

## Stocktake time

Over the past year we have been quietly building a library of resources as needs have arisen. Some of these have been given directly from churches, some we have been created in conjunction with churches as a request, and some have been put together as legislation has changed.

So we thought it was time to take a stocktake, just to let you know what we have available if any of it could help your church, camp or support ministry. We've included a quick reference list here--[sign into the Resource Library](#) for access to full resources.

Each church office has been allocated a login for the [Resource Library](#). Please check with your main administrator for this if you would like access. Any issues please [get in contact with me](#).

### Health and Safety

- Volunteer Organisation Duty of Care document
- Health and Safety Toolbox with step-by-step procedures and documents for creating, monitoring and reporting

### Child Protection Policies

- Child Matters brochures
- Child and Youth Protection Policy and Children's Ministry Procedures
- Slides from the Child Protection Workshop
- Police Vetting processes

### Employment

- Link to an Employment Agreement Builder
- Sample agreement clauses for Pastoral Time in Lieu, Sabbatical Leave, Pastoral Special Leave Provision
- Sample Ministry Description's for Youth Pastors, Lead/Sole Pastors, Administrators and Equipping/Associate Pastors
- Sample interview questions



- Rates and allowances, including our Pastoral Salaries and Youth, Children and Admin Salaries Worksheets

### **Pastoral Care and Policies**

- Annual review forms
- Health and Wellbeing Policy
- Volunteer Statement of Agreement
- Lone Worker Policy

### **Financial**

- Guidelines on GST, FBT and Speakers Gifts
- Fraud and Theft Policy and Procedures
- Vehicle Reimbursement Rates
- Strategic Resource Planning (Budgeting) Tool

### **Compliance**

- Van Use Policy
- Credit Card Policy
- Social Media Policy
- People Protection Policy
- Active Armed Offenders Guidelines
- Building Use Documents
- Privacy Policy
- Website Privacy Policy

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