregivers. If the Youth Pastor is not present at the event, they must be informed immediately of the incident.

SEXUAL SAFETY PROCEDURES:

1. All leaders will set personal boundaries to ensure their purity is maintained. This includes their personal and working relationships with members of either sex.
2. All leaders will avoid being in potentially compromising situations with young people of either sex, by remaining in places that are in view of others.
3. Care and practical precautions need to be taken when transporting a young person on your own. Close family is the exception.
4. In sleeping situations [camps, overnight trips & events], males and females will be reasonably separated – both physically and visually. This includes tents, bunkrooms, bedrooms and larger 'marae style' sleeping arrangements. Married couples and families are exempt in this and will be situated together if preferable and possible.
5. Leaders will respect young people's personal space and not touch them in a potentially sexual way.
6. It is expected that leaders will practice and model Christian attitudes and actions around relationships and sexuality. No leader may be involved in pre-marital sex.
7. Pornography is not glorifying to God and must be avoided.
8. There is a zero-tolerance policy towards leaders making sexual advances on a young person.
9. If a young person makes a sexual advance on a leader, the leader must remove themselves from the situation immediately and inform the Youth Pastor as soon as possible. The Youth Pastor will then take action as required, and the Lead Pastor will be informed.

10. Extra care will be taken with a young person who has a known previous history of being sexually abused. This may require no one-to-one situations and sensitivity to their needs and fears. Plans and strategies will be put in place as necessary.
11. Extra care and caution will be taken with a young person who has a known previous history of sexually abusing other young people. The Policy for Serious Offending will need to be consulted and followed in these circumstances.

NB The Youth Leaders Handbook and Code of Conduct also includes the;

- **ICBC Complaints Policy (Refer Page 10)**
- **ICBC Public Communication and Social Media Policy**

YOUTH WORKERS PERSONAL INFORMATION & DISCLOSURE CONSENT

PERSONAL INFORMATION:

Have you ever had an allegation made against you of inappropriate behaviour concerning children or been convicted of or pleaded guilty to a crime? YES/NO

Please give the name and phone number of 2 contactable referees:

1. Name..... Phone.....

2. Name..... Phone.....

VERIFICATION OF TRUTHFULNESS:

I affirm, to the best of my knowledge, that the information on this form is correct and I agree to abide with the ICBC Code of Conduct for Youth Leaders.

Signed:

Date:

DISCLOSURE CONSENT:

I give permission for Invercargill Central Baptist Church to make such inquires of such people as it considers necessary, including an official Police vet, to assess my suitability for appointment to the position.

Name printed in full: _____

Signed:

Date:

ICBC COMPLAINTS POLICY

Date approved: 21.6.18

Review date: 2021

Rationale:

- To have a clear process for people who have a complaint about the actions or behaviour of a person representing ICBC in a voluntary or leadership role.
- To provide guidelines for people who have a concern about a person's behaviour within the context of ICBC activities.

Clarification of Terms

- A ministry leader at ICBC is one of the staff employed by the church, who head up the 5 key areas of the church; Lead, Grow, Nurture (children, youth) Reach, Support
- A (team) leader is any person heading up a ministry or group within the church and has been appointed by a ministry leader. This could include a small group leader, intern, a leader of a ministry i.e. Silo, someone with a role in children's or youth ministry or a worship leader
- A volunteer is someone who has a designated role in a specific activity under the authority of a team leader or ministry leader.

Note: The process for lodging a complaint concerning sexual abuse or harassment is different from that of a general complaint.

How to lodge a general complaint

1. Anyone who has a concern or complaint should approach a Ministry Leader first. If the complaint is against a Ministry Leader they should approach the Lead Pastor. If the complaint is against the Lead Pastor they should approach an Elder. If a complaint is against an Elder they should approach the Lead Pastor or another Elder.
2. Any concern or complaint will be listened to and the complainant given the opportunity to have the situation resolved.
3. Any person complained against has the right of reply.
4. An informal concern can be discussed with the appropriate person with the hope of finding a solution. A formal complaint will be in writing and will receive a written response within 10 working days.
5. If a complainant is not satisfied with the way the situation has been resolved they can approach the Lead Pastor or Chair of the Elders.

How to lodge a complaint of sexual harassment or abuse

ICBC believe that every person, including every child and young person, is entitled to be safe from sexual harassment and sexual abuse. We view this behaviour as totally unacceptable on the part of any of our Pastoral Leaders.

Making a Complaint ICBC has appointed a contact person to receive on behalf of the church, complaints/accusations/or reports of sexual offending made against any person(s) who is an elder, ministry leader, (team) leader or volunteer in the church's ministries. Cases of accusations of sexual offending by Ministry Leaders will also be advised to the leadership of the Baptist Union.

In the case of suspected or known abuse of children or young persons under 17 years, the Ministry for Vulnerable Children Oranga Tamariki, should be advised / involved immediately with any subsequent disciplinary action

being addressed by the member church or organisation as a consequential issue.

Making Contact

The church's contact person/s

1. Name _____ Ph _____

2. Name _____ Ph _____

The Role of the Contact Person

- Anyone with concerns or complaints of sexual harassment /abuse should feel free to approach the Church's contact person for advice and information ...i.e. any person who believes they have been sexually harassed or abused, or a person against whom allegations have been made.
- The role of the contact person(s) is to listen to what the inquirer has to say, and to provide information as to the options available to deal with the problem, and explain what each option will involve, so that the inquirer can make an informed decision as to their course of action.
- The wishes and feelings of the person making the inquiry will be respected.
- If the inquirer wishes only to talk and not take further action, that will be taken into account but if it becomes apparent that the safety of others is an issue then appropriate action will be taken.
- The Contact Person is responsible for contacting the Baptist National Centre and the church's lawyer.
- If necessary, appoint an Investigation Team in consultation with Sexual Misconduct Response Team Chair.

Note: The sexual misconduct response team are a team set up by the Baptist Union to advise and help with allegations of abuse.

See Complaints Appendix A for

- **What constitutes harassment and abuse**
- **What a person making a complaint is entitled to**
- **What a person complained against is entitled to**

Complaints Appendix A

What constitutes harassment and abuse?

HARASSMENT means any unwelcome comment, conduct or gesture that is insulting, intimidating, humiliating, malicious, degrading or offensive. It might be repeated or an isolated incident but it is so significant that it adversely affects someone's performance, contribution or work environment. It can include physical, degrading or threatening behaviour, abuse of power, isolation, discrimination, sexual harassment and racial harassment.

SEXUAL HARASSMENT is also prohibited. It includes any unwanted sexually related behaviour that, in the circumstances a reasonable person would be offended, humiliated or intimidated by. Usually harassment and sexual harassment constitute an ongoing series of events, however legally, just one act can constitute harassment.

What a person making a complaint of sexual abuse or harassment is entitled to

Persons making a complaint are entitled to;

- be treated with respect and have their complaint taken seriously and be acted upon as true, unless and until such time as it is clear the allegation is unfounded or untrue.
- all reasonable/necessary support including pastoral care, to help them through the process and to aid in their recovery from the effects of the harassment or abuse.
- be given a copy of the policy and or protocols of the Church (or Baptist Union Guidelines) covering sexual harassment/abuse or criminal offending.
- be kept safe from further harassment or abuse including any unnecessary further emotional or psychological trauma inconsistent with the need to investigate or deal with the complaint
- a prompt response to the allegation
- be fully advised of the options available to them
- be kept informed of the progress of the response or investigation
- have their views considered before their allegation is handed on to any outside agency.

What a person complained of sexual abuse or harassment against is entitled to:

Every person complained against shall be entitled to...

- be dealt with in a manner that is fair and just, having regard to the circumstances, nature and seriousness of the complaint
- be informed at the earliest appropriate time, having regard to the circumstances, nature and seriousness of the complaint, and of the substances of the allegation against them
- be provided with an appropriate level of support

For further details refer to the Baptist Union Protocols and Policies which Invercargill Central Baptist Church will abide with.

ICBC Finance Policy

Date approved: March 2018

Review date: March 2021

Rationale :

To ensure the wise and ethical handling of the financial resources of ICBC. The overriding principle is that financial matters are to be managed prudently and responsibly, and with full public disclosure.

Policy:

1. Oversight Responsibilities

- a) The Elders are ultimately responsible for the financial health of ICBC.
- b) The Elders will delegate financial planning and oversight to the Support Ministry Team Leader and Lead Pastor.
- c) The Elders may direct the Support Ministry Team Leader and Lead Pastor about financial priorities in relation to budget setting.
- d) The Elders may request financial advice from suitably qualified persons or form a financial advisory group which reports directly to the Elders.
- e) The Elders will review this Finance Policy at least every three years.

2. Reporting

- a) The Support Ministry Team Leader will provide monthly reports, with explanations on variance from the budget, to the Elders.
- b) The Elders via the Lead Pastor will report to the church at least three-monthly on the financial situation of the church.
- c) A financial report for the year to date will be presented to the church at the Annual General Meeting.
- d) Reviewed annual accounts will be independently prepared and then made available to church partners on request.

3. Budget Preparation

- a) An annual budget will be prepared consistent with the Church mission and Strategic Plan.
- b) The Church will create financial budgets that are realistic, include all relevant and anticipated revenue, expenditure, capital items and cash flows.
- c) The budget will be presented for final approval by the Church partners at the Annual General Meeting of the church.

4. Expenditure

- a) Ministry leaders will only spend what is their allocated ministry area budgeted amount.
- b) Ministry leaders may re-allocate expenditure within their budgets as needed.
- c) All expenditure must be approved by the appropriate ministry leader.
- d) Authorisation of payments, whether by cheque, bank, or internet, must be by two people. Those with such authorisation will not exceed six, and will include the Support Team Leader, but will not include the Lead Pastor. Elders must approve those authorised to make payments.

5. Funding

- a) The Church, and any associated trusts or ministries, may not apply for or accept funding from the proceeds of gambling or the sale of alcohol.
- b) Any funding applications from sources outside the budget must be pre-approved by the Lead Pastor.

6. Contracts and Financial Liabilities

- a) No contract or any potential financial liability may be entered into by any person on behalf of the church, except with the approval of the Lead Pastor in consultation with the Elders.
- b) Any borrowing of funds which has not been approved in the Annual Budget must be approved by the church partners at a church meeting before committing to the borrowing.

7. Reserves and Investment

- a) Subject to annual review, reserves should have end-of-year minimum balances as follows:
- b) General reserves: \$15,000.
- c) Immediately available money (savings/on call): \$20,000.
- d) Excess funds may be invested. Any investment should be of low risk and structured to ensure funds are available to meet ICBC's needs.
- e) Investments will be made with the church's bank and/or the BSDS. Investment in any other institution must be approved by the Elders.

8. Offerings

- a) Money from offerings must be counted and recorded on site by two people (who are not related by marriage or business and are approved by the ministry leadership team) and held on-site until banked.

9. Purchase of Capital Items

Purpose: To have a planned approach and transparent process for purchasing capital items; which is defined as:

- a) Any single item to the value of \$500.00 or more.
- b) Any bulk purchase of multiple items that totals \$500.00 or more, even though the individual item is of a lesser value.
- c) A long-term capital items purchase plan will be maintained and updated annually by the Support Ministry Leader, in consultation with the Ministry Leaders, and any relevant team(s); e.g. IT team, sound team, building team.
- d) Expected capital purchases for the upcoming year will be shown in the budget.
- e) A capital replacement account will be maintained; and added to each year according to the budget.
- f) All capital purchases will come from this account.
- g) When capital items need to be purchased;
 - a. The Support Team Leader must submit a Request to Purchase Form to the Lead Pastor
 - b. The Request to Purchase Form should include two or three recent quotes, and if applicable, a recommendation summary (which may include contrary views) from the relevant team.
 - c. The Request to Purchase Form must be approved by the Lead Pastor.
- h) The Lead Pastor must seek approval from elders prior to purchase of any unexpected capital expenditure over \$4000.

10. Use of Church Corporate Credit Cards

- a) The corporate credit cards must only be used for Church-related business expenditure and charges must only be incurred where the cardholder has an appropriate and available budget provision for the expenditure. All expenditure must fall within the requirements of current ICBC Financial policy. The cards are not to be used for any item of personal expenditure.
- b) The cards are not to be used for cash advance withdrawals. This option is disabled on the ICBC corporate credit card.
- c) The card must only be used by the authorized cardholder. The cardholder must not allow others to use the card by sharing the credit card number or other details with them.
- d) Each month, within 1 week of receipt of the credit card statement, the cardholder is to account for all expenditure on their credit card statement. A narration is required for each item together with clear detail of what budget category the expenditure is to be coded to. The credit card statement is to be

signed off by the cardholder below a statement confirming that *“All items are valid Ministry related expenditure and authorized for payment”*.

- e) A GST tax invoice is expected to be obtained in support of all credit card expenditure. The invoices must be forwarded to the church office together with the signed off credit card statement on which the charge appears.
- f) The credit card is to be returned to the Church at the time that employment with the Church ceases, or at any other time on request of the Support Team Leader and/or Lead Pastor.
- g) Church corporate credit cards can be issued to staff, at the discretion of the Lead Pastor and Support Ministry Leader. The staff member must sign the policy form for credit cards and adhere to the policies.
- h) All of the Church’s corporate credit cards have a maximum \$1000 credit limit with the exception of Lead and Support ministries where the credit limit is \$2000.

Health and Safety Policy

Date approved: July 2017

Review date: March 2021

RATIONALE

Invercargill Central Baptist Church believes that making the church a safe place for every person is central to fulfilling our mission and vision. We are committed to not only meeting our legal obligations for physical and emotional wellbeing but also ensuring that our church is a safe place spiritually. Our health and safety management system aims to involve the whole church and be continually reviewed in order to improve our performance.

To achieve this, we will ensure that elders, staff, volunteer workers and visiting workers are:

- Working together; taking reasonably practicable steps to ensure that any significant risks or hazards to workers are minimized, and workers are protected, where elimination is impracticable.
- Involved in identifying and controlling new and existing hazards and regularly
- monitoring these hazards within our facilities.
- Informed about accident and emergency procedures.
- Aware of their responsibilities to themselves, their fellow workers and the general public.
- Utilizing the systems in place to record all incidents, near misses or injury.
- Promoting the provision of advice, information, education and training in relation to work health and safety.

Discomfort Pain Injury (DPI) Prevention Policy

BACKGROUND

Discomfort Pain Injury (known as DPI) has been previously referred to as Occupational Overuse Syndrome (known as OOS), which was earlier referred to as Repetitive Strain Injury (known as RSI).

POLICY STATEMENT

Discomfort Pain Injury (DPI) is a collective term for a range of conditions (including injury) characterised by discomfort or persistent pain in muscles, tendons and other soft tissues. Every case of DPI has the potential to be classified as a significant hazard because the condition may cause 'Serious Harm'. Therefore the risk factors for DPI need to be controlled by eliminating the hazard if at all possible, or else by isolating or minimising the hazard.

PURPOSE: To provide systems and procedures for proactively managing the risk factors that may contribute to a range of occupational overuse type conditions.

RESPONSIBILITIES

The Support Manager is responsible for:

- Taking all practical steps to ensure that there is compliance with the WORKSAFE NZ Code of Practice (COP) for Visual Display Units
- Encouraging the worker to report any work-related pain to the [Manager or Designated Person] as early as possible
- Ensuring the work environment of any worker who do develop symptoms is monitored and all practicable steps are taken to remedy any deficiencies
- Facilitating an early return to work for any worker who has been absent through an DPI related injury where possible

Workers are responsible for:

- Reading the DPI awareness information and attending training where required
- Adjusting workstation equipment to maintain a comfortable body position
- Taking breaks away from the workstation and practicing micro-pauses as appropriate
- Reporting early symptoms to the Support Manager and Lead Pastor – preferably before visiting a doctor
- Participating in an early return to work programme if applicable

PROCEDURE

Pre-employment procedures

The Lead Pastor will seek to establish if the prospective worker suffers from any gradual process injury that a particular job may aggravate or contribute to . Laptop computers should not be chosen for continuous use at work unless they are plugged into a conventional monitor and/or keyboard.

Existing workers

Individual workers should adjust their own workstation to maintain a comfortable working position, vary tasks, practice micro-pauses and take other breaks. They must report any problems to the Support Manager, who in turn may request a full workstation assessment from a properly trained workstation assessor. The workstation assessor will work with the worker to recommend changes or adjustments and will provide a brief summary of findings to the member and Support Manager

Early warning symptoms should not be ignored in the hope that the pain will go away. If discomfort during work activities persists for more than a few days, action should be taken. By taking action, individuals will be making important progress with regards to stopping the symptoms from worsening and developing into a possibly serious and long-term condition.

Standards

Approved Code of Practice for the Use of Visual Display Units in the Place of Work; Guidelines to the Selection and Purchase of Workstation Furniture and Equipment.

References

The Health and Safety in Employment Act (1992) and Amendment, the current Approved Code of Practice for the Use of Visual Display Units in the Place of Work published by the WORKSAFE NZ service of the Ministry of Business, Innovation and Employment, Guidelines to the Selection and Purchase of Workstation Furniture and Equipment, the Accident Reporting and Rehabilitation Policy, Record of Accident/Incident/Serious Harm

Disruptive Persons

POLICY STATEMENT

Workers are to understand how to protect themselves if a situation, beyond their control, arises.

RESPONSIBILITIES

The Lead Pastor is responsible for:

- Ensuring workers are aware that this kind of behaviour will not be tolerated and they are to feel that their safety and health is paramount to the PCBU
- Taking reasonably practicable steps to ensure workers are aware of what to do to protect themselves should the need arise
- Providing assistance as required at the time of an incident and during rehabilitation, as required

Workers are responsible for:

- Ensuring their own actions or inactions do not harm themselves or others
- Being aware of policy and who to gain assistance from when required
- Providing information if they feel unsafe with any client or at any client premises
- Reporting any incident that occurs and completing incident forms for the H&S register and advising the Lead Pastor as soon as practicable

INFORMATION FOR WORKERS

Workers are not expected to take verbal or physical abuse from any person. If a situation arises within the workplace boundaries, you are to follow the procedures outlined below:

- Remove yourself from the incident and get into a safe position; and/or
- Call for help; and/or
- Call 111 for Police assistance (or ambulance if required); and/or
- Phone the office and advise the situation, ask if any other workers can assist or are able to collect you or your car if required

SOURCES OF FURTHER INFORMATION

<http://www.victimsupport.org.nz>

<http://www.police.govt.nz/contact-us/how-report-crime>

Fatigue at Work

POLICY STATEMENT

ICBC is responsible for providing safe systems of work. All workers share in the responsibility to minimise and manage the adverse effects of work-related fatigue.

PURPOSE

Ensure a safe and healthy working environment free of work-related injury or illness; minimise the risks of persons presenting for work or conducting work while impaired; establish appropriate steps to manage persons who are effected by fatigue; and encourage persons affected by fatigue to seek assistance.

RESPONSIBILITIES

The Lead Pastor is responsible for:

- Regular supervision and monitoring of fatigue levels of workers
- Preventing or minimising the effects caused by workload

Workers are responsible for:

- Workers at ICBC are responsible for the implementation of this policy
- Workers, contractors and all others described as workers are responsible for ensuring they are fit for duty by complying with this Policy and the procedure
- Ultimately, to successfully control the risks associated with fatigue in the workplace, it is up to each individual to recognise the symptoms of fatigue, obtain adequate sleep and ensure they and others affected by fatigue seek assistance
- Workers are obligated to let the Lead Pastor know if fatigue is occurring at any given time

INFORMATION FOR WORKERS

Fatigue, also referred to as tiredness, exhaustion, lethargy, and listlessness, describes a physical and/or mental state of being tired and weak. Although physical and mental fatigue are different, the two often exist together - if a person is physically exhausted for long enough, they will also be mentally tired. When somebody experiences physical fatigue, it means they cannot continue functioning at their normal levels of physical ability. Mental fatigue, however, is more slanted towards feeling sleepy and being unable to concentrate properly.

DEFINITIONS

Fatigue: Means weariness from bodily or mental exertion.

TYPES OF FATIGUE

Physical fatigue: Physical fatigue is when a person's muscles cannot do things as easily as they used to. Climbing stairs or carrying laden supermarket bags may be much harder than before. Physical fatigue is also known as muscle weakness or lack of strength.

Psychological (mental) fatigue: Psychological fatigue makes concentrating much harder. When symptoms of mental fatigue are severe, the person affected might not want to get out of bed in the morning or perform his/her daily activities. Mental fatigue often appears together with physical fatigue, but not always. People may feel sleepy, have a decreased level of consciousness, and in some cases show signs similar to that of an intoxicated state. Mental fatigue may be life threatening, especially when the sufferer has to perform tasks, such as driving a vehicle or operating heavy machinery.

CONTRIBUTING FACTORS

A person's level of fatigue may be compromised or heightened by:

- Spending long periods of time awake
- Inadequate or insufficient quality of sleep over an extended period

- The type of work performed and work environment
- Workload, length of the shift and previous shifts worked
- The time of day or night worked
- The time taken to travel to and from work
- Consumption of alcohol
- The use of drugs (prescription, non- prescription, illicit or other)
- Their general level of fitness and/or medical condition
- Stress

SOURCES OF FURTHER INFORMATION

<http://www.webmd.com/a-to-z-guides/weakness-and-fatigue-topic-overview>

http://www.onhealth.com/fatigue_health/article.htm

http://www.helpguide.org/mental/burnout_signs_symptoms.htm

<http://www.medicinenet.com/fatigue/page3.htm>

First Aid Policy

POLICY STATEMENT

ICBC has a responsibility to take “reasonably practicable” steps in providing effective first aid arrangements.

PURPOSE

To ensure safe, consistent and immediate care is taken when first aid may be required in the workplace.

RESPONSIBILITIES

The Support Manager is responsible for:

- Ensuring appropriate first aid supplies are provided at the church premises.
- Ensuring that first aid supplies are accessible to workers
- Ensuring one workers is the designated first aid representative for ICBC and holds a current and appropriate first aid certificate or other equivalent qualification
- Ensuring a first aid register form and incident and accident register is completed in the event that first aid is rendered

Harassment & Bullying

PURPOSE

The purpose of this policy is to support a workplace that is free from harassment, discrimination and bullying.

SCOPE

This applies to all workers whether at the workplace of ICBC or out in the field at other workplaces, as the work requires.

HARASSMENT

Harassment is prohibited. Harassment occurs when someone is made to feel intimidated, insulted, or humiliated because of:

- Age
- Disability
- Sexual preference
- Religion
- Skin colour or ethnicity
- Gender including pregnancy, marital status, family/carer's responsibilities
- Or any other characteristic specified under anti-discrimination or human rights legislation

EXAMPLES OF HARASSMENT

- Telling insulting jokes about particular racial groups or genders
- Sending offensive or insulting emails
- Displaying offensive posters or screen savers
- Making derogatory comments about someone's race or religion

SEXUAL HARASSMENT

Sexual harassment is also prohibited. It includes any unwanted sexually related behaviour that, in the circumstances a reasonable person would be offended, humiliated or intimidated by. Usually harassment and sexual harassment constitute an ongoing series of events, however legally, just one act can constitute harassment.

EXAMPLES OF SEXUAL HARASSMENT

- Making obscene or sexually suggestive remarks or jokes
- Intrusive enquires into a worker's private life
- Unwanted body touching or physically molesting a person

DISCRIMINATION Discrimination occurs when someone or a group of people is treated less favourably or unfairly because of their:

- Disability
- Race or religion
- Age
- Gender including pregnancy, marital status, family/carer's responsibilities

Workplace discrimination can occur during the following activities and circumstances:

- Recruitment and selection of workers
- Terms, conditions and benefits offered through employment
- Who is offered training and what sort of training is offered
- Who is considered and selected for transfer, promotion, retrenchment or dismissal

As well as being against the law, discrimination in the workplace is also against the organisations policies and values.

WORKPLACE BULLYING

Workplace bullying is a form of harassment that, until recently, fell outside most current legal definitions of discrimination and harassment. It relates to a misuse or abuse of power in relationships between people. It includes the repeated less favourable treatment of a person by another or others in the workplace. It includes behaviour that intimidates, offends, degrades or humiliates a person, and is unreasonable in the circumstances.

EXAMPLES OF WORKPLACE BULLYING

Physical:

- Swearing
- Shouting
- Slamming doors

Psychological:

- Silent treatment
- Assigning meaningless tasks unrelated to the position
- Deliberately withholding information needed for effective work performance

BULLYING IS NOT...

Reasonable management action including:

- Setting reasonable performance goals, standards and deadlines
- Providing constructive feedback on work performance or behaviours
- Following counselling or disciplinary policies and procedures
- Differences of opinion
- Poor or bad management practices
- An interpersonal conflict
- A one-off incident (e.g., outburst of temper)

VICTIMISATION

Victimisation is defined as a person or group of people retaliating or making reprisals including dismissing or harming the employment of those who submit a complaint about harassment, bullying or discrimination. Victimisation is prohibited behaviour and persons who victimise others may be subject to prosecution similar to that for bullying or harassment.

DEFINITIONS

Bullying: means unreasonable behaviour, repeated over time, which is deliberate and intended to humiliate, undermine or otherwise have a detrimental effect on the recipient(s), even though it may not be unlawful.

Harassment: means any unwelcome comment, conduct or gesture that is insulting, intimidating, humiliating, malicious, degrading or offensive. It might be repeated or an isolated incident but it is so significant that it adversely affects someone's performance, contribution or work environment. It can include physical, degrading or threatening behaviour, abuse of power, isolation, discrimination, sexual harassment and racial harassment.

RESPONSIBILITIES

The Lead Pastor is responsible for:

- Providing a safe working environment free from discrimination and harassment

All workers are responsible for:

- Avoiding behaviours which may be perceived by others as bullying or harassment
- Raising concerns about any behaviours of other workers which they perceive as bullying and harassment
- Reporting harassment directly affecting them to the Lead Pastor, or eldership of ICBC
- Helping create a safe working environment free from discrimination and harassment by reporting harassment directed towards other people within the workplace
- Ensuring they do not harass or discriminate against any person within the workplace

HARASSMENT REPORTING PROCESS

The process to report harassment, bullying or discrimination within the workplace is as follows:

1. Report to the Lead Pastor as soon as it occurs
2. If you are not comfortable advising the Lead Pastor, then directly contact one of the eldership team
3. An investigation into this behaviour will be actioned.
4. You will be advised of the process as it happens.

FURTHER SOURCES OF INFORMATION

<http://www.legislation.govt.nz/act/public/1997/0092/latest/DLM417078.html> - Harassment Act 1997

<http://www.legislation.govt.nz/act/public/1993/0082/latest/DLM304212.html> - Human Rights Act 1993

<http://www.legislation.govt.nz/act/public/1961/0043/latest/DLM327382.html> - Crimes Act 1961

<http://www.legislation.govt.nz/act/public/1993/0028/latest/DLM296639.html> - Privacy Act 1993

Lock Up Procedures

PURPOSE

To provide consistent procedures for all key holders to lock up and maintain the security and safety of the premises.

RESPONSIBILITIES

The Support Manager is responsible for:

- Ensuring the workers and other key holders are aware of the procedures when locking up the premises and when working alone.
- Providing a policy which outlines the lock up procedures
- Making sure all key holders are trained and aware of what their responsibilities are when securing the building.
- Providing workers with sound knowledge of security around the office.
- When a key is issued the receiver will sign for and initial all terms and conditions, prior to receiving their numbered key.
- An updated record of all key holders will be maintained.

Key holders are responsible for:

- All key holders will sign for and initial all terms and conditions, prior to receiving their numbered key.
- Following the below stated lock up procedure at all times.

LOCK UP PROCEDURES

- It is the responsibility of each person issued with a key to make sure when they exit the building that ALL exterior doors are locked, windows closed, and that lights and heaters are off. (even in the rooms you may not have used).
- If you are the only person working in the building keep the exterior doors locked to ensure that unauthorised people do not enter the building.
- Exterior doors are situated on Esk Street, Deveron Street (Community Centre) and the three doors in the courtyard (Auditorium, Reception, Kitchen).

Notifiable Event; Incidents; Injury or Illness

OVERVIEW

A safe and healthy work environment is fostered through a partnership where all involved combine their efforts and share the responsibility for work-related personal injury prevention and management. Early reporting is essential to this process and ICBC has a specific accident reporting and investigation form that must be used in the event of all work accidents, incidents and Discomfort Pain Injury type conditions.

A worker injured at work who needs medical treatment must provide ICBC with a copy of the completed ACC forms and, if time off work is also required, must provide a medical certificate.

PURPOSE

To provide consistent procedures for recording and investigating work-related incidents and accidents and to set out the work-related personal injury claim process.

RESPONSIBILITIES

The PCBU is responsible for:

- Preventing accidents and injury by providing a safe and healthy work environment
- Taking all reasonably practicable steps to see that all workers are aware of the accident reporting system, know where to obtain the appropriate form and how to report such events when they occur
- Arranging appropriate first aid and emergency care (or other assistance) where required if an accident does occur
- Acting as the health and safety representative, including liaison with ACC and investigation of workplace injury or accident

All workers are responsible for:

- Observing any established health and safety procedure that relates to the work performed
- Participating in relevant health and safety training (e.g. DPI prevention, manual handling)
- Accurately reporting and documenting all accidents, incidents and observed hazards to the Support Manager
- Obtaining initial medical treatment from a registered treatment provider of his/her choice – this must be a registered medical practitioner if lost time is involved
- Providing a copy of the completed ACC forms and, if lost time is involved, a medical certificate from the registered medical practitioner, to the Support Manager

PROCEDURES

Record of accident/incident/serious harm

The Health and Safety at Work Act 2015 places requirements on PCBUs to record and investigate accidents. “Serious harm” accidents must be reported, in writing, using the prescribed form, to the Occupational Safety and Health Service of WorkSafe NZ as soon as possible.

The purpose of the investigation procedure is to determine actual causes of an accident/incident and to put in place procedures or controls to minimise the chances of a recurrence.

The ICBC accident/incident/serious harm form is the same as the WorkSafe NZ Notification of Accident form.

ACCIDENT/INCIDENT REPORTING INVESTIGATION

In the event of “serious harm” or a significant hazard the Support Manager must be advised immediately and WorkSafe NZ must be advised.

The Support Manager should:

- Ensure receipt of all relevant information (incident forms, ACC forms and medical certificates as applicable)
- Initiate and carry out an investigation. This must commence within 12 working hours of the event concerned
- Ensure any hazard that is identified as the cause of the event is eliminated or minimised in accordance with the requirements of the Health and Safety at Work Act 2015
- Ensure all corrective actions that have been identified are carried out within the specified timeframes
- The investigation report will be reviewed by the Lead Pastor] to ensure that the corrective actions have been carried out as indicated and to check, if applicable, that significant hazards have been controlled in accordance with the requirements of the Act

When events result in “serious harm”, take the following steps:

- Make sure anyone injured or suspected of injury has received medical attention if necessary..
- Contact WorkSafe NZ, as quickly as possible, as per their requirements
- Isolate and protect the scene. Do not interfere with the accident scene without the permission of an inspector from WorkSafe NZ

FURTHER INFORMATION

For further understanding of notifiable event, notifiable incident and notifiable injury or illness, please refer to these links which direct you to relevant sections of the HSWA:

<http://www.legislation.govt.nz/act/public/2015/0070/latest/DLM5976868.html>

<http://www.legislation.govt.nz/act/public/2015/0070/latest/DLM5976877.html><http://www.legislation.govt.nz/act/public/2015/0070/latest/DLM5976880.html>

Police Vetting Policy

Date approved: July 2017

Review date: 2021

Invercargill Central Baptist church has a commitment to the health and safety of those who are vulnerable. While not legally obliged by the Vulnerable Children's Act 2014, this policy reflects the best practice commitments of this legislation. The Baptist Union is an Approved Agency of the Police Vetting Service.

1. All volunteers and staff who are working with children and young people (under the age of 18) either as part of a ministry team, or in a support role that has been delegated by the ministry leader must have a police check before being approved for the role.
2. Any volunteer in other designated roles within the church, who while not directly working with children, will have access to children, will be encouraged to have a police check, as this is considered best practise. If the volunteer is unwilling to have such a check done, restrictions may be placed on what the volunteer can do within the particular ministry by the ministry leader, in consultation with the volunteer.
3. This police check will be renewed – if the person is still in the role – every 3 years.
4. Each pastoral leader is responsible to
 - 4.1. Ensure relevant volunteers are police vetted.
 - 4.2. Ensure a copy of the ID requested on the form is given to the church office
 - 4.3. The form and ID is given to the office to send to the Baptist Union office.
5. When requesting a police check the applicant is to be informed of the process and how the information will be handled.
 - 5.1. If the police check is clear, the form and a copy of the ID identification will be kept in the main office, and noted on the church data base, which can be accessed by all pastoral staff
 - 5.2. If the police check contains convictions, the form and a copy of the ID identification will be kept in a locked cabinet, and seen by the lead pastor and elders, and the pastor who oversees the ministry. A flag will be placed on the data base, so that pastors are aware to enquire before making appointments.
6. When information of convictions comes back to the lead pastor the following process is to be followed:
 - 6.1. The applicant will be informed and given the opportunity to respond, and informed of the right to challenge the information
 - 6.2. The lead pastor, the pastor overseeing the ministry, and elders will consider if the person is suitable for the role, taking into account;
 - 6.2.1. The nature of the conviction see (8)
 - 6.2.2. How long ago the conviction was
 - 6.2.3. Background information
 - 6.2.4. Demonstration of current character and understanding of safety issues
 - 6.2.5. References from those who can attest to the person's character and background.
7. If the likely response is that they will not be able to begin or continue in the role, the applicant
 - 7.1. Should be informed and given the opportunity to give background information that might be relevant to the final decision.

- 7.2. Be part of discussion around the appropriate process for the termination of their involvement, such as informing others.
 - 7.3. A written record will be kept of all discussions, agreements and outcomes.
8. If the applicant is found to have a conviction for an offense listed under Schedule 2 of The Vulnerable Children's Act 2014, they will not be able to work with children and young people. If the applicant with such a conviction is in another designated role, which has access to children, the eldership will consider this using the serious offending policy, and process in (6.) to determine the suitability of the appointment.

Rehabilitation Policy

POLICY STATEMENT

ICBC is committed to initiating vocational rehabilitation programmes whenever appropriate for work-related personal injury and for non-work personal injury (excludes contracted workers who fall outside the definition of 'worker'). The aim is to assist optimum recovery, early return to work and resumption of the workers normal lifestyle without undue delay. The benefits of rehabilitation are greatest when the process is begun as soon as possible.

Workers are expected to participate fully in their own rehabilitation programme, which will be established through a consultative approach. The injured person is entitled to support, advice and representation from their nominated representative. Medical information will be obtained with formal consent from the workers and will be treated confidentially.

PURPOSE

To proactively manage the early return of worker, through planned rehabilitation, to as normal a life as possible, having regard to the consequences of the personal injury.

SCOPE The policy is applicable to all workers.

RESPONSIBILITIES

The Lead Pastor is responsible for:

- Identifying suitable alternative duties, where possible, to enable an early return to work for the worker
- Confirming that a rehabilitation plan is established, if appropriate, following a lost time accident
- Monitoring the worker progress towards recovery and the suitability of the alternative duties and/or rehabilitation programme
- Taking steps to see that appropriate levels of confidentiality are maintained consistently with the principles of the Privacy Act 1993
- Reviewing health and safety management after a critical event, or if there is a change in work procedures or health and safety policy
- Acting as the health and safety representative and person responsible for liaison with ACC on behalf of your organisation.

Workers are responsible for:

- Participating in an appropriate rehabilitation programme, including a return to work programme which requires alternative duties or partial hours
- Providing ongoing medical certificates to the Lead Pastor

PROCEDURE

Early return to work for full-time and part-time Worker

A worker who has experienced work-related personal injury and who has taken time off to recover will be supported in a return to work programme as early as possible and in accordance with medical advice. This involves a partnership between the worker and the Lead Pastor, medical treatment providers and others as appropriate. At any stage the worker can choose to be accompanied by a representative or support person. An early return to work may involve a modification of the person's working environment, alternative duties for a temporary period, and/or changes to the normal hours of work.

Medical information

The worker must give a copy of their completed ACC forms and/or medical certificate, from the treatment provider (this must be a registered medical practitioner if lost time is involved), to the Lead Pastor.

The medical certificate will state the workers capacity or incapacity for work and specify a date for review (second visit) by the treatment provider. Selected or restricted activities may also be specified for a certain period of time. If the injured person is off work for more than seven consecutive days they must provide a medical certificate confirming they are 'fit for work' to the [Manager or Designated Person].

Capacity to work and the provision of alternative duties

The provision of suitable alternative duties is an essential part of rehabilitation. Alternative duties are aimed at providing appropriate and productive work while a worker rehabilitates to his/her former role. This is a proactive approach to enable workers to return to work as quickly as possible and maximise the chances of full recovery.

The Lead Pastor, in consultation with others as appropriate, will try to identify suitable alternative duties after considering:

- The nature and severity of the illness/injury
- The medical information provided, and the restrictions imposed by treatment providers
- The previous work undertaken by the worker
- The predicted timeframe for rehabilitation (if known).

Regular review

The Lead Pastor will review the rehabilitation programme in consultation with the worker at regular intervals, usually every 2 weeks, involving others as appropriate. Where uncertainty exists regarding the suitability of duties being performed or where the progress of a worker is slower than anticipated, the Lead Pastor will seek additional professional assistance as appropriate.

ALTERNATIVE PLACEMENT OR PERMANENT DISABLEMENT

Where at any point it becomes clear that a worker will be unable or is unlikely to return to former duties as a result of work-related personal injury, ICBC will explore the possibility of suitable alternatives with the worker.

When a worker's personal injury is so severe that it prevents him/her from returning to their former position and all available options have been fully explored, then termination of employment will be considered in accordance with the relevant employment agreement.

DEFINITIONS

Rehabilitation: means a process of active change and support with the goal of restoring the workers health, independence and participation to the maximum extent practicable. It comprises treatment, social rehabilitation and vocational rehabilitation.

Rehabilitation Plan: means an individualised rehabilitation programme to facilitate the early and safe return of the worker to the same or equivalent duties as those previously performed on a long-term basis.

Alternative Duties: are early return to work interventions. They may include alternative work, or other forms of action appropriate for the worker. These duties are a temporary modification of the worker's work tasks. They must not aggravate the personal injury or delay healing, must be compatible with the business of the organisation, and be subject to regular review. A worker may be fit for alternative duties from the occurrence of the personal injury or when improvement has occurred following a period of being unfit for work.

Serious Harm: means resulting in a condition that amounts to or results in permanent loss of bodily function, or temporary severe loss of bodily function and/or any harm that causes the person to be hospitalised for a period of 48 hours or more.

REFERENCES

Injury Prevention, Rehabilitation, and Compensation Act 2001, Privacy Act 1993, Human Rights Act 1993, Health and Safety in Employment Act 1992 and Amendment

Safe Driving

PURPOSE

To ensure that workers who drive vehicles in the course of their work demonstrate safe, efficient driving skills and other good road safety habits at all times and to vehicles in a safe, clean and roadworthy condition to ensure the maximum safety of the drivers, occupants and other road users as well as reduce the impact of company vehicles on the environment – this also applies to personal vehicles used for work purposes.

SCOPE The policy is applicable to all workers driving personal vehicles for work purposes.

RESPONSIBILITIES

The Lead Pastor is responsible for encouraging safe driving by:

- Forbidding the use of mobile phones in vehicles while driving, except when using hands free devices
- Encouraging regular breaks while driving

Workers are responsible for:

- Ensuring they hold a current driver licence for the class of vehicle they are driving and this licence is carried when driving a company vehicle
- Paying for all speeding or infringement fines obtained
- Immediately notifying their Lead Pastor if their driver licence has been suspended or cancelled or has had limitations placed upon it
- Being responsible and accountable for their actions when driving for the purposes of work
- Displaying the highest level of professional conduct when driving
- Complying with traffic legislation when driving
- Assessing hazards while driving and anticipate 'what if' scenarios
- Driving within the legal speed limits, including driving to the conditions
- Wearing a safety belt at all times
- Never driving under the influence of alcohol or drugs, including prescription and over the counter medication if they cause drowsiness – to do so will merit disciplinary measures
- For adhering to the legal requirements for driving with regards to the use of substances (e.g. alcohol and other) – to do so will result in disciplinary measures
- Avoiding distraction when driving

If a worker is driving their own vehicle for the purposes of work, the same policies apply. In addition:

- The car must be legally registered, warranted and insured – the workers member must show evidence of this on request
- The worker must not carry loads for which the vehicle is unsuited, nor may they carry more passengers than for whom there are seat belts

DEFINITIONS

Vehicle: Any means in or by which someone travels, or something is carried or conveyed; a means of conveyance or transport: a motor vehicle; space vehicles.

SOURCES OF FURTHER INFORMATION

<http://www.nzta.govt.nz/resources/roadcode/>

<http://www.newzealand.com/int/feature/driving-road-rules-and-safety/>

<http://www.newzealand.com/int/feature/driving-in-new-zealand/>

<http://www.nzta.govt.nz/resources/roadcode/about-driving/dealing-with-hazards.html>

<http://www.aa.co.nz/about/safety-on-the-roads/decade-of-action/four-ways-to-be-a-safer-driver/>

Smoke-Free Working Environment

POLICY STATEMENT

It is a requirement of the Smoke-free Environments Act 1990 that all PCBUs have a written policy on smoking for all areas occupied by the PCBU and frequented by workers.

ICBC leadership recognises that the use of tobacco and smoking presents a health hazard that can have serious implications for both the smoker and the non-smoker and that smoking habits may have life-long adverse consequences. ICBC supports a safe and healthy environment.

PURPOSE

This policy was developed to meet the requirements of the Smoke-free Environments Act 1990 and the Smoke-free Amendment Act 2003 and is based on the following principles:

1. Everyone is entitled to a smoke-free environment in all areas normally used for work.
2. Everyone who does not smoke, or who does not wish to smoke in their place of work, must, as far as is reasonably practicable, be protected from tobacco smoke in their place of work.
3. The implementation of this policy depends on everyone responding courteously to the desire for a smoke free environment.

RESPONSIBILITIES

The Support Manager is responsible for:

- The maintenance of smoke-free signage.

All workers are responsible for:

- Adhering to all aspects of the smoke-free working environment policy

PROCEDURE

Smoke-free buildings

- Smoking in buildings is prohibited as it endangers the safety of others, creates an unhealthy environment and causes damage to property. In the event that a worker chooses to smoke, a designated area, such as a sheltered balcony outside of the premises, should be used.

Passive smoking

- Smoking is permitted in outside areas, providing the smoker keeps their distance from people and opens windows and doors within their close proximity to aid in the protection of others with regards to smoke drift and passive smoking.

Complaints

- Complaints regarding smoking and suggestions or complaints regarding a smoke-free environment should be brought to the attention of the Support Manager

Stress at Work

POLICY STATEMENT

ICBC recognises the responsibility as a PCBU to actively reduce and manage stress in the workplace. Stress may arise from both personal and organisational sources. ICBC clearly has a degree of control only over the latter, and these guidelines provide a framework for stress management in the workplace.

PURPOSE

To assist all workers to understand the causes of stress, and work together in ways that encourage positive responses to work demands. To enable workers to identify indicators or symptoms of stress and to assess the extent to which they or other individuals are responding positively or negatively. To encourage the workers to seek information and early assistance in managing their own stress in a constructive way. To provide information and advice regarding the causes and impact of stress in the work environment, and offer ways for managing stress positively. To have procedures for dealing with negative stress or distress effectively.

RESPONSIBILITIES

The Lead Pastor is responsible for:

- Facilitating training and information for the workers in effective management practices and styles, covering the nature of stress, and promoting responsible prevention and rehabilitation attitudes towards it as determined by the Lead Pastor
- Providing up-to-date and accessible information on stress
- Adjusting the physical environment, the workload, task design, pacing of work and work schedules to alleviate significant stress/distress for an individual, in full consultation with the individual concerned
- Making free specialist counselling available for workers

All workers are responsible for (where applicable):

- Managing your time and realistically prioritising tasks
- Taking regular, necessary breaks during the day
- Taking your annual leave
- Taking leave accrued as time in lieu as soon as practicable
- Not working excessively long hours
- Discussing with the Lead Pastor the issues that are causing you stress, along with any suggested solutions
- Seeking advice and help from others – talk to partners, friends, colleagues, or if needed a professional counsellor.

BACKGROUND INFORMATION FOR WORKERS

“Stress arises when a person’s capabilities are overwhelmed by demands”

Every day, individuals are confronted with a variety of demands or ‘stressors’. These may arise from either personal sources (e.g. ill-health, marital discord, family problems, financial uncertainty, or from institutional sources such as work overload or underload, role conflict, lack of control or physical environment). Stressors produce a biochemical response in the body which prepare the body to do what is essential during a stressful situation (in preparation for fight or flight).

The stress response is highly functional and can lead to elevated performance, through constructive and creative responses, increased and well-directed energy, improved morale and motivation, and increased efficiency and effectiveness. Where an individual is exposed to demands that are too intense, frequent or chronic, the stress response can create unhealthy, destructive outcomes (e.g. cardiovascular disease or depression).

There are wide individual differences in the way we each respond to stressors, and therefore the optimum stress load that maximises performance varies by individual and by task. (The Yerkes-Dodson Law refers to the fact that performance increases with increasing stress loads up to an optimum point, and when the stress load becomes too great, performance decreases.)

COMMON SIGNS

- Headaches, feeling tired, or having difficulty sleeping
- Worrying a lot, feeling anxious and tense for no explained reason
- Having difficulty concentrating, finding it hard to make decisions
- Lower level of confidence, making mistakes, forgetting things
- Feeling impatient and irritable, drinking more alcohol, smoking more.

CATEGORIES - Organisational stressors can be grouped into four categories:

Physical: The physical environment in which one works (e.g. temperature, office design, noise, lighting).

Task: The nature of the work itself, the specific activities assigned to the worker (e.g. reception, budget management).

Role: The expectations that others have of one's role and its function within the organization (e.g. conflicting or ambiguous expectations).

Interpersonal: The social, personal and working relationships that exist.

PREVENTION

- Allow workers to participate in collaborative decision making.
- Allow workers to exercise as much autonomy and control as is practical.
- Provide training to enable work to be done most effectively.
- Consider job design, job descriptions and performance targets with the aim of reducing unnecessary stressors.
- Consult with workers to identify stressors in the workplace.
- Promote activities that make the workplace healthier, more stimulating and more fun.
- Carefully match people to jobs by considering their individual skills, capabilities and needs.

EARLY INTERVENTION

- Act immediately if a worker seems overly stressed.
- Explore whether their stress is in any way job related, discuss ways of alleviating it in the short term initially, and then focus on the sources of stress to consider long-term solutions.
- Short-term solutions could include sharing tasks amongst workers, taking leave, or adopting flexible or reduced hours.
- Long-term solutions should aim to eliminate or minimise the cause of stress where possible – the preventative strategies outlined above should be used.

REFERENCES The Health and Safety in Employment Act 1992 and Amendment

ICBC Human Resources Policy

Date approved: March 2018

Review date: March 2021

Rationale: All staff will be treated with dignity, respect and in a fair manner.

GUIDELINES

Staff Positions

All staff will have a current Job Description, Terms of Call or Individual Employment Agreement.

Staff Vacancies

- a) Refer to relevant sections of the Constitution 5.1.2, 5.3.2 - 5.3.4
- b) All staff vacancies will be advertised. Where there is an unexpected vacancy a short-term temporary appointment may be made by the Elders.
- c) The process for filling vacancies should include advertising, short listing, conducting an interview, checking on references/referees.
- d) On appointment the staff member will agree to a Police check.

Professional Development

- a) Sabbatical leave will be discussed and recorded during the signing of terms of call.
- b) Ministry enhancement and sabbaticals will generally follow the principles set out in the Baptist Union of New Zealand Administration Manual.

Staff Reviews

- a) All staff will have reviews which follow a three-year cycle. Years 1 and 2 will be an annual review and Year 3 will include a 360° review with collated feedback.
- b) All reviews will be conducted by the Lead Pastor and an elder.
- c) The Lead Pastor review will be conducted by the eldership as a whole.

Annual Leave

- a) Staff are encouraged to take annual leave in the year in which it falls.
- b) Staff are required to take annual leave at times to be agreed in advance with the Lead Pastor. Staff are expected to take at least 10 days continuous leave at some stage during the year. Where agreement is not reached the Lead Pastor may direct a staff person to take annual leave.
- c) Accumulation of annual leave in excess of 20 days must be with the Lead Pastor's approval. If leave is building up beyond 20 days, the Lead Pastor is entitled to ask how it will be used.
- d) The Lead Pastor may also give permission to carry over more than 20 days leave where there is a valid reason for such an accumulation.
- e) Leave cannot be accumulated in excess of 30 days (September 2013).

Time in Lieu

- a) The purpose of time in lieu is for pastoral staff to maintain a realistic work/life balance.
- b) Time in lieu can only be incurred when staff work on normal leave days
- c) Time in lieu should be taken within 20 working days of incurring it.
- d) Other time in lieu can be granted by the Lead Pastor
- e) Staff taking time in lieu must notify the Lead Pastor and Support Manager

Internships (*Internships addition ratified 20.6.19*)

- a) The appointment of the intern is made by the Ministry Leader, however as part of the discernment process the prospective intern will be interviewed by the Lead Pastor and an Elder.
- b) All interns will sign a "Code of Conduct" and Disclosure Consent for Police Vetting.
- c) All interns will be required to keep a "Time Sheet" to monitor their hours worked in ministry to ensure an acceptable work, study and leisure balance.
- d) All interns will be required to undergo monthly supervision by their Ministry Leader.
- e) All interns will be required to undergo external supervision during their internship.

The individual programme for the intern will be signed off by the Lead Pastor.

ICBC MARRIAGE AND CIVIL UNION

Date approved: July 2017

Review date: 2020

1. The Bible

- 1.1 We begin by affirming our unequivocal belief in “The inspiration of the Bible and its authority in all matters of faith and practice”. (First point in the Articles of Faith as set out in the Baptist Union Act of Incorporation 1923.)
- 1.2 We affirm that the incarnate Word (Jesus) and the written Word (the Bible) are of one accord and cannot be separated.
- 1.3 We affirm that the Bible, which includes the teachings of Jesus, has an overall clarity in its teaching on marriage and sexual morality which can be summarised as “celibacy in singleness, faithfulness in marriage, marriage to be defined as a union between one man and one woman.”

2 Sexuality and Marriage

- 2.1 We affirm that God made human beings as sexual beings, and that human sexuality is God's good gift to us.
- 2.2 We affirm that marriage is the legal, moral and spiritual union of a man and a woman to the exclusion of all others, voluntarily entered into for life.
- 2.3 We affirm that God intended marriage to be a partnership, in which husband and wife love, honour and respect each other, and that this is the biblical context for sexual intimacy.
- 2.4 We affirm that sexual intimacy between husband and wife is good, and is intended by God for bonding, pleasure and procreation.
- 2.5 We affirm that marriage, between one man and one woman, is the ideal and God-intended context in which to conceive and rear children.
- 2.6 We affirm that the Church ought to do all in its power to uphold the importance and sanctity of marriage as a loving, life-long union between one man and one woman.
- 2.7 We acknowledge that in this broken world, distortions can occur in the expression of human sexuality, and we affirm our concern and love for those who are in situations of distortions or brokenness

3 Marriage Ceremonies

- 3.1 The Pastoral Staff (or Lead Pastor) are given authority to accept requests for marriage ceremonies to be held in our premises and with due pastoral care determine for whom they will make themselves available for the conducting of such ceremonies.

4 Civil Unions

Given the above we cannot condone the practice of civil unions and will not allow the use of our church premises or properties for such ceremonies.

5 Same Sex Marriages

- 5.1 Given the above, we cannot condone the practice of same-sex marriage and will not allow the use of our church premises or properties for such ceremonies.

ICBC OVERSEAS MISSION POLICY

Date ratified: 22.8.19

Review date: 2022

1. Overseas Mission is part of the Reach Ministry (which is accountable to the Reach Ministry Leader) and will be overseen by a team (Global Action Team - GAT)
2. The GAT team leader will be appointed by the Reach Ministry Leader and Lead Pastor in conjunction with the GAT team.
3. The GAT team will have a minimum of 6 members plus the Reach Ministry Leader and Lead Pastor being ex officio members.
4. The GAT team will meet a minimum of 4 times per year.
5. GAT team members must be approved by the Reach Ministry Leader, and a majority of the GAT team.
6. The GAT team will have 7 key functions.
 - a. Promotion of mission/keeping mission at the forefront of the Church's mind
 - b. Promotion of prayer support
 - c. Encouraging giving for mission
 - d. Encouraging people into mission
 - e. Supporting people in mission
 - f. Supporting returned mission partners
 - g. Preparing a budget for the distribution of mission giving, having established pre- determined guidelines, that are approved by the Reach Ministry Leader and the Lead Pastor.
7. A minimum of 2% of general giving will be given to overseas mission.
8. The budget for the distribution of mission giving will be approved at the AGM, and any changes through the year must be approved by the Ministry Leadership Team. Priority for the distribution of funds will be given to those who are partners of ICBC, and then those who have a relationship with ICBC.

ICBC PROPERTY POLICY

Date approved: March 2017

Review date: 2020

Rationale: The facilities will be maintained and developed in an effective way to support the current and future ministries of ICBC.

Guidelines

Property Plan

There will be a 5-10 year Property Plan in place to ensure buildings are well-maintained.

Private use of Equipment

No equipment may be borrowed for private use by any person in the church.

Alcohol

No alcohol can be stored or consumed on the premises.

ICBC PROPHECY POLICY

Date approved: July 2017

Review date: 2020

RATIONALE

The gift of prophecy is one of the gifts of the Spirit and is for the building up and edifying of the church. (1 Corinthians 14:3). While we want our services to have a freedom to the Spirit (1 Thessalonians 5:20) there also needs to be order (1 Corinthians 14:28) and a testing of what is said, (1 Corinthians 14:29, 1 Thessalonians 5:21). Like any spiritual gift, it is open to misuse and abuse that can damage the body of Christ. This policy shows how the gift is outworked in practise in our public meetings.

Policy

If space is given by the worship leader or pastor for prophetic words to be given, prophecy may be bought if it is of an encouraging or general nature.

If the prophetic word is of a corrective nature or is felt to be directive or significant for the congregation it is to be first submitted in writing to the elders for consideration.

The eldership reserve the right to ask someone not to bring prophetic words in public, or to ask that their words be submitted for evaluation first.

The pastor or elder who has responsibility for the service on the Sunday may ask a person who is bringing a prophecy to stop, or indicate the prophesy bought needs further evaluation.

Where possible, prophetic words will be written down by the person bringing them, and a copy given to the eldership, so that they can be kept for further reflection.

ICBC PUBLIC COMMUNICATON POLICY

Date approved: March 2017

Review date: In progress

Media can have a powerful impact on how the church is seen in the community. Advertising and articles are part of the “face” of the church to the wider community. Increasingly, social media is a powerful influence. Sometimes, often unexpectedly, a church can find itself in the media spotlight. This means it is important to have a clear media policy in place.

The Invercargill Central Baptist Church Staff, Leaders & Volunteer’s policy is as follows:

1. Only the Lead Pastor and the Chairperson of the Elders can respond to Media requests on behalf of Invercargill Central Baptist Church.
2. Only the Lead Pastor or Chairperson of the Elders can give permission to others to communicate with the Media.
3. All Staff, Leaders and Volunteers at Invercargill Central Baptist Church will ensure that all comments concerning the Church, its people, its practices and its purposes to the Media are positive. This includes Blogs, ‘Letter-to-the-Editor’ style comments, interviews and comments on Social Media.
4. When using images, photos or videos of people that will be accessed in the public domain, i.e. newspapers, YouTube, Facebook, church website; then permission must be gained from the individuals in the images.

Social Media

Social Media is the ever growing, ever changing field of communication through different forms of technology accessed by mobile phones, tablets and other computing devices. It opens new means to connect with others but holds the possibility for misunderstanding and abuse. Communication through social media is often more individual thus needing high levels of accountability particularly when communicating with children, young people and others who are vulnerable.

SOCIAL MEDIA POLICY CONCERNING CHILDREN AND YOUNG PEOPLE 12 YEARS OLD AND YOUNGER

The Invercargill Central Baptist Church Staff, Leaders & Volunteer’s policy concerning Social Media with children & young people aged 12 years old and younger is as follows:

1. All forms of social media communication will be through the children’s parents/caregivers.
2. Due to age restrictions on Social Media sites & applications [Facebook, Snapchat, Twitter, etc.], these are inappropriate means of communication between Staff, Leaders & Volunteers and children who are aged 12 years old & younger and will not be used.
3. Staff, Leaders & Volunteers will not communicate with the personal cell phone of any children 12 years old & younger in any way. If children 12 years old and younger have their own cell phones, their numbers will not be collected or used.
4. If a child 12 years old or under contacts a Staff member, Leader or Volunteer via social media, it will not be responded to. The young person’s parents / caregivers will be notified and it will be explained to the child that social media is not an appropriate way to communicate with Staff members, Leaders and Volunteers. If the communications persist, there are methods of blocking incoming communications in most forms of social media.
5. Staff, Leaders and Volunteers will not communicate to children privately across social media platforms. Private and secret communication between Staff, Leaders & Volunteers and children 12 years old & younger will result in that adult’s removal from that ministry.

6. Actions construed as grooming will not be tolerated and the police will be involved appropriately.

SOCIAL MEDIA POLICY CONCERNING YOUNG ADULTS BETWEEN THE AGES OF 13-18 YEARS

The Invercargill Central Baptist Church Staff, Leadership & Volunteer's policy concerning Social Media with those 13-18yrs is as follows;

NB. Staff, Leaders & Volunteers should also consider these policies when communicating with those with intellectual impairments and those who are vulnerable in other ways - emotionally, socially, intellectually, etc.

1. Staff, Leaders & Volunteers must have the permission from the appropriate ministry leader to engage with 13-18yr old's using Social Media.
2. Staff, Leaders & Volunteers will not share images, pictures or video of young people [13 -18 years old] and those who are vulnerable in publicly accessible forms of social media, like YouTube or public Facebook pages. SEE PUBLIC COMMUNICATION POLICY #4.
3. Staff, Leaders & Volunteers need to exercise caution when private messaging [text messaging & private messaging on Facebook, etc.] Young people [13 – 18 years old] & those who are vulnerable. They must seek to communicate appropriately and with respect. The appropriate Ministry Leader & any Elder can ask to see private messages between Staff, Leaders & Volunteers and young people [13 – 18 years old] & the vulnerable if concerns have been expressed or complaints have been made.
4. Intentionally hidden or secret personal interactions between Staff, Leaders & Volunteers and young people [13 – 18 years old] & those who are vulnerable are not appropriate and if the content or intent of these messages is inappropriate, the Staff member, Leader or Volunteer will be stood down from that ministry.
5. If Staff, Leaders or Volunteers receive unwanted messages or comments from a young person or any other, they should be asked to stop. If they continue, after consultation with the, Lead Pastor speak to them again with a fellow leader or volunteer, or a ministry leader. If the communications persist, there are methods of blocking incoming communications in most forms of social media. It is to be communicated to the 'offender' that they have been blocked from Social Media communication with that Staff member, leader or Volunteer. This is consistent with Jesus' word in Matthew 18:15-17 concerning offenses against one another.

Needs to include all ages not yet written.

ICBC SERIOUS OFFENDING POLICY

Date approved: July 2017

Review date: 2020

From time to time people will come to Invercargill Central Baptist with a history of serious offending. This policy applies to the kind of offending that could potentially mean a risk to others in the church (e.g. fraud, sexual offending, violence, especially if the offending has been of repetitive nature), to the person themselves (e.g. from accusations, prejudice, harm to themselves or others outside the church) or the reputation of the church in the wider community.

Guiding Principles.

1. The church is committed to protecting all those within it, especially those who are vulnerable e.g. children, disabled.
2. The church is called to be a community of love and acceptance and healing to all who are broken, which in reality is all of us to varying degrees. No person is beyond the transforming power of Jesus Christ.
3. Victims of offence need their pain to be acknowledged, to be accepted and loved, and given support to work towards healing. Failure to do this minimizes their experience and its impact, and hinders their recovery and faith journey.
4. Offenders also need acceptance, love, and support to work towards healing. Failure to offer this is seriously detrimental to their own recovery. However it is important to realise that forgiveness and acceptance does not mean: forgetting, that sin has no ongoing consequences or that accountability is not needed. Conversion does not mean that sin has been eliminated or that patterns of behaviour have been changed. We are all on a journey of transformation.
5. These principles need to be held in tension with each other and while difficult to outwork, are not mutually exclusive.

Procedures

1. When a person is identified as having a history of serious offending of the type above, a meeting is held with that person, the lead pastor and another ministry leader/elder to talk through the issues and to indicate the need to put in place a plan for the protection of that person and the wider church community.
2. A plan is to be formulated by ministry leaders/elders that takes into account the guiding principles.
 - a. The plan is to include a support team for the person, appropriate boundaries, who needs to be informed and a written signed contract.
 - i. The issue of who needs to be informed and **what information they require** will be based on the nature of the previous offending and the risk involved. This could vary from just the ministry leaders/elders to the whole church.
 - ii. The boundaries set would be also determined by the risk and the nature of the offending.
 - b. The plan can be altered at any time by the ministry leaders/elders if circumstances change. The changes must be communicated to the person and where appropriate the person should be included in determining the changes
 - c. The plan is to be made in consultation with any appropriate statutory authorities i.e. probation, CYFS, police and must complement their plans.
3. The support team is to meet regularly (**with the person when appropriate**) to ensure the plan is being followed and to deal with any concerns that might arise from either the person, the congregation or their own observations.

If the person refuses to be part of such a procedure or fails to adhere to the contract/plan then they would be unable to attend any church gathering unless specific permission is granted by the Lead Pastor.

POLICY FOR MINISTRY TEAMS WITHIN THE CHURCH

Date approved: May 2018

Review date: 2021

Rationale: *Ministry Teams are a vital part of the life of the church. We want to see ministries that are birthed by the Spirit in people's hearts, and then developed within the life of the church. This policy is to ensure that ministries have the freedom to develop, while also being healthy, accountable, and integrated within the church.*

Clarification of Terms

- A ministry leader at ICBC is one of the staff employed by the church, who head up the 5 key areas of the church; Lead, Grow, Nurture (children, youth), Reach, and Support.
- A team leader is any person heading up a ministry or group within the church and has been appointed by a ministry leader. This could include an intern, a leader of a ministry (e.g. Central Silo), someone with a role in children's or youth ministry, or a worship leader.
- Small groups (e.g. home groups/life groups) are not part of this policy and are covered by the **Policy for Small Groups**

POLICY STATEMENT:

- Each team at ICBC should have a clearly defined function that is approved by the Ministry Leadership team.
- Each team should have a leader (or point person for communication) who is approved by the Ministry Leadership team. The Ministry Leadership team have the right to stand a person down from team leadership (refer to "Process for standing a person down from small group or team leadership" below).
- Each team leader has a Ministry Leader who they communicate with and are accountable to. This Ministry Leader is an ex-officio member of the team and may attend any meeting.
- Each team must be aware of, and abide by, the policies of the church.
- Each team should have an understanding of how their ministry overlaps with other ministries and how it serves the mission and priorities of the church.
- If a budget is required, it must fall within the church budget and operate within the financial policies of the church. They must not operate their own bank account or expect that any money generated by the team is "theirs", except when authorized by the Support Leader.
- No team should do anything that brings God or the church into disrepute.
- No team should place advertisements, engage with the media, sign contracts, or use ICBC branding without prior approval from the Lead Pastor.

ICBC POLICY FOR SMALL GROUPS

Date approved: May 2018

Review date: 2021

Rationale: *Small groups (e.g. home groups, life groups, affinity groups) are a vital part of church life at ICBC. They are primary places of fellowship, discipleship, and mission.*

POLICY STATEMENT

- Each small group must have a leader approved by the Grow Ministry Leader.
- The small group must be open to any Ministry Leader or elder visiting when requested.
- If a small group leader leaves the church, it is expected that they step down from the leadership of the small group.
- Small group leaders should be aware of church policies e.g. baptism.
- If a small group has concerns around an issue in the church, it is expected that they talk to the relevant Ministry Leader or Lead Pastor in the first instance, and then an elder if necessary.
- It is expected that the basic pastoral needs of the small group members will be met by the small group. However, it is expected that the small group leader will communicate serious pastoral issues or other problems within the small group to the Grow Ministry Leader. This would normally only be done with the permission of the person first.
- The small group should not do anything that brings God or the church into disrepute.
- The Grow Ministry Leader has the right to ask a small group leader to stand down from leading a small group if it is not appropriate that they continue to lead. Clear reasons should be given to the small group leader. It may be necessary to refer to the *“Process for standing a person down from small group or team leadership”*.

PROCESS FOR STANDING A PERSON DOWN FROM A SMALL GROUP OR TEAM LEADERSHIP

This process may occur as the result of a single, serious issue, or where a series of issues have been raised over time.

The key principle in the process is that the person is given space to process issues raised, and that they have a support person with them.

1. The Lead Pastor and the ministry leader will meet with the person (and their support person) to discuss the concerns.
2. The person will be given the chance to respond to the concerns.
3. Within a week, after a time of reflection, a second meeting may be held to resolve the issue.
4. After this process, a decision will be made about what action(s) need to be taken, and appropriate disclosure. Factors taken into account will be respect and privacy of the people involved, and the well-being of the church community.