

The Local Church Safe 'n' Legal Checklist



Your Name:

Your Church:

Date:

**Your role in leadership at your Church is so important.
Thank you for all you do!**



Every month, leadership team members should go through this checklist – it is not exhaustive, nor is it designed to cover everything, but it will hopefully spark any conversations that need to happen so as to ensure that we are all doing our utmost to make church a safe 'n' legal space for everyone

- Are all the spaces that church life occurs in (including inside and outside our buildings) appropriate, legal, and safe for everybody? How certain are you of that?
- Have we implemented (and regularly checked our compliance with) the CCVT Safe Places policies and procedures?
- Are we up to date in our understanding and implementation of the CCVT state office's guidance on church matters (including but not limited to: critical governance, property management, safety matters, etc. (including the 'Red Book'))?
- Are our insurances current and accurate?
- Are our finances competently managed, reviewed regularly, and appropriately shared with our church community?
- Do we keep personal information held by the church safe and secure?
- Do we keep good and accurate records of our leadership meetings, church AGMs, key decisions made by leaders, etc.? Do such documents record key decisions and discussions concisely and objectively?
- Are we as a leadership team actively staying abreast of relevant changes to government policy and Commonwealth/State law, and how such changes may affect what we do and how we do it?
- Specifically, has the recent Change or Suppression (Conversion) Practices Act 2021 been implemented, along with a regular reminder to leaders and volunteers about its potentially significant implications for organisations and individuals?
- Are we incorporated (or have we formed a company) and if so do we comply with both ACNC regulations and the provisions of the Incorporation Act (including minimum membership and wind-up provisions)?
- Have we implemented a Code of Conduct for key leaders, volunteers and staff?

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- Do we as a leadership team actively identify, discuss, manage, and generally deal with risks? Are risks assessed and managed for every category of activity in the church?
- Are we compliant with ACNC (Charities Regulator) rules for our church?
- Are we compliant with ATO (Tax Office) rules for our church, including ensuring that fringe benefits tax exemption is applied in accordance with the ATO's definition of a Religious Practitioner?
- Are any other registrations or licensing that we hold with other Government agencies current and accurate? (e.g. Local Council certifications of commercial kitchens, etc.).
- In the case of an emergency, do all our leaders know exactly what to do and who to call?
- Does everyone involved in our church community know who they can contact if they see anything that concerns them?
- Does the leadership team actively educate themselves and learn about how to best operate a local church in a modern-day context?
- Does our leadership actively and positively engage with our Churches of Christ family of churches and agencies (share our stories, seek to learn together, access resources, be mutually accountable, etc.)?
- And finally ... does the way the church operates and the way things are done (and where things are done) 'sit right' with you? Who do you need to proactively speak to who can provide professional guidance and help discern whether there is an issue or not?

As you have worked through this checklist, are there any issues that have been identified?

If so, what you need to do now is to proactively seek the resolution of the issue(s).

We strongly recommend you do the following (as a minimum):

- 1) Seek advice from the CCVT Office – remember, we are here to help!*
- 2) Have discussions in your church leadership team about the issues identified.*

Remember that if ever there is an immediate risk of harm to anybody, you should always act immediately (including notifying the Police if that is appropriate or required).