



Schedules and Governance Addendums

The Living Room Church

Title: Schedules and Governance Addendums

Pertaining To: the Constitution of The Living Room Church

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Schedules and Governance Addendums

The following schedules form part of, support, or sit alongside the Constitution of the Living Room Church. The Board may approve and update operational policies from time to time, provided they remain consistent with this Constitution, applicable law, the Church's charitable purposes and the Church's Christian identity.

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Schedule 1 — Statement of Faith

1. **The Triune God.** We believe there is one true and living God: eternal King, Creator, Redeemer and Sustainer of all things. God is perfectly holy, just, loving and truthful, and has revealed Himself as one God in three persons: Father, Son and Holy Spirit.
2. **The Father.** We believe God the Father is the source of life, love, holiness and authority. He created humanity for relationship with Himself and invites people to know Him as Father through Jesus by the Holy Spirit.
3. **Jesus Son of the Father.** We believe Jesus, Yeshua of Nazareth, is the only begotten Son of God, Israel's promised Messiah, fully God and fully human. He was conceived by the Holy Spirit, born of the virgin Mary, lived without sin, proclaimed and demonstrated the Kingdom of God through words, deeds and miraculous signs and wonders. He died on the cross for our sins, was buried, rose bodily from the dead, ascended to the Father, reigns as Lord, intercedes for His people, and will return in glory.
4. **The Holy Spirit.** We believe the Holy Spirit is fully God, sent by the Father and the Son to convict, regenerate, indwell, sanctify, empower, guide, comfort and transform believers. The Holy Spirit enables the Church to worship, witness, live holy lives and minister in the power and character of Jesus.
5. **The Scriptures.** We believe the Bible is the inspired Word of God, which when initially handed down was inerrant and infallible. It is the ultimate authority on matters of faith, life, doctrine, worship, mission, ethics and ministry. All teaching, prophecy, ministry practice and spiritual experience must be tested by Scripture and submitted to the lordship of Jesus.
6. **Creation and humanity.** We believe human beings are created in the image of God male and female, to know Him, enjoy Him, worship Him, reflect His character and steward creation. Because humanity turned from God, sin, sickness, death, judgment, injustice and bondage entered the world, and creation experiences the effects and consequences of sin. We believe that God created the heavens and the earth and all forms of life including humans by His word. We believe that the book of Genesis is a testimony to God's creation process and acknowledge that it stands in direct contradiction to much that is taught through contemporary science about long ages and evolution.
7. **Sin and salvation.** We believe all people need salvation and restoration to God. We are saved by grace through faith in the person and finished work of Jesus. Through repentance, faith and receiving Jesus as Saviour and Lord, people are forgiven, justified, adopted as sons and daughters of God, reconciled to the Father and brought into the Kingdom of God.

8. **The cross and resurrection.** We believe the victorious redemptive work of Jesus on the cross and His resurrection provide forgiveness of sins, reconciliation with God, freedom from the power of Satan, victory over sin, lies, sickness, torment and death, and the sure hope of new creation.
9. **Sanctification and holiness.** We believe every follower of Jesus is called to grow in holiness, love, humility, truth, obedience and spiritual maturity. This transformation is the work of the Holy Spirit, who renews the mind, brings forth fruit of the Holy Spirit and empowers believers to live as sons and daughters of the Father.
10. **Baptism in the Holy Spirit.** We believe the baptism and empowering of the Holy Spirit, as witnessed in the New Testament, is for believers today so that the Church may have power to be witnesses, live in intimacy with God, proclaim the gospel boldly and minister in the name of Jesus.
11. **Baptism in water.** We believe that baptism in water is commanded by Jesus for those who repent and believe the gospel. Baptism is an outward public declaration of faith in Jesus, identifying the believer with His death, burial and resurrection, signifying cleansing from sin, new life in Christ, and entry into the visible life and fellowship of His Church.
12. **Gifts of the Spirit.** We believe the gifts of the Holy Spirit are available and active today for the building up of the Church and the advance of the Kingdom of God, including but not limited to prophecy, healing, miracles languages and tongues, interpretation of tongues, words of wisdom, words of knowledge, discernment of spirits, faith, helps, service, teaching, leadership, mercy, generosity and encouragement.
13. **Order, love and discernment.** We believe the gifts of the Spirit must be pursued in love, humility, biblical faithfulness, pastoral wisdom, accountability and order. Spiritual gifts must not be used for manipulation, control, personal platform, financial exploitation, fear or spiritual abuse, and all ministry must reflect the character and compassion of Jesus.
14. **The mission of Jesus.** We believe Jesus commissioned His disciples to proclaim the gospel of the Kingdom, make disciples of all nations, baptise believers, teach obedience to His commands, heal the sick, cleanse the lepers, raise the dead, cast out demons and freely give what they have freely received.
15. **Healing, deliverance and kingdom ministry.** We believe the Church is called to continue the ministry of Jesus in dependence on the Holy Spirit, including prayer for healing, deliverance from demonic oppression, pastoral care, mercy, reconciliation, justice, generosity and the declaration and demonstration of the Kingdom of God. Such ministry must be conducted with compassion, consent, safeguarding,

humility, accountability and respect for appropriate medical, legal and professional care.

16. **The Church.** We believe the Church is the family and body of Jesus, consisting of all who put their faith in Him. The Church exists to worship God, enjoy His presence, preach and live the good news of His love, make disciples, encourage one another, care for the vulnerable, undo the works of the enemy, and advance the Kingdom of God in the world.
17. **Church life and ordinances.** We believe Jesus gave His Church baptism and communion. Baptism is a public identification with the death, burial and resurrection of Jesus, and communion is a remembrance and proclamation of His saving death until He comes.
18. **Relationship culture.** We believe life as a follower of Jesus is expressed through relationship with the Triune God and with people. The Church is called to be a spiritual family of sons and daughters who worship, pray, learn Scripture, share life, extend hospitality, encourage one another and participate in mission in homes, locations and gathered worship settings.
19. **Discipleship and mission.** We believe every believer is called to follow Jesus, be formed by His Word and Spirit, love God, love people, serve faithfully, share the gospel, disciple others and participate in the renewal of families, communities and nations under the lordship of Jesus.
20. **The Kingdom of God.** We believe the Kingdom of God has come in Jesus (Yeshua Mashiach), is present by the Holy Spirit, and will be fully revealed when Jesus returns. The Church is called to seek first the Kingdom, live under God's reign, proclaim His good news and demonstrate His love, righteousness, justice, mercy and power.
21. **The return of King Jesus and final hope.** We believe in the visible return of our Lord Jesus, the resurrection of the dead, final judgment, the reality of heaven and hell, and the renewal of all things. Our blessed hope is the glorious return of Jesus for His overcoming bride, the Church, and the everlasting reign of God.

Schedule 2 — Membership Covenant

1. **Purpose of membership.** Membership is a voluntary covenant relationship with The Living Room Church by which a person publicly identifies with this local church, supports its Statement of Faith, submits to its Constitution, participates in its mission, and shares in the responsibilities and privileges of the Church family.
2. **Confession of faith.** I confess Jesus as my Saviour and Lord, affirm the authority of Scripture, and seek to live as a disciple of Jesus in dependence on the Holy Spirit. I

look for the work of the Holy Spirit bringing forth the fruits of the spirit in my life and witness.

3. **Agreement with doctrine.** I affirm the Statement of Faith in Schedule 1 and will not teach, promote or persistently advocate doctrine that is contrary to the Church's Statement of Faith, Christian identity or charitable religious purposes.
4. **Commitment to baptism in water.** I affirm baptism in water as a command of Jesus and an important expression of Christian faith, discipleship and identification with His death, burial and resurrection. If I have not been baptised, I am willing to prayerfully prepare for baptism in water as a personal profession of faith. If I was baptised as an infant or in another Christian tradition, I acknowledge that the Church honours the sincere faith and covering of parents and families, while encouraging each believer to consider, with pastoral support and without pressure, whether they should personally affirm their faith through baptism in water as a conscious act of obedience to Jesus.
5. **Christian life and holiness.** I commit to pursue a life of repentance, faith, worship, prayer, Scripture, obedience, humility, integrity, generosity and holiness, recognising that growth as a Christian is the work of God's grace and the Holy Spirit.
6. **Traditional Christian convictions.** I acknowledge that the Church holds historic and biblical Christian convictions concerning the sanctity of human life, the creation of humanity male and female in the image of God, marriage as a covenant union between one biological man and one biological woman, sexual intimacy as reserved for marriage, the importance of family, and the call to honour God with our bodies, relationships and conduct.
7. **Grace and pastoral care.** These convictions must be held and expressed with humility, compassion, truthfulness and pastoral sensitivity. Members must not use doctrine as a basis for contempt, cruelty, harassment, intimidation, abuse, unlawful discrimination or exclusion from pastoral care. The Church seeks to welcome all people while calling every person to follow Jesus and be informed by Scripture and the Holy Spirit.
8. **Participation in church life.** I will participate faithfully in the life of the Church where reasonably possible, including Home Church, Gathered Church, worship, prayer, discipleship, communion, serving, mission, hospitality and mutual care.
9. **Spiritual gifts and ministry.** I will seek the fullness of the Holy Spirit, honour the gifts of the Spirit, encourage ministry in the power and character of Jesus, and exercise any gifts with love, humility, biblical faithfulness, accountability, consent, order and pastoral wisdom.
10. **Unity and relationships.** I will seek the unity, peace and maturity of the Church, speaking truth in love, refusing gossip, slander and divisive conduct, forgiving

others, pursuing reconciliation, and addressing concerns through biblical, fair and accountable processes.

11. **Respect for leadership.** I will pray for, encourage and appropriately respect the pastors, Board, Home Church leaders and ministry leaders, while recognising that all leaders remain accountable to Scripture, this Constitution, approved policies, lawful obligations and appropriate correction.
12. **Disputes and discipline.** I agree that serious concerns, disputes and discipline may be handled under section 15 and relevant Church policies, with the aim of truth, protection, repentance, restoration, procedural fairness, accountability and the good of the Church.
13. **Giving and stewardship.** I will support the Church financially as I am able and led, with generosity, integrity and cheerfulness, recognising that all giving is voluntary and that the Church must steward funds faithfully, lawfully and for charitable religious purposes.
14. **Safe Church commitment.** I will comply with the Church's Safe Church, child safety, pastoral care, privacy, complaints, conflict of interest and conduct policies, and will help maintain environments that are spiritually, emotionally, physically and relationally safe.
15. **Safeguarding and reporting.** I will promptly report concerns about abuse, misconduct, grooming, family violence, spiritual abuse, bullying, harassment, financial impropriety or serious risk to an appropriate Church leader, Safe Church Officer, Board representative or external authority where required or appropriate.
16. **Integrity and public witness.** I will seek to conduct myself in a way that honours God the Father, Son and Holy Spirit and does not knowingly bring the gospel or the Church into disrepute, including in speech, relationships, business dealings, online conduct, leadership, volunteering and public engagement.
17. **Disputes and discipline.** I agree that serious concerns, disputes and discipline may be handled under section 13 and relevant Church policies, with the aim of truth, protection, repentance, restoration, procedural fairness, accountability and the good of the Church.
18. **Member rights.** I understand that members have the rights set out in section 7, including participation in general meetings, voting where eligible, receiving required notices and participating in the accountability and discernment of the Church.
19. **Membership eligibility.** I understand that membership requires ongoing support for the mission, Statement of Faith, Constitution and Membership Covenant of the Church, and that membership may cease in accordance with section 7 and this Constitution.

20. **Conscience and pastoral conversation.** Where I have questions, doubts, pastoral concerns or difficulty with any part of the Statement of Faith or Membership Covenant, I will seek honest conversation with Church leaders rather than undermining the Church's doctrine, unity or mission.
21. **Covenant affirmation.** As a member, I affirm this covenant sincerely and voluntarily, relying on the grace of God, the help of the Holy Spirit and the support of the Church family to live faithfully as a disciple of Jesus.

Schedule 3 — Board Charter

1. **Purpose.** This Board Charter sets out the Board's governance role, spiritual posture, legal duties, qualifications, skills expectations, appointment framework, meeting standards, conflict rules and accountability requirements.
2. **Board calling.** The Board serves the Church by providing prayerful, wise, courageous and accountable governance under the lordship of God the Father, His son Jesus and the Holy Spirit, in submission to Scripture, this Constitution and applicable law.
3. **Primary responsibilities.** The Board is responsible for spiritual and strategic direction, charitable purpose alignment, governance, compliance, financial stewardship, risk oversight, safeguarding oversight, policy approval, appointment and review of senior leadership, member accountability and protection of the Church's unity and mission.
4. **Board and ministry distinction.** The Board governs and oversees; pastors and ministry leaders lead day-to-day ministry under approved delegations. Board members should not use governance authority to control ordinary ministry matters except where required for legal, doctrinal, financial, safeguarding or strategic reasons.
5. **Qualifications.** A Board member must be a member of the Church, affirm the Statement of Faith, support the Membership Covenant, demonstrate spiritual maturity, be of good character, be willing to comply with this Constitution and approved policies, and be able to act in the best interests of the Church and its charitable purposes.
6. **Biblical character.** Board members should seek to reflect the character qualities expected of mature Christian leaders, including faithfulness to Jesus, integrity, humility, self-control, hospitality, gentleness, sound doctrine, good reputation, care for family and household responsibilities, freedom from greed, and capacity to encourage and correct with patience and truth.
7. **Disqualifying concerns.** A person should not serve or continue to serve on the Board where there is serious unresolved misconduct, sustained divisiveness,

financial dishonesty, abuse of spiritual authority, safeguarding risk, unmanaged conflict of interest, inability to satisfy legal suitability requirements, or conduct materially inconsistent with membership or leadership expectations.

8. **Skills matrix.** The Board should seek, as far as practicable, a balanced mix of skills and perspectives including biblical and pastoral wisdom, governance, finance, risk, legal or compliance awareness, safeguarding, property or operations, people leadership, communications, location insight, Home Church understanding and strategic discernment.
9. **Appointment framework.** Board appointment, election, reappointment and casual vacancy processes must be prayerful, transparent, orderly and consistent with the Constitution. The Board should consider character, doctrine, skills, location representation, continuity, renewal, independence, diversity of experience and the needs of the Church.
10. **Induction and training.** New Board members must receive an induction covering the Constitution, Statement of Faith, Membership Covenant, Board duties, ACNC and incorporated association obligations, financial controls, conflicts, safeguarding, confidentiality, policies, risk management and current strategic priorities.
11. **Ongoing development.** Board members should undertake reasonable ongoing training in governance, charity obligations, finance, safeguarding, risk, pastoral accountability and any other area relevant to their role.
12. **Legal and charity duties.** Board members must act in good faith, act for the Church's charitable purposes, exercise reasonable care and diligence, avoid improper use of position or information, manage conflicts of interest, ensure responsible financial management, maintain accountability to members and take reasonable steps to ensure compliance with Australian laws.
13. **Office bearers.** The Board may appoint a chair, secretary, treasurer and other office bearers. The chair helps facilitate prayerful and orderly governance; the secretary supports notices, records and compliance; the treasurer oversees financial reporting and controls; and all office bearers remain accountable to the Board.
14. **Chair.** The chair is responsible for helping meetings operate with clarity, fairness, prayerfulness, discipline and participation. The chair should ensure conflicts are declared, resolutions are clear, papers are considered, dissent is respected and decisions are implemented.
15. **Secretary.** The secretary is responsible for ensuring proper notices, minutes, registers, statutory records, member records, Board records and required lodgements are maintained or overseen.

16. **Treasurer.** The treasurer is responsible for ensuring the Board receives timely and accurate financial information, budgets are monitored, financial controls operate, delegations are followed, restricted funds are protected, records are retained and finance-related risks are escalated.
17. **Meetings.** Board meetings should be prayerful, prepared, respectful, confidential, focused on governance matters and supported by appropriate papers. Minutes must record attendance, apologies, conflicts, major decisions, resolutions, action items and any dissent requested to be recorded.
18. **Decision-making.** The Board should seek prayerful consensus where possible. Where consensus is not reached, decisions may be made by the voting process in the Constitution, provided Board members have had a fair opportunity to consider the matter.
19. **Conflicts of interest.** Board members must disclose actual, potential or perceived conflicts of interest as soon as they arise. The Board must record the disclosure and decide whether the person may receive papers, participate in discussion, remain present, vote or be excluded from the matter.
20. **Related-party transactions.** Transactions involving Board members, pastors, staff, family members, close associates or related entities require careful scrutiny, documented approval, arm's length terms where applicable and exclusion of conflicted persons from decision-making unless the Board determines otherwise for a limited procedural reason.
21. **Confidentiality.** Board members must protect confidential information, including pastoral matters, employment matters, safeguarding reports, personal information, legal advice, financial details and sensitive strategic matters. Confidentiality continues after a person leaves the Board.
22. **Speaking for the Board.** Individual Board members must not represent personal views as Board decisions. Public or member communication about Board decisions should be made by the chair, Senior Pastor or another authorised person.
23. **Accountability and review.** The Board should review its composition, performance, meeting effectiveness, governance calendar, risk oversight, policy compliance, skills needs and strategic priorities at least annually.
24. **Pastoral and staff accountability.** The Board must ensure that the Senior Pastor and other senior leaders are appointed, reviewed, supported, corrected where necessary and held accountable through fair, confidential and documented processes.
25. **Safeguarding oversight.** The Board must treat safeguarding as a governance responsibility and receive regular reporting on Safe Church compliance, Working

With Children Checks, incidents, complaints, training, risks and improvement actions.

26. **Financial oversight.** The Board must approve budgets, monitor financial performance, maintain adequate controls, review financial reports, oversee reserves, protect assets, approve delegations and ensure funds are used only for charitable and religious purposes.
27. **Risk oversight.** The Board must maintain a risk management framework and ensure material: spiritual, pastoral, legal, financial, safeguarding, reputational, employment, property, technology, location and Home Church risks are identified, assessed and managed.
28. **Removal or resignation.** A Board member may resign by giving 4 weeks written notice. A Board member may be removed or asked to stand aside in accordance with the Constitution, law and procedural fairness where they no longer meet the qualifications, cannot fulfil duties, have an unmanaged conflict, create unacceptable risk, or engage in serious misconduct. Removal of a Board Member may take effect immediately at the discretion of the Board.
29. **Emergency governance.** In urgent circumstances, the chair, treasurer, Senior Pastor or two Board members may take interim steps within lawful authority to protect people, property, finances, reputation or continuity of ministry, provided the matter is reported to the Board as soon as practicable.
30. **Review.** This Board Charter must be reviewed at least every three years, and sooner if required by law, governance review, risk event, leadership transition or Board resolution.

Schedule 4 — Safe Church Policy

1. **Purpose.** The purpose of this Safe Church Policy is to ensure that The Living Room Church provides environments that are spiritually, emotionally, physically and relationally safe for children, young people, vulnerable people, members, visitors, staff, volunteers and leaders.
2. **Commitment.** The Church has zero tolerance for child abuse, sexual misconduct, family violence, bullying, harassment, spiritual abuse, coercive control, grooming, discrimination, intimidation, neglect or any conduct that compromises safety.
3. **Scope.** This Policy applies to all Church activities, including Home Church gatherings, Gathered Church meetings, children's and youth ministries, pastoral care, prayer ministry, camps, retreats, events, online ministry, small groups, leadership meetings, transport, hospitality and any activity conducted in the name of the Church.

4. **People covered.** This Policy applies to Board members, pastors, staff, contractors, ministry leaders, Home Church hosts, Home Church leaders, volunteers, members, attendees and any person acting on behalf of the Church.
5. **Safe Church principles.** The Church will seek to build a culture of safety by embedding safeguarding in leadership, governance, recruitment, training, supervision, reporting, pastoral care, risk management, communication and continuous improvement.
6. **Child Safe Standards.** The Church must take reasonable steps to comply with the Victorian Child Safe Standards and other applicable child safety laws, including requirements relating to child safe culture, leadership, child participation, family engagement, diversity and equity, suitable staff and volunteers, complaints, knowledge and skills, physical and online environments, policy review and documented procedures.
7. **Board accountability.** The Board is ultimately responsible for Safe Church governance, approval of safeguarding policies, oversight of compliance, review of serious incidents, resourcing of training and ensuring that safeguarding risks are considered in strategic and operational decisions.
8. **Safe Church Officer.** The Board may appoint one or more Safe Church Officers or safeguarding leads to coordinate implementation, receive concerns, support reporting, maintain records, monitor Working With Children Check compliance and advise leaders on safeguarding processes.
9. **Leadership responsibilities.** Pastors, location leaders, ministry leaders and Home Church leaders must actively model safe behaviour, comply with this Policy, escalate concerns promptly, cooperate with investigations and ensure that activities under their care are appropriately supervised and risk assessed.
10. **Working With Children Checks.** Any person engaged in child-related work must hold a current Victorian Working With Children Clearance unless a lawful exemption applies. The Church must verify clearances, maintain a register, monitor expiry dates and ensure that paid workers hold the correct employee clearance where required.
11. **Screening and recruitment.** Before appointing a person to serve with children, young people or vulnerable people, the Church must conduct appropriate screening, which may include application forms, interviews, referee checks, identity verification, Working With Children Check verification, police checks where appropriate, review of prior ministry history and approval by an authorised leader.
12. **Training.** Board members, pastors, staff, Safe Church Officers, children's workers, youth leaders, Home Church leaders and relevant volunteers must complete Safe

Church training appropriate to their role before or soon after appointment and at regular intervals thereafter.

13. **Code of Conduct.** All leaders and volunteers must comply with the Church's Code of Conduct, including requirements for respectful behaviour, appropriate physical contact, appropriate language, appropriate use of authority, safe online communication, avoiding favouritism, maintaining pastoral boundaries and reporting concerns.
14. **Two-adult and visibility principles.** Children's and youth ministry should ordinarily operate with at least two approved adults present or with visibility and accountability arrangements approved by the Church. One-to-one interactions with children or young people must occur only in observable, interruptible and accountable settings.
15. **Home Church safeguards.** Because Home Churches meet in members' homes, the Church must apply additional safeguards, including host approval, leader accountability, home suitability checks where appropriate, awareness of children present, supervision expectations, food and allergy awareness, incident reporting, safe transport expectations and clear escalation pathways for concerns.
16. **Online safety.** Online communication with children and young people must be transparent, appropriate, accountable and ordinarily involve parents or guardians where practical. Leaders must not use private or secret communication channels with children or young people for ministry purposes.
17. **Pastoral care boundaries.** Pastoral care must be provided with integrity, humility and accountability. Leaders must not exploit spiritual authority, emotional vulnerability, dependency, confidential information or pastoral access. Where needs exceed pastoral competence, referral to qualified professionals or emergency services should be made.
18. **Reporting obligations.** Any person who suspects abuse, grooming, neglect, family violence, sexual misconduct, serious risk of harm or a breach of this Policy must report the concern promptly to the Safe Church Officer, Senior Pastor, Board chair or another authorised person. Where required by law or where a person is at immediate risk, the matter must be reported to police, child protection or other authorities.
19. **Mandatory reporting and reportable conduct.** The Church must comply with applicable mandatory reporting, failure to disclose, failure to protect, grooming, reportable conduct and child protection obligations. Leaders must not investigate criminal allegations internally before considering external reporting requirements.
20. **Immediate risk.** If a child, young person or vulnerable person appears to be in immediate danger, the first response must be to secure safety and contact

emergency services or relevant authorities. Internal notification must not delay emergency action.

21. **Responding to disclosures.** When a person discloses abuse or harm, the listener must remain calm, listen carefully, avoid leading questions, reassure the person that the concern will be taken seriously, explain that information may need to be shared to keep people safe, record key facts as soon as practicable and report through the approved pathway.
22. **Standing down from ministry.** The Church may stand down a person from ministry, leadership, employment or volunteering while a concern, allegation, investigation, clearance issue or risk assessment is being considered. Standing down is a protective measure and does not of itself determine guilt or wrongdoing.
23. **Incident records.** The Church must keep secure records of Safe Church concerns, reports, decisions, actions, risk assessments, communications, referrals and outcomes. Records must be factual, dated, access-controlled and retained in accordance with legal, insurance and pastoral requirements.
24. **Privacy and confidentiality.** Information about Safe Church concerns must be handled sensitively and shared only with those who need to know for safety, legal, reporting, insurance, pastoral care or governance purposes. Confidentiality must not be promised where disclosure may be required to protect a person or comply with law.
25. **Complaints and grievances.** Safe Church complaints must be handled promptly, fairly, impartially and compassionately. Complaints involving children, abuse, misconduct or serious risk must be prioritised and managed under this Policy and the Church's complaints procedure.
26. **Risk assessments.** Ministries and events involving children, young people, vulnerable people, homes, transport, overnight activities, water activities, food service, online platforms or offsite venues must be risk assessed before proceeding and reviewed after incidents or significant changes.
27. **Transport.** Transport of children or young people must occur only with appropriate permission, accountability and safety precautions. Leaders should avoid transporting a child or young person alone unless unavoidable and authorised in accordance with Church procedures.
28. **Photography and media.** Images, recordings and livestream content involving children or young people must be managed with consent, privacy, dignity and safety. The Church must avoid publishing identifying information where this could create risk.
29. **Inclusion and cultural safety.** The Church must seek to provide safe and welcoming environments for Aboriginal children, children from culturally and

linguistically diverse backgrounds, children with disability, children with complex needs and children who may be vulnerable because of family, social or personal circumstances.

30. **Family and community engagement.** Parents, carers and families should be informed about child safety arrangements, reporting pathways, supervision practices and expected standards of behaviour in ministries involving children and young people.
31. **Insurance and legal advice.** The Board must ensure that the Church maintains appropriate insurance and obtains legal, safeguarding or professional advice where serious allegations, high-risk matters, employment issues or regulatory obligations arise.
32. **Review and continuous improvement.** This Policy must be reviewed at least every two years, and sooner following legislative change, serious incident, regulatory guidance, insurance requirement or Board direction. The review should consider feedback from leaders, families, children, young people, members and Safe Church records.
33. **Definitions.** For this Policy, child means a person under 18 years of age; vulnerable person includes a person who may be at increased risk because of age, disability, illness, trauma, dependency, isolation or other circumstance; abuse includes physical, sexual, emotional, psychological, spiritual and institutional abuse, neglect, grooming and exploitation.

Schedule 5 — Home Church Governance and Safety Policy

1. **Purpose.** Home Churches are ordinary relational gatherings of The Living Room Church for worship, prayer, Scripture discussion, discipleship, pastoral care, encouragement, hospitality and mission. This Policy is intended to support, not burden, volunteer Home Church leaders and hosts.
2. **Light-touch approach.** The Church recognises that Home Church leaders and hosts are volunteers who open their homes generously. The Board must ensure that expectations are reasonable, practical and proportionate, and must not make hosting so onerous that ordinary members are discouraged from hospitality.
3. **Church activity.** A Home Church gathering approved or recognised by the Church is a Church activity, even when held in a private home. The Church remains responsible for providing reasonable governance, pastoral support, safeguarding guidance, insurance review and escalation pathways.
4. **Volunteer protection.** Home Church leaders and hosts are not expected to be professional counsellors, security officers, medical practitioners, risk managers or legal advisers. Their responsibility is to exercise reasonable care, follow Church

guidance, use common sense, and promptly escalate concerns that are beyond their role.

5. **Appointment of leaders.** Home Church leaders are appointed or recognised by the Senior Pastor, Location Pastor or another authorised leader after approval from the Board. Leaders should be members of at least 1yr and mature Christians who support the Statement of Faith, Membership Covenant, Safe Church Policy and mission of the Church.
6. **Hosts.** A host is a person who makes a home available for a Home Church gathering. The host may also be the leader, but hosting and leading are distinct roles. Meetings may occasionally be hosted in another member's home with the agreement of the Home Church leader and host.
7. **Before using a home.** Before a home is used regularly, the Home Church leader or Location Pastor should have a simple conversation with the host about suitability, access, parking, toilets, pets, children, allergies, obvious hazards, emergency access and any household boundaries.
8. **No formal inspection burden.** Hosts are not required to undertake formal property inspections, written risk assessments or compliance audits for ordinary Home Church gatherings unless the Board, insurer, Safe Church Officer or Location Pastor reasonably requires this for a specific risk.
9. **Basic home safety.** Hosts should take reasonable steps to address obvious and easily preventable risks before gatherings, such as unsafe cords, inadequate lighting, slippery areas, aggressive animals, unsafe access, exposed hazards, unsuitable rooms, or other risks that a reasonable person would notice.
10. **Common-sense safety tips.** Helpful examples include keeping walkways, stairs and entry areas clear; providing reasonable lighting at entrances and paths; securing loose rugs, cords and trip hazards; keeping pets away from guests if needed; telling parents where children may and may not play; keeping medicines, sharp items and household chemicals out of reach of children; avoiding overcrowding in small rooms; identifying a toilet and exit path; managing hot drinks around children; checking that outdoor areas are reasonably safe; and letting the leader know about allergies, access issues or household boundaries.
11. **Respect for the home.** Attendees must respect the host's home, household members, privacy, property, boundaries, starting and finishing times, parking arrangements, food arrangements and any rooms or areas identified as private or out of bounds.
12. **Children.** Parents and guardians remain responsible for the supervision, behaviour and safety of their children at Home Church unless a specific children's ministry

activity has been formally approved and supervised under the Church's Safe Church and child safety requirements.

13. **Child-related activity.** If a Home Church regularly provides a separate children's activity, youth activity or child minding arrangement in the name of the Church, the activity must be approved and conducted consistently with the Safe Church Policy, Working With Children Check requirements and appropriate supervision standards.
14. **Pastoral care boundaries.** Home Church leaders may provide appropriate prayer, encouragement, listening and pastoral support. They must refer matters involving abuse, self-harm risk, family violence, serious mental health concerns, addiction crisis, complex counselling needs, legal issues or significant conflict to a pastor, Safe Church Officer, Board representative or appropriate external service.
15. **Prayer and ministry.** Prayer, prophecy, healing, deliverance and other ministry must be conducted with consent, humility, gentleness, accountability and respect for Scripture, pastoral oversight, privacy and personal dignity. Leaders must not use spiritual authority to pressure, shame, control or isolate a person.
16. **Confidentiality and privacy.** Personal, pastoral, spiritual, family, health, relational or sensitive matters shared in Home Church are to be treated as confidential by default and must not be discussed outside the group casually, unnecessarily or for gossip. Home Church leaders should remind participants that confidentiality is an expectation of Christian love, trust and privacy, but that absolute confidentiality cannot be promised where legal requirements must be met. Information may need to be shared with a pastor, Safe Church Officer, Board representative this then becomes a board issue
17. **Food and allergies.** Hosts are not expected to manage food like a commercial kitchen. Where food is shared, reasonable care should be taken with cleanliness, known allergies, safe preparation and clear communication about ingredients where practical.
18. **Transport.** Transport to and from Home Church is generally a private arrangement between individuals unless the Church has specifically organised it. Leaders should avoid creating informal transport expectations involving children or vulnerable people without parental consent and appropriate accountability.
19. **Incidents.** Injuries, property damage, serious pastoral concerns, safeguarding concerns, aggressive behaviour, threats, significant complaints or near misses should be reported promptly to the Location Pastor, Senior Pastor, Safe Church Officer or another authorised leader.
20. **When to stop or change a gathering.** A Home Church leader or host may pause, end, relocate or seek help for a gathering if they reasonably believe safety, pastoral

care, household wellbeing, neighbourhood peace or the integrity of the meeting is at risk.

21. **Insurance, liability and host disclaimer.** The Board must confirm with the Church's insurer that recognised Home Church gatherings, volunteer leaders and approved hosts are appropriately considered within the Church's insurance arrangements where available. Hosts are not personally responsible for Church governance, pastoral decisions, safeguarding investigations or matters beyond ordinary household care merely because a recognised Home Church meets in their home. Nothing in this Policy removes a host's ordinary responsibility to act with reasonable care in relation to their own home, nor does it guarantee insurance cover for every circumstance. Hosts should maintain ordinary household insurance where reasonably practicable and should promptly notify the Church of any injury, serious incident, property damage or potential claim.
22. **Neighbourhood and council matters.** Home Church gatherings should remain ordinary household-style gatherings and should be conducted with reasonable regard for noise, parking, neighbours, household amenity and local requirements. Regular activities that become large, public, commercial or venue-like should be reviewed by the Location Pastor or Board.
23. **Records.** Home Church leaders are not required to keep heavy administrative records. The Church may ask leaders to provide simple attendance, pastoral health, safeguarding, incident or prayer-need updates where this is reasonable and necessary for care, planning, safety or accountability.
24. **Support.** The Church should provide Home Church leaders with simple orientation, access to a pastor, Safe Church guidance, discussion resources, pastoral escalation pathways and periodic encouragement or review.
25. **Review.** This Policy must be reviewed at least every three years and sooner if there is a serious incident, insurance issue, legal change, safeguarding concern, material growth in Home Churches or Board direction.

Schedule 6 — Delegations of Authority Policy

1. **Purpose.** This Policy records the authority delegated by the Board for operational expenditure, benevolent gifts, procurement, reimbursements, petty cash, debit cards and related financial decisions.
2. **Board control.** The Board retains ultimate responsibility for the Church's funds and assets and may approve, amend, suspend or revoke any delegation by resolution.
3. **Delegated persons.** The Board may delegate limited authority to the Senior Pastor, appointed Location Pastors, the treasurer or finance lead, and other named ministry leaders where the delegation is recorded in writing.

4. **Authority limits.** The Board must specify per-transaction limits, monthly cumulative limits, emergency limits, approved categories, prohibited categories and any requirement for prior approval or dual authorisation.
5. **Purpose test.** Each purchase or gift must directly advance the Church's charitable and religious purposes, support an approved ministry activity, meet an identified benevolent need, or be otherwise authorised by the Board.
6. **No private benefit.** Delegated authority must not be used for personal benefit, family benefit, related-party benefit, private hospitality, political purposes, personal loans, salary supplements, gifts to the decision-maker, or any benefit inconsistent with the Church's not-for-profit and charitable character.
7. **Conflicts of interest.** A delegated person must disclose any actual, potential or perceived conflict and must not approve a transaction involving themselves, a family member, a close associate, a Board member, an employee, a business they control, or any person or entity where independence could reasonably be questioned.
8. **Benevolent gifts.** Benevolent gifts must be made only for genuine pastoral, charitable or relief purposes and should be documented with a brief written rationale that preserves appropriate privacy while enabling accountability.
9. **Records.** Receipts, invoices, forms, approvals and rationales must be provided to the treasurer or finance lead within 30 days of the transaction, unless the Board sets a shorter period.
10. **Reporting.** The treasurer or finance lead must provide the Board with regular summaries of delegated expenditure and benevolent gifts, including any exceptions, missing records, conflicts, rejected claims or material risks.
11. **Controls.** Delegations must operate consistently with bank signatory controls, electronic funds transfer controls, debit card controls, petty cash limits, budget controls, restricted-fund requirements and fraud prevention procedures.
12. **Proposed draft financial caps.** Unless the Board resolves otherwise, the following caps apply as a starting point for review: the Senior Pastor may approve discretionary ministry expenditure or benevolent gifts up to \$1,000 per transaction and up to \$2,000 per month in total; each Location Pastor may approve discretionary ministry expenditure or benevolent gifts up to \$300 per transaction and up to \$750 per month in total; any urgent pastoral or benevolent need above those caps must be approved by the Board chair and treasurer or by another two Board members who are independent of the transaction.
13. **Annual proportionality safeguard.** The Board should set the annual combined discretionary cap at a level that is proportionate to the Church's non-salary operating budget, with a recommended ceiling of 10% to 15% of the approved non-

salary budget unless a higher amount is expressly justified and recorded in Board minutes.

14. **Current budget warning.** If the Church's non-salary operating budget is approximately \$48,000, a \$2,000 monthly discretionary authority for one role would equal approximately \$24,000 per year, or about 50% of that budget, before any location pastor delegations are included. That level is not recommended as an ordinary discretionary delegation unless the Board deliberately intends to reserve a large portion of the budget for pastoral discretion, sets a separate annual pool, and records why the arrangement remains prudent, controlled and aligned with charitable purposes.
15. **Recommended annual pool.** For a non-salary operating budget of approximately \$48,000, the Board should consider an initial annual discretionary pool of \$4,800 to \$7,200 across all pastors and locations, reviewed quarterly. Any amount above this range should require a specific Board resolution and should ordinarily be tied to a defined ministry, benevolence or emergency need rather than general discretion.
16. **Categories requiring prior approval.** Prior Board approval is required for related-party transactions, payments to pastors or Board members other than approved reimbursements, gifts to family members or close associates, commitments extending beyond one month, purchases outside the approved budget, use of restricted funds, overseas payments, capital items, recurring subscriptions, loans, cash advances, personal hardship assistance to a leader, and any transaction that may reasonably affect public trust or create reputational risk.
17. **Review trigger.** The Board must review the caps if actual discretionary spending exceeds 75% of the annual pool, if monthly spending exceeds budget expectations, if the Church's non-salary budget materially changes, if a location is added, if a compliance concern arises, or at least quarterly during the first year of operation.
18. **Board resolution format.** Each year the Board should record the approved caps in minutes or an attached schedule, including the dollar limits, the annual pool, the roles authorised, any location-specific limits, the review date, and confirmation that the caps are consistent with the Church's budget, charitable purposes, financial controls and not-for-profit obligations.
19. **Review.** The Board must review this Policy and all financial limits at least annually and whenever there is legislative change, material growth, a serious incident, a financial control concern or a change in ministry structure.

Schedule 7 — Financial Management and Stewardship Policy

1. **Purpose.** This Policy sets out how the Church plans, approves, records, spends, protects and reports on its money and assets. It is intended to be clear enough for

Board members and ministry leaders who are not finance specialists, while remaining practical and proportionate for a church of this size.

2. **Stewardship principle.** Church money and property must be used only to advance the Church's charitable and religious purposes, support approved ministry, care for people, meet lawful obligations and steward resources entrusted to the Church.
3. **Legal compliance.** The Church must maintain financial records that correctly record and explain its transactions, financial position and financial performance, allow true and fair financial statements to be prepared, and are retained for the period required by law.
4. **Board responsibility.** The Board remains ultimately responsible for responsible financial management, solvency, budgeting, financial reporting, internal controls, restricted funds, statutory reporting and ensuring that funds are not misused.
5. **Plain-English financial understanding.** Each Board member should be able to understand the basic financial reports presented to the Board, ask questions, identify major changes or risks, and satisfy themselves that the Church can meet its obligations as they fall due.
6. **Budget purpose.** The annual budget is the Board's approved financial plan for the year. It should show expected income, planned ministry and operating expenditure, key commitments, reserves, restricted funds, staffing costs, location costs, discretionary pools and any major projects.
7. **Budget planning process.** Before approving the annual budget, the Board should consider the previous year's actual income and expenditure, regular giving trends, known commitments, ministry priorities, location needs, staffing obligations, insurance, compliance costs, building or venue costs, technology, reserves, restricted funds, risks and any planned growth or change.
8. **Input from leaders.** The treasurer or finance lead should invite reasonable input from the Senior Pastor, Location Pastors, ministry leaders and relevant volunteers about expected ministry needs, but leaders are not required to prepare complex financial submissions unless the Board asks for them.
9. **Budget categories.** The budget should use plain categories that are easy to understand, such as giving income, other income, wages and ministry allowances, venue or property costs, insurance, administration, missions, benevolence, children and youth, Home Church support, location ministry, worship, technology, training, events, reserves and contingencies.

10. **Balanced and prudent budget.** The Board should normally approve a budget that is realistic, affordable and prudent. A deficit budget may be approved only where the Board understands the reason, cash impact, available reserves, risks and recovery plan.
11. **Approval timing.** The Board should approve the annual budget before the start of the financial year where practicable. If this is not possible, the Board may approve an interim operating budget or continue essential expenditure until the annual budget is approved.
12. **Budget authority.** Approval of a budget authorises ordinary spending within that budget only where the spending is consistent with the Constitution, charitable purposes, delegations, financial controls, restricted-fund conditions and any Board conditions.
13. **Spending outside budget.** Material expenditure outside the approved budget, or expenditure that changes the substance of an approved ministry plan, requires Board approval unless it falls within an approved delegation or emergency authority.
14. **Budget monitoring.** At each ordinary Board meeting, the treasurer or finance lead should provide reports showing income, expenditure, cash position, reserves, restricted funds, major variances from budget, unpaid obligations, material risks and any recommended action.
15. **Budget variances.** A budget variance is a meaningful difference between planned and actual income or expenditure. The Board should focus on material variances, repeated overspending, unexpected income shortfalls, cash flow concerns, restricted-fund issues and matters that affect ministry sustainability.
16. **Cash flow and solvency.** The Board must take reasonable steps to ensure the Church can pay its debts and obligations when due. If cash flow or solvency becomes uncertain, the Board must promptly review spending, commitments, reserves, professional advice and any required reporting or corrective action.
17. **Offerings and donations.** The Church must handle offerings, tithes and donations honestly, securely and with adequate records. Cash handling should involve at least two unrelated people where practicable, and electronic giving should be reconciled to bank records and donor records where maintained.
18. **Restricted gifts.** Donations or grants given for a specific lawful purpose must be recorded and used only for that purpose unless the donor, grantor or law permits

otherwise. The Board must not use restricted funds to meet ordinary expenses unless the restriction allows it.

19. **Bank accounts and access.** Church funds must be held in accounts approved by the Board. Bank access, online banking, debit cards, merchant facilities and payment platforms must be approved, reviewed and limited to authorised persons.
20. **Payment controls.** Payments must be supported by an invoice, receipt, reimbursement claim, payroll record, approved benevolence record or other appropriate evidence. Dual approval is required for payments above the threshold set by the Board or where the payment is sensitive, unusual or higher risk.
21. **Reimbursements.** Reimbursements must be for genuine Church expenses, supported by receipts or reasonable evidence, approved by an authorised person, and not approved solely by the person being reimbursed.
22. **Delegated expenditure and discretionary gifts.** Delegated expenditure, discretionary ministry purchases and benevolent gifts must comply with Schedule 6, the approved budget, financial caps, conflict rules, documentation requirements and charitable-purpose requirements.
23. **Procurement.** Purchases should be reasonable, necessary, affordable, purpose-aligned and good value. The Board may require quotes or prior approval for larger, unusual, recurring, related-party or capital purchases, but ordinary low-value purchases should not require unnecessary process.
24. **Related-party payments.** Payments, contracts, gifts or benefits involving pastors, Board members, staff, volunteers, family members, close associates or related entities must be disclosed, managed for conflicts, documented, approved by non-conflicted decision-makers and consistent with the Church's not-for-profit and charitable character.
25. **Payroll and contractors.** Payments to employees and contractors must be properly authorised, recorded and managed in accordance with applicable employment, tax, superannuation, withholding, contractor and workplace obligations.
26. **Fraud prevention.** The Church must take reasonable steps to reduce fraud and misuse of funds, including segregation of duties where practicable, dual approvals for higher-risk payments, secure bank access, timely reconciliations, conflict declarations and Board review of unusual transactions.
27. **Assets and insurance.** Material Church assets should be recorded, protected, maintained and insured where appropriate. Insurance should be reviewed

periodically and when activities, locations, Home Churches, staffing, property use or risks materially change.

28. **Financial statements and members.** The Church must prepare annual financial statements as soon as practicable after the end of the financial year and present them to members at the annual general meeting as required by Victorian incorporated association obligations and any ACNC requirements.
29. **Review or audit.** The Board must ensure that any legally required review or audit is completed according to the Church's revenue tier, ACNC obligations, incorporated association obligations, member resolution, regulator direction, grant requirement or constitutional requirement.
30. **Regulatory reporting.** The Church must lodge required ACNC reports, annual information statements, financial reports and Victorian incorporated association annual statements or charity exemptions within the required timeframes.
31. **Record keeping.** Financial records, invoices, receipts, bank statements, payroll records, reimbursement records, donation records, grant records, contracts, budgets, approvals, reconciliations and working papers must be stored securely and retained for the period required by law, regulator, insurer or good governance.
32. **Privacy and donor information.** Donor, staff, member and benevolence information must be handled confidentially and shared only with people who need it for finance, governance, pastoral, legal, reporting, insurance or risk purposes.
33. **Annual finance calendar.** The Board should maintain a simple annual finance calendar covering budget preparation, budget approval, regular reporting, insurance renewal, policy review, financial statement preparation, AGM reporting, ACNC reporting and any Victorian reporting requirements.
34. **Practical interpretation.** This Policy should be applied in a way that is faithful, lawful, transparent and proportionate. Minor administrative imperfections should be corrected promptly, but serious breaches, missing records, conflicts, suspected fraud, restricted-fund misuse, insolvency risks or legal compliance issues must be escalated to the Board.
35. **Review.** This Policy must be reviewed at least every three years and sooner if there is legislative change, material growth, a serious incident, audit or review finding, financial control concern, new location, significant budget change or Board direction.

Schedule 8 — Risk Management Framework

1. **Purpose.** This Framework sets out how the Church identifies, assesses, manages, reports and reviews risk in a way that is faithful, lawful, practical and proportionate. It is intended to provide a clear operating framework without creating unnecessary administrative burden.
2. **Risk culture.** Risk management is part of wise stewardship, pastoral care and good governance. The Church should encourage a culture where people raise concerns early, leaders respond calmly and fairly, and risks are managed before they become harm, breach, loss or avoidable conflict.
3. **Board responsibility.** The Board is responsible for overall risk oversight, setting the Church's risk appetite, approving key policies, monitoring material risks and ensuring that serious matters are escalated, recorded and addressed. Day-to-day risk management may be delegated to pastors, officers, ministry leaders and volunteers within approved roles.
4. **Risk appetite.** The Church should be willing to take appropriate ministry and mission risks where they are prayerfully considered, lawful, financially responsible, safe and consistent with the Statement of Faith and charitable purposes. The Church has low tolerance for risks involving child safety, abuse, spiritual abuse, fraud, serious legal breach, unmanaged conflicts of interest, unsafe ministry practice, misuse of charitable funds or conduct that may seriously damage trust.
5. **Risk categories.** The Church's risk register should consider, at a minimum, spiritual and pastoral risks, safeguarding and child safety risks, legal and compliance risks, financial and fraud risks, governance and conflict-of-interest risks, Home Church and location risks, ministry and event risks, employment and volunteer risks, property and insurance risks, privacy, technology and information security risks, reputational risks, and continuity or emergency risks.
6. **Core policies and procedures.** The Board should maintain a practical set of policies and procedures to manage key risks, which may be consolidated where appropriate. These should include the Safe Church Policy, Home Church Governance and Safety Policy, Delegations of Authority Policy, Financial Management and Stewardship Policy, conflicts of interest process, complaints and grievance procedures, disciplinary procedure, privacy and records procedures, incident reporting procedure, employment and volunteer screening procedure, emergency and critical incident procedure, information security guidance, and any ministry-specific procedures required by the Board.
7. **Risk register.** The Board must maintain a simple risk register recording the main risks, likelihood, consequence, current controls, responsible person, further

actions, due dates and review status. The register should focus on material risks and practical actions rather than excessive detail.

8. **Risk assessment process.** Before approving a new ministry, location, event, Home Church arrangement, major expenditure, partnership, employment arrangement, property use or significant change, leaders should consider what could go wrong, who may be affected, what controls are already in place, what further action is needed, who is responsible and when the matter should be reviewed.
9. **Escalation.** Serious or emerging risks must be escalated promptly to the appropriate leader, Senior Pastor, Safe Church Officer, treasurer, Board chair or Board. Immediate escalation is required for child safety concerns, abuse allegations, serious injury, threats of violence, fraud or suspected financial impropriety, legal or regulatory breach, media or reputational risk, serious conflict, unsafe ministry practice, unmanaged conflict of interest, loss of key records, data breach or any matter that may require external reporting.
10. **Incident reporting.** The Church must maintain a simple incident reporting process for injuries, near misses, safeguarding concerns, complaints, property damage, financial concerns, privacy breaches, aggressive behaviour and other serious matters. Reports should record facts, actions taken, notifications made, follow-up required and any lessons learned.
11. **Controls.** Risk controls should be practical and proportionate. Examples include clear accountability, training, supervision, Working With Children Check compliance, dual financial approvals, conflict declarations, safe ministry practices, pastoral boundaries, privacy safeguards, insurance review, emergency planning, communication protocols, documented decisions and periodic review.
12. **Reporting to the Board.** At each ordinary Board meeting, the Board should receive a brief risk update covering material risks, incidents, safeguarding matters, financial control issues, complaints, insurance issues, compliance deadlines, risk register updates and actions requiring Board decision.
13. **Annual review.** At least annually, the Board should review the risk register, risk appetite, insurance arrangements, key policies, incident trends, safeguarding compliance, financial controls, training needs and any material changes in ministries, locations or Home Churches.
14. **Training and awareness.** Board members, pastors, Safe Church Officers, ministry leaders, Home Church leaders, staff and relevant volunteers should receive role-appropriate training or orientation in the risk matters relevant to their responsibilities, including safeguarding, incident reporting, conflicts, financial controls and escalation pathways.

15. **Records and confidentiality.** Risk records, incident reports, complaints, safeguarding records, conflict declarations, insurance records and Board decisions must be stored securely and shared only with those who need to know for governance, safety, pastoral, legal, insurance, reporting or operational reasons.
16. **External reporting and advice.** Where required or appropriate, the Church must report matters to police, child protection authorities, regulators, insurers, legal advisers, professional advisers or other external bodies. Internal processes must not delay urgent safety action or mandatory reporting.
17. **Proportionality.** This Framework should be applied in a way that supports ministry rather than burdens it. Ordinary low-risk activities should use simple common-sense controls, while higher-risk activities require clearer approval, documentation, supervision and review.
18. **Review.** This Framework must be reviewed at least every three years, and sooner after a serious incident, legal change, insurance requirement, major growth, new location, significant ministry change or Board direction.

Schedule 9 — Record Keeping and Records Management Policy

1. **Purpose.** This Policy sets out the Church's minimum approach to creating, keeping, securing, accessing, retaining and disposing of records. It is intended to support legal compliance, good governance, pastoral care, safeguarding, financial accountability and continuity of ministry without becoming overly legalistic or burdensome.
2. **Principle.** Records are part of faithful stewardship. The Church should keep enough written evidence to show what decisions were made, who made them, what actions were taken, how funds were used, how people were protected and how legal and charitable obligations were met.
3. **Minimum legal requirements.** The Church must keep financial and operational records required by law, including records required of a Victorian incorporated association, records required of an ACNC registered charity, tax and employment records where applicable, member records, minutes, financial statements, and records needed to show compliance with child safety, safeguarding, workplace, privacy, insurance and reporting obligations.
4. **Financial records.** The Church must keep financial records that correctly record and explain its transactions, financial position and performance and allow true and fair financial statements to be prepared. Financial records include invoices, receipts, bank statements, reconciliations, budgets, financial reports, working papers, payroll records, reimbursement records, donation records, grant records, benevolence records, contracts and approvals.

5. **Retention period.** Unless a longer period is required by law, regulator, insurer, funding agreement, employment obligation, safeguarding requirement or Board decision, core financial and operational records must be retained for at least seven years. Child safety, abuse, serious incident, disciplinary, grievance, employment, insurance, property and legal records may need to be retained for longer and must not be destroyed while a matter is active, reasonably foreseeable or subject to reporting, investigation, claim or review.
6. **Member register.** The Secretary must maintain the Register of Members required by the Constitution and law, including each member's name, contact details for written communication, membership class if applicable, date membership commenced and date membership ceased. Changes should be recorded promptly and former member details should be managed consistently with law and privacy requirements.
7. **Governance records.** The Church must keep the Constitution, schedules, Board Charter, policies, minutes of member meetings, Board minutes, circulating resolutions, notices, agendas, papers, conflict declarations, delegations, appointments, resignations, annual reports, regulatory lodgements and other records needed to show sound governance and accountability.
8. **Operational records.** The Church should keep operational records sufficient to show that it is pursuing its charitable and religious purposes and managing its activities responsibly. These may include ministry plans, attendance information where reasonably required, location records, Home Church records, volunteer appointments, rosters, training records, insurance records, contracts, property records, complaints, incidents, risk assessments and communications approved for official use.
9. **Child safety and safeguarding records.** Records relating to children, young people and vulnerable people must be created and kept with particular care. The Church must keep factual, dated and secure records of Working With Children Check verification, Safe Church training, screening and appointment decisions, complaints, disclosures, allegations, incidents, risk assessments, reports to authorities, decisions, safety actions, communications, outcomes and review steps.
10. **Recording child-related incidents.** Where an incident, concern, disclosure or allegation involves a child or young person, the record should be made as soon as practicable and should include the date, time, location, people involved, what was seen, heard or disclosed, any words used by the child where possible, immediate safety action taken, who was notified, whether external reporting was considered or

made, follow-up required and the person responsible. Records should be factual and avoid speculation, blame, gossip or unnecessary personal detail.

11. **Incident records generally.** Injuries, near misses, property damage, aggressive behaviour, serious pastoral concerns, complaints, privacy breaches, financial concerns, safeguarding concerns and other material risks must be recorded in a simple incident report or equivalent record. Minor matters may be recorded briefly, but serious or repeated matters should be escalated and reviewed under Schedule 8.
12. **Links to other schedules.** Record keeping is required throughout the Church's governance framework, including membership records under section 7, meeting minutes under sections 11 and 12, Board records under Schedule 3, Safe Church and incident records under Schedule 4, Home Church incident and pastoral escalation records under Schedule 5, financial delegation records under Schedule 6, finance records under Schedule 7, risk register and incident records under Schedule 8, disciplinary records under Schedule 10 and grievance or mediation records under Schedule 11.
13. **Record owner.** The Secretary is ordinarily responsible for governance and membership records, the treasurer or finance lead for financial records, the Safe Church Officer or equivalent for safeguarding records, pastors and ministry leaders for ministry records, and the Board for ensuring the overall system is adequate. The Board may assign or vary responsibilities by resolution or policy.
14. **Form of records.** Records may be kept in electronic or paper form, provided they are accurate, complete enough for their purpose, easy to find when needed, protected from unauthorised access, backed up where electronic, and capable of being produced to the Board, regulator, auditor, insurer, legal adviser or other authorised person where required.
15. **Procedure for creating records.** The person responsible for an activity should create or provide the necessary record as soon as practicable after the decision, meeting, incident, transaction or action. Records should identify the date, people involved, decision or event, approval given, action required, responsible person and follow-up date where relevant.
16. **Procedure for storing records.** Important records should be stored in the Church's approved record system, secure shared drive, database, finance system, paper file or other storage location approved by the Board. Personal devices, private email accounts and informal messaging apps should not be used as the only place where important Church records are kept.
17. **Access and confidentiality.** Records must be accessed only by people who need the information for governance, ministry, pastoral care, finance, safeguarding,

employment, legal, insurance, regulatory or operational purposes. Sensitive records, including child safety, complaints, discipline, grievance, pastoral, health, financial assistance and employment records, must be kept confidential and shared only on a need-to-know basis.

18. **Member access.** Members may access records only where the Constitution, law or Board-approved process permits access. The Register of Members, meeting minutes and other records must be handled consistently with privacy, safety and legal requirements, including any lawful restriction on access to personal information.
19. **Corrections and integrity.** Records should not be altered to hide an error, change history or remove inconvenient information. If a correction is needed, the correction should be dated and, where appropriate, the original record preserved. Records relevant to a complaint, incident, investigation, dispute, claim or legal matter must not be destroyed or altered.
20. **Disposal.** Records may be securely destroyed only after the retention period has expired and only if there is no current or reasonably anticipated legal, regulatory, insurance, safeguarding, disciplinary, grievance, employment, financial, pastoral or governance need to keep them. Sensitive records must be destroyed securely.
21. **Reporting breaches or missing records.** Lost, incomplete, inaccurate, unauthorisedly accessed or improperly destroyed records must be reported promptly to the Secretary, treasurer, Safe Church Officer, Senior Pastor, Board chair or another appropriate person, depending on the nature of the record. Serious breaches must be escalated to the Board and may require legal, regulator, insurer or privacy advice.
22. **Review.** This Policy must be reviewed at least every three years, and sooner if there is legislative change, a serious incident, regulator or insurer requirement, privacy breach, audit finding, governance review, change in record systems or Board direction.

Schedule 10 — Disciplinary Action Procedure

Purpose. This Schedule provides the detailed procedure for disciplinary action under section 15. It is intended to preserve procedural fairness, impartial decision-making, pastoral care and appropriate accountability while keeping the Constitution concise.

1. **Grounds for disciplinary action.** Grounds may include failure to comply with the Constitution or approved policies, refusal to support the purposes of the Church, serious breach of the Membership Covenant, serious misconduct, abuse,

dishonesty, financial impropriety, persistent divisive conduct, or conduct prejudicial to the Church or creating unacceptable risk.

2. **Initial assessment.** The Board may make an initial assessment of whether there are sufficient grounds to consider disciplinary action. The Board may obtain pastoral, safeguarding, legal, insurance or professional advice before deciding whether to proceed.
3. **Disciplinary subcommittee.** Where the Board is satisfied that there are sufficient grounds for disciplinary action, it must appoint an impartial disciplinary subcommittee to hear the matter and determine what action, if any, should be taken.
4. **Eligibility for appointment.** A person must not be appointed to a disciplinary subcommittee if the person has a personal interest in the matter, has prior involvement that would reasonably compromise independence, or is biased in favour of or against the member concerned.
5. **Notice to member.** Before disciplinary action is taken, the secretary or another authorised person must give written notice to the member stating that the Church proposes to take disciplinary action, the grounds relied on, the date, time and place of the disciplinary meeting, the member's right to attend and address the subcommittee, the member's right to give a written statement before the meeting, and any appeal rights.
6. **Timing of notice.** The notice period must be fair and must comply with any mandatory requirement under the Act or any Model-Rule¹ requirement adopted by the Church. Notice is required no earlier than 28 days and no later than 14 days before the disciplinary meeting.
7. **Disciplinary meeting.** At the disciplinary meeting, the disciplinary subcommittee must give the member an opportunity to be heard and must consider any written statement submitted by the member.
8. **Decision.** After complying with the hearing requirements, the disciplinary subcommittee may:
 1. take no further action against the member; or
 2. issue a pastoral direction or reprimand the member; or
 3. suspend membership rights for a specified period; or
 4. remove the person from ministry or leadership under an applicable policy; or

¹ *Consumer Affairs Victoria, Associations Incorporation Reform Act 2012, Model Rules for an Incorporated Association, Associations Incorporation Reform Regulations 2023*

5. expel the member from the Church.

A member must not be fined as a disciplinary sanction.

9. **Effect of suspension or expulsion.** Suspension of membership rights or expulsion takes effect at the time determined by the disciplinary subcommittee, subject to any model-rule or legal requirement that applies.
10. **Appeal right.** A member whose membership rights are suspended or who is expelled may appeal in writing within 7 days after being notified of the decision, unless the Board allows a longer period for fairness.
11. **Appeal subcommittee.** If an appeal is lodged, the Board must appoint an appeal subcommittee of at least three impartial persons. A person must not be appointed if they were involved in deciding the original matter, have a personal interest in the matter, or are biased in favour of or against the member concerned.
12. **Appeal meeting.** The appeal subcommittee must consider the appeal as soon as practicable. The member must be given notice of the appeal meeting, the grounds of the original decision and the question to be decided. The appeal subcommittee must give the member an opportunity to be heard and must decide whether the original decision is upheld, varied or revoked.
13. **Interim protective action.** The Church may stand a person aside from membership privileges, ministry, leadership, volunteering, employment duties or access to Church activities as an interim protective measure where reasonably necessary for safety, safeguarding, legal compliance, risk management, protection of people, protection of evidence, insurance, reputation or continuity of ministry. Interim action is not a finding of wrongdoing.
14. **External reporting.** Nothing in this Schedule prevents or delays reporting to police, child protection, regulators, insurers, professional advisers or other authorities. Where a matter involves abuse, child safety, family violence, serious risk, criminal conduct, employment law or regulatory obligations, external reporting and professional advice must be considered before internal disciplinary steps continue.
15. **Confidentiality and records.** Information must be handled confidentially and shared only with those who need to know. The Church must keep secure records of disciplinary concerns, notices, meetings, conflicts of interest, decisions, reasons, appeals, referrals and outcomes.

Schedule 11 — Grievance Procedure and Mediation

Purpose. This Schedule provides the detailed procedure for grievances and disputes under section 16. It is intended to preserve a pastoral, restorative and fair approach while making clear that a mediator facilitates resolution and does not determine the dispute.

1. **Application.** This Schedule applies to disputes under the Constitution between a member and another member, a member and the Board, or a member and the Church.
2. **Relationship with disciplinary procedure.** A member must not initiate a grievance procedure in relation to a matter that is the subject of a disciplinary procedure until the disciplinary procedure, including any appeal, has been completed.
3. **Pastoral approach.** The Church seeks to resolve disputes in a manner consistent with Scripture, procedural fairness, pastoral care, truthfulness, confidentiality, natural justice and restoration where possible.
4. **Early resolution.** Where safe, lawful and appropriate, the parties should attempt to resolve the dispute directly and respectfully between themselves within 14 days after the dispute comes to the attention of each party.
5. **When direct resolution is not appropriate.** Direct engagement should not be required where there is alleged abuse, bullying, intimidation, serious misconduct, power imbalance, family violence, safeguarding concern, legal risk or another circumstance that makes direct engagement unsafe or inappropriate.
6. **Escalation pathway.** If direct resolution is not successful or is not appropriate, the matter should ordinarily be raised with the relevant Home Church Leader, then the Location Pastor, then the Senior Pastor, and then the Board or a person or subcommittee appointed by the Board, according to the nature and seriousness of the matter.
7. **Notification to Board.** If the dispute is not resolved through early resolution or pastoral escalation, the parties must notify the Board of the dispute and agree to or request the appointment of a mediator.
8. **Appointment of mediator.** The mediator must be a person chosen by agreement between the parties or, if there is no agreement, appointed in accordance with this Schedule.
9. **Member-to-member disputes.** If the dispute is between a member and another member and the parties cannot agree on a mediator, the Board may appoint an impartial person as mediator.
10. **Disputes with the Board or Church.** If the dispute is between a member and the Board or the Church and the parties cannot agree on a mediator, the mediator should be a registered mediator or another appropriately independent person approved by the Board, having regard to legal requirements, cost, accessibility and the nature of the dispute.
11. **Disqualification of mediator.** A person must not be appointed as mediator if the person has a personal interest in the dispute or is biased in favour of or against any party.

12. **Mediation process.** The mediator must give each party every reasonable opportunity to be heard, allow due consideration of any written statement submitted by any party, and ensure natural justice is accorded to the parties throughout the mediation process.
13. **No determination by mediator.** The mediator must not determine the dispute, impose an outcome, make disciplinary findings, recommend disciplinary action, or later participate as a disciplinary or appeal decision-maker in relation to the same matter.
14. **Agreement between parties.** The mediator may assist the parties to clarify issues, explore possible resolutions and record any agreement voluntarily reached by the parties.
15. **Costs of mediation.** Any costs of mediation are to be paid in accordance with any agreement between the parties or, if there is no agreement, as determined by the Board consistently with the Act, fairness and the circumstances of the dispute.
16. **Failure to resolve dispute.** If the mediation process does not resolve the dispute, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.
17. **Confidentiality and records.** Information must be handled confidentially and shared only with those who need to know. The Church must keep secure records of grievances, mediation steps, notices, conflicts of interest, agreements, referrals and outcomes.