

APWM - Partnership in Mission – 2023-11-21

Partnership in Mission is a compilation of the current policies and procedures of the Australian Presbyterian World Mission. This document will not be published as a hard copy document but will be updated as necessary.

The current version of this document can be downloaded at <http://www.apwm.org.au/logos/forms/>



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Versions and Amendments

Published 8th September 2016 – Version 5.1

Amended 8th March 2017 – Version 5.2

- Corrected typographical errors

Amended 26th May 2017 – Version 5.3

- Inserted Versions and Amendments page
- Inserted Privacy Statement into existing Appendix 4
- Amended Sections 3.3, 4.3, 5.3 – Impact of Marital Status
- Inserted APWM Conflict of Interest Policy as new Appendix 11
- Inserted new Section 5.4 – Associate Missionaries Terms of Appointment
- Renumbered old Sections 5.4, 5.5, 5.6 to 5.5, 5.6, 5.7 respectively
- Updated index page

Amended 14th September 2017 – Version 5.4

- Corrected typographical errors on index page

Amended 24th November 2017 – Version 5.5

- Inserted new Sections 4.1.6 and 4.1.7 – end of service with a Partner Agency
- Inserted in Section 2, Definitions, a statement of the scope of the work of APWM, and the consequent requirement that missionary applications meet certain basic criteria.
- Renumbering of pages to accommodate the new sections above.

Amended 7th June 2018 – Version 5.6

- Added Partnership application process map as Appendix 12
- Updated Appendix list

Amended 29th August 2018 – Version 5.7

- Inserted additional subclauses into Section 3.1.4.2
- Inserted additional subclauses into Section 4.1.3.1
- Inserted additional subclauses into Section 5.1.4.2

Amended 20th February 2019 – Version 5.8

- Inserted additional requirement in APWM Director's job description, Section 14.11
- Inserted additional subclause at Section 3.1.5.3 – cost of medical assessments
- Inserted additional subclause at Section 5.1.5.3 – cost of medical assessments
- Amended Section 2 (Definitions) – affirmation of residency or citizenship requirement for APWM membership
- Amended Sections 3.1.2, 4.1.2, 5.1.2 – contact the APWM National office to obtain application documents

Amended 22nd May 2019 – Version 5.9

- Amended text at Sections 3.1.2, 4.1.2, 5.1.2 to require, in the case of applicants who are ordained ministers of the Presbyterian Church of Australia (including assistant ministers, associate ministers, licentiates, candidates and deaconesses), a reference from the Presbytery of which they are a member.

Amended 14th November 2019 – Version 2019-11-14

- Amended text at Section 3.1.5.3 to clarify responsibility for the cost of treatment/therapies arising out of medical, dental and psychological tests.
- Add new clause 4.1.8 regarding approval of second and subsequent applications for Partner Agency membership.

Amended 9th June 2020 – Version 2020-06-09

- Amended Appendix 7 (Finances for APWM Partner Church Missionaries) to update cross-reference to main document, and to strike out text referring to discontinued practice (pending future review of this Appendix).
- Add new clauses 4.1.6, 4.1.7 and 4.1.8 regarding review of requests for continued membership of APWM after return from overseas service, with renumbering of subsequent clauses to accommodate the additions.
- Renaming of Section 4.1 to reflect the inclusion of processes for membership review on return from overseas service (now “Partner Agency Mission Application and Membership Review Process”).
- Renumbering of pages to accommodate extension to list of amendments.

Amended 11th August 2020 – Version 2020-08-11

- Amended Section 7 (Principles for Forming a Partnership with a Mission Agency) to place responsibility for recommending (or otherwise) the establishment of a partnership in the hands of the APWM National Director rather than APWM State Committees.

Amended 10th November 2020 – Version 2020-11-10

- Amended Appendix 1 (APWM Partnerships) to reflect current list of Partner Churches and Partner Agencies (approved 11/2020).
- Amended Appendix 3 (Protocols for Working with Partner Agencies) to include a new sample Partnership Agreement (approved 11/2020).
- Amended Appendix 4 (Privacy Policy) to reflect the new online location for the PCNSW Privacy Policy (which has been adopted by APWM as its own policy).
- Delete previous Appendix 5 (APWM Safe Ministry Policy-2014) and replace with new Appendix 5 (APWM Safe Ministry Policy-2020).
- Renumbering of pages to accommodate deletions/insertions.

Amended 1st February 2021 – Version 2021-02-01

- Amended Sections 3, 4, and 5 to insert at 3.2, 4.2 and 5.2 a requirement that APWM missionaries note and comply with the APWM Safe Ministry Policy (Appendix 4).
- Renumbering of subsequent sections and page numbers to accommodate the addition of additional Sections as noted.

Amended 17th March 2021 – Version 2021-03-17

- Correction of typos at Sections 3.2, 4.2, 5.2 (correction of Appendix number for Safe Ministry Policy).

Amended 18th June 2021 – Version 2021-06-18

- Amended Sections 3.1.4.1 and 5.1.4.1 to clarify the requirement for vaccinations prior to departure for country of service, for Partner Church and Associate Missionaries.

Amended 23rd November 2021 – Version 2021-11-23

- Amended Sections 5.1.4.1 to authorize the National Director to determine if an Associate Missionary applicant needs to undergo comprehensive medical and psychological assessment.
- Amended Sections 3.2, 4.2 and 5.2 to authorize the National Director to suspend, and later readmit, membership of an APWM missionary who has fallen out of compliance with the APWM Safe Ministry policy.
- In Appendix 5 (Safe Ministry Policy) insert Section 4.1.3 to authorize the National Director to suspend, and later readmit, membership of an APWM missionary who has fallen out of compliance with the APWM Safe Ministry policy, with renumbering of subsequent sections.
- Delete from Sections 3.1.4.1 and 5.1.4.1 the policy on vaccinations, and re-insert the text at new Sections 3.1.5.4 and 5.1.5.4.

Amended 16th August 2022 – Version 2022-08-16

- Inserted new sections 3.8, 4.8 and 5.8 on retirement of missionaries in each category, with renumbering of subsequent sections and pages to accommodate the amendments.

Amended 28th October 2022 – Version 2022-10-28

- Inserted new sections 3.1.6, 4.1.6 and 5.1.6 on the requirement for members approved but not yet deployed to provide the National Director with an annual report, with renumbering of subsequent sections and pages to accommodate the amendments (approved May 2022).

Amended 28th February 2023 – Version 2023-02-28

- Inserted new Appendix 12 (Policy on use of social media), with renumbering of subsequent appendices and pages.
- Replace references to 'administration levy' with the words 'support and service charge' at sections 3.9.2.1, 3.9.2.4, and at Appendix 7(1)(e).
- Insert new section 4.9.2.4 (support and service charge for APWM Partner Agency Missionaries), with renumbering of subsequent sections and pages.
- Insert new section 5.9.2.4 (support and service charge for APWM Associates), with renumbering of subsequent sections and pages.

Amended 9th May 2023 – Version 2023-05-09

- Inclusion of policies for Missions Interlink Standards compliance:
 - Duty of Care policy (Missions Interlink Standard C2)
 - Policy for assigning personnel (Missions Interlink Standard C4)
 - Anti-discrimination policy (Missions Interlink Standard C7)
 - Workplace health and safety policy (Missions Interlink Standard C8)
 - Complaint management policy (Missions Interlink Standard D3)
 - Whistleblower policy (Missions Interlink Standard D4)
- Division of the policies into two volumes: one that includes policies to be available for all stakeholders, and one that includes matters relevant to the National and State Committees. See the table of contents and list of appendices for each volume for details.
- Updated sections 3.4, 4.4, 5.4 on marriage and membership of APWM.
- Updated Appendix 8 to incorporate 2020 GAA amendments to the regulations for the APWM National Committee. Plus renumbering of subsequent pages.

Amended 21st September 2023 – Version 2023-05-09

- Replace references to "aborigines" or "Aboriginal Australians" with "Indigenous Australians."

1. The Australian Presbyterian World Mission National Committee

The Australian Presbyterian World Mission (APWM) National Committee is the world mission committee of the General Assembly (GAA) of the Presbyterian Church of Australia. APWM exists to glorify God by facilitating the spread of the gospel to people overseas, and to Indigenous Australians.

As a committee of the General Assembly of Australia, APWM determines the overseas cross cultural mission policy for the Presbyterian Church of Australia. Each state General Assembly also appoints its own APWM State Committee. Each State Committee carries out its ministry within the policies and procedures determined the APWM National Committee. Together, the National and State Committees seek to encourage the members of the Presbyterian Church of Australia to play their part in fulfilling our collective responsibility to make disciples of all nations.

Throughout this document the term 'APWM State Committee' will be taken to mean the APWM State Committee of the State in which an applicant lives when they apply to become a missionary.

APWM has three subcommittees which meet regularly to manage APWM matters with particular focus:

- 1 Indigenous Ministry
- 2 Administration
- 3 Timor Leste

APWM has the following priorities:

- 1 Connecting people to mission and caring for them as missionaries both on the field and on home assignment.
- 2 Educating congregations about the importance of missions, including:
 - a. the identification of potential missionaries,
 - b. the care of missionaries, and
 - c. the necessity of prayer and financial support for missionaries and missions.
- 3 Liaising with Partner Churches
 - a. Regularly assessing our current involvement with current Partner Churches and the use of our resources.
 - b. Carefully assess our current Partner Church relationships before entering any new relationships;
 - c. Encouraging Partner Churches, including the supply of financial and human resources, training of church leaders in Partner Churches.
- 4 Ministering to indigenous people within Australia.

2. Definitions

The scope of the work of APWM

The Constitution, Procedure and Practice (the GAA Code) of the Presbyterian Church of Australia defines the scope of the work overseen by Australian Presbyterian World Mission.

Article 5 of the GAA Code states:

“The mission of the Church is to take the Gospel to people of all ethnic and cultural groupings. That mission is pursued in Australia and overseas according to the following schema:-

- a) APWM shall give effect to the responsibility of the General Assembly to initiate and support world mission outside Australia and overseas and indigenous ministry within Australia.
- b) It shall be the responsibility of the state home mission committees, in conjunction with presbyteries, to pursue the missionary challenge within the states.
- c) It shall be the responsibility of the Presbyterian Inland Mission Committee to exercise ministry to isolated and remote communities.
- d) The General Assembly may by way of a consultative committee otherwise seek to encourage cross-cultural ministry within Australia.”

Applicants for partnership with APWM must be

1. Members in good standing of a congregation of the Presbyterian Church of Australia (PCA).
2. Australian citizens or an Australian permanent resident.
3. Able to show that their proposed ministry fulfils the following criteria:
 - a. That their proposed sending Agency has an existing Partnership Agreement with APWM; and
 - b. That their proposed mission work will be:
 - i. Conducted overseas with that agency; or
 - ii. Conducted in Australia in a role that has a clear focus on, and is directly connected with, the overseas work of that agency; or
 - iii. Conducted in Australia as ministry among Indigenous Australians.

Partner Church

A Partner Church is an overseas Presbyterian or Reformed Church with which the General Assembly of the Presbyterian Church of Australia has entered into a formal Partner Church relationship. Such a relationship is negotiated by the APWM National Committee in consultation with the Relations With Other Churches Committee (of the General Assembly of Australia). Ordinarily the relationship is formalised with a written agreement.

Partner Church Missionary

A Partner Church missionary is an APWM-approved missionary of the Presbyterian Church of Australia who is commissioned to undertake missionary service and who is deployed directly by APWM to serve with a recognised overseas Partner Church or to serve in indigenous ministry within Australia. Missionaries who serve with a Partner Church serve under the direction of that Partner Church. In such a case APWM provides the missionary with:

- primary pastoral care
- financial infrastructure
- partnership development and support
- pre-field training
- counselling prior to service, during service and after service

Partner Agency

A Partner Agency is an APWM-approved mission agency with whom APWM has a formally recognised Partner relationship. Such Agencies must be evangelical in character, of good repute, and allow APWM missionaries serving under them to hold to historic Presbyterian teaching.

Partner Agency Missionary

A Partner Agency missionary is a missionary of the Presbyterian Church of Australia who is approved as a member of, and who serves with, one of our approved Partner Agencies. Partner Agency missionaries are approved by both APWM and their particular Agency, and are thus deemed to be in Dual Membership with APWM and that Partner Agency. In the first instance, Partner Agency Missionaries are under the authority of their Partner Agency.

Dual Membership

APWM-approved missionaries who serve with both APWM and a Partner Agency are considered to be in Dual Membership with APWM and the Partner Agency with which they serve. In such a case the Partner Agency provides the missionary with:

- primary pastoral care;
- financial infrastructure;
- partnership development and support;
- pre-field training;
- counselling prior to service, during service and after service.

Associate Missionary

An Associate Missionary is an APWM-approved missionary who serves in a ministry context or country where no Partner Church or Partner Agency is necessarily involved. This may be because either (a) APWM has no Partner Church relationship in the country of service; or (b) APWM has no Partner Agency relationship with a Partner Agency serving in that context or country; or (c) APWM deems it necessary that the missionary not be attached to a Partner Agency. While not directly deployed by APWM, they are APWM missionaries and are therefore commended to the people of the Presbyterian Church of Australia for prayer, encouragement and, where necessary, voluntary financial support.

Medical Officer

The Medical Officer is a qualified Medical Doctor who acts in an honorary capacity for either the APWM National Committee or one of the APWM State Committees. The Medical Officer is not the Doctor who examines the missionary but the one who evaluates the information regarding the missionary's medical report and supplies to the APWM National or State Committee an evaluation of any information relevant to the performance of the missionary's duties on the field. (Note: It is important that confidentiality is maintained regarding the missionary's medical records and history. Medical documents will be kept strictly confidential and will be sent directly to the Medical Officer by the APWM National Office or relevant State Committee without the National Office staff or a member of the National or State Committee reading the contents of the documents. Without the express permission of the missionary candidate or missionary the information supplied by the medical officer shall be of a general nature and shall be confined to matters that will or are likely to affect the performance of the candidate or missionary on the field.)

3. Partner Church Missionaries

3.1. Partner Church Missionary Application Process

All formal applications for missionary service should proceed in the following manner:

- 3.1.1.** Recognising that the local Church leadership has primary responsibility to send out people on mission, applicants should approach their local minister and elders seeking confirmation of God's leading to serve in overseas or Indigenous ministry. The local Session should interview the applicant and if it considers the applicant to be suitable for service as an overseas cross-cultural missionary, the Session should send a letter of recommendation to the APWM National Office.
- 3.1.2.** Applicants should read and complete the application documents which can be requested from the APWM National Office. Application documents should be returned to the APWM National Office, which has the responsibility of seeking references from the referees nominated by the applicant, and also verifying safe ministry training and clearances. The National Office will forward completed application papers to the relevant APWM State Committee, together with references sought from the referees nominated by the applicant. References will also be sought from the Session of the applicant's primary sending congregation, and in the case of applicants who are ordained ministers of the Presbyterian Church of Australia (including assistant ministers, associate ministers, licentiates, candidates and deaconesses), from the Presbytery of which they are members.
- 3.1.3.** After receiving the applications papers from the APWM National Office, the relevant APWM State Committee will interview the applicant, and if it approves the application will forward it to the APWM National Committee for interview and final approval.
- 3.1.4.** The APWM National Committee will:
 - 3.1.4.1.** arrange for the applicant to be psychologically and medically assessed.
 - 3.1.4.2.** interview the applicant and make a determination regarding the application.
 - 3.1.4.3.** Inform the Candidate's Session, Presbytery and the Candidate in writing.
 - 3.1.4.4.** Inform the relevant Apwm State Committee of the outcome.
- 3.1.5.** The medical examination process will work as follows:
 - 3.1.5.1.** The missionary is examined by a qualified Doctor and the Doctor fills out the APWM Medical Forms.
 - 3.1.5.2.** The APWM Medical Forms are then sent to the appropriate APWM Medical Officer who examines the information in the Forms and supplies the APWM National Committee or, as the case may be, the APWM State Committee with any information that the Medical Officer deems to be relevant to the missionary's service.

- 3.1.5.3. The applicant will bear the cost of the medical, dental and psychological assessments, and any associated tests, until such time as their application is approved and their missionary support account reaches a balance sufficient to reimburse the expenses. The cost of any treatments or therapies arising out of the assessments will not be covered by the support account, but will be borne by the applicant.
- 3.1.5.4. Note that no APWM Partner Church missionary shall serve in Australia or overseas unless they and all family members serving with them have received all vaccinations required by the relevant government authorities for their field of service and transit countries.
- 3.1.6. Any Partner Church Missionaries who have been granted membership but who have not been deployed, and any missionaries who are negotiating changes of ministry context must complete annual reviews membership similar to that detailed in PIM 4.1.9 in order to retain APWM membership, with the report to be due on 1st December each year.

3.2. Safe Ministry

In addition to any country-of-service requirements for working with children clearances and safe ministry training, Partner Church Missionaries will assent to, and abide by, APWM's Safe Ministry Policy (Appendix 5). This includes holding a current Working with Children Check or equivalent. See Section 4.1.2 of Appendix 5 for further details. They will also ensure that their safe ministry training remains current. See Section 4.2.2 of Appendix 5 for further details. Failure to renew an expired Working with Children Check, or to maintain current safe ministry training, may lead to suspension of membership.

The Director has authority to:

- (i) Suspend the membership of an APWM member who has failed to keep current either their
 - a. Safe ministry training, or
 - b. Working with Children clearanceand has failed to address this in a timely manner.
- (ii) Re-admit to membership a suspended APWM member once they are compliant regarding their
 - a. Safe ministry training, or
 - b. Working with Children Clearance.

3.3. Partner Church Missionary Training Requirements

3.3.1. APWM Partner Church Missionaries who will be serving in **non-Bible teaching ministries for up to two years**:

- 3.3.1.1. will not be required to undertake formal Bible College training

- 3.3.1.2. will be encouraged to attend the SIL Summer School or equivalent.
- 3.3.1.3. will be required to spend two days at the Sydney office in orientation with the National Director, associated staff and any appropriate APWM National Committee members.

3.3.2. APWM Partner Church Missionaries who will be serving in **non-Bible teaching ministries for more than two years will be required to:**

- 3.3.2.1. undertake at least one year of Bible College training.
- 3.3.2.2. attend the SIL Summer School or equivalent
- 3.3.2.3. spend two days at the Sydney office in orientation with the National Director, associated staff and any appropriate APWM National Committee members.
- 3.3.2.4. spend the first term on the field in non-English speaking countries in full time language learning.

3.3.3. APWM Partner Church Missionaries who will be serving in **Bible teaching ministries (for any length of time) will be required to:**

- 3.3.3.1. undertake formal Bible College training consisting of at least three years' full time study
- 3.3.3.2. attend the SIL Summer School or equivalent
- 3.3.3.3. spend two days at the Sydney office in orientation with the National Director, associated staff and any appropriate APWM National Committee members.
- 3.3.3.4. spend the first term on the field in non-English speaking countries in full time language learning.

3.4. Marriage and membership of APWM

3.4.1. Married Applicants

APWM regards a missionary couple as a single 'unit' with complementary roles in the missionary task, and both spouses will have equal standing as members of APWM.

APWM expects that married couples on mission together will share the task of proclaiming the good news of Jesus. This may be in the context of specific Word ministry, or in other work that supports it, either inside or outside the home. APWM recognises that changes in marital status and family responsibilities may impact the way in which a missionary conducts their service on the field. It is therefore recommended that both husband and wife receive Bible and theological training appropriate for their ministry. APWM expects that both husband and wife will undergo cross-cultural training that will prepare them for service on the field.

When a married couple applies for membership of APWM both spouses will participate fully in the process:

1. Both must be recommended by their minister and session;

2. Each must fill out separate application forms (except where language is a barrier for one spouse, in which case the other may assist);
3. Both must meet the requirements of APWM's Safe Ministry policy;
4. Both must affirm APWM's statement on the Bible and marriage.
5. Both must be interviewed by the relevant APWM Committee(s).
6. As far as it is practicable, both should be involved in deputation before leaving for their sphere of service and during Home Assignment ministry.

When one spouse of a married couple applies for membership of APWM but the other does not intend to join his/her spouse in missionary service, APWM will not require that both spouses apply for membership. For clarity about the membership status of the non-member spouse:

1. APWM will note the spouse's decision about membership in the personnel records of the spouse who is a member.
2. APWM will not include the spouse's name in publications in any way that suggests they hold membership. The spouse (and children if applicable) may be included in the ministry description with the member's Directory entry if this does not imply membership.

3.4.2. Marriage after acceptance as a missionary

It is expected that an APWM missionary will keep APWM fully informed regarding any plans for marriage. This expectation will be explained to single applicants during the interview process.

When an APWM missionary marries a fellow missionary, and the new spouse joins them in missionary service, APWM is open to welcoming this couple together as members.

1. APWM will invite the new marriage partner to apply for membership as if the person were a new applicant and will welcome them as a member of APWM if their application is successful. Approval, or otherwise, of the application will be a matter for the APWM National Committee.
2. APWM recognizes that when a missionary marries on the field their spouse may not be a member of the Presbyterian Church of Australia. The APWM National Committee may make an exception to the normal pre-requisite of PCA membership in such cases.
3. APWM will make no distinction between the spouses in publications (for example, the non-Presbyterian spouse will be included in the Directory with no qualifications such as bracketing their name).

When an APWM missionary marries a spouse who does not intend to join them in missionary service, APWM will not require the new spouse to apply for membership. For clarity about the membership status of the non-member spouse:

1. APWM will note the new spouse's decision not to apply for membership in the personnel records of the spouse who is a member.

2. APWM will not include the new spouse's name in publications in any way that suggests they hold membership. The new spouse (and children if applicable) may be included in the ministry description with the member's Directory entry if this does not imply membership.

3.4.3. Membership when one spouse retires or ends mission service

When one partner in a married couple retires, or becomes involved in work/ministry that is different to their spouse and/or outside APWM's sphere, the membership of that partner will come to an end. The membership of their spouse will continue uninterrupted. For clarity about the membership status of the non-member spouse:

1. APWM will note the retiring spouse's decision not to continue membership in the personnel records of the spouse who remains a member.
2. APWM will not include the retiring spouse's name in publications in any way that suggests they hold membership. The retiring spouse (and children if applicable) may be included in the ministry description with the member's Directory entry if this does not imply membership.

3.5. Partnership with a Partner Church

APWM will establish mission relations with Presbyterian and Reformed Churches in other countries and mission agencies and fellowships worldwide, with a view to cooperative activity in a variety of ministries.

3.5.1. Partner Church Missionaries: General Considerations

- 3.5.1.1. For Partner Church Missionaries, the APWM National Committee and the APWM State Committee of the Australian Presbyterian World Mission are the primary sponsoring bodies for financial and prayer support for the missionary. In this role full use should be made of the resources of the National Office and the National Director. Partner Church Missionaries are required to have 100% of their support promised before being eligible to be sent out.
- 3.5.1.2. Partner Church Missionaries are responsible and accountable to the APWM National Committee through the APWM National Director for carrying out the missionary role they are commissioned to do. The missionaries will work under the authority and direction of the Partner Church.
- 3.5.1.3. The Partner Church may exercise discipline over missionaries who serve under their authority. In all such cases it should fully inform the APWM National Committee through the APWM National Director, of the details of the matter, with the understanding that APWM will make a careful assessment of such decisions made by the Partner Church. APWM may enter into a process of consultation with the Partner Church with a view to a reassessment of the missionary's current status and role. Discipline within Australia can only be exercised through the process outlined in the General Assembly of Australia's "Constitution, Procedure and Practice."

- 3.5.1.4. The Terms of Appointment for a Partner Church missionary will make provision for:
- a. Annual Leave
 - b. Workers' Compensation
 - c. superannuation
 - d. 2 months (8.67 weeks) paid long service leave when they have completed a continuous period of 10 years service, and after 10 years accumulated at 0.8667 weeks per year of service.
 - e. medical and travel insurance
 - f. ministry-related expenses
 - g. a contribution toward re-settlement costs at the rate of \$700 per year with a maximum of \$7000 for a single missionary, and \$1,000 per year with a maximum of \$10,000 for a couple or family serving together.

3.5.2. Partner Church Missionaries: Conditions and Agreements

- 3.5.2.1. The relationship may be terminated by any one of the parties but only after consultation with all others and with at least one month's notice in writing.
- 3.5.2.2. The missionary is appointed subject to the approval of both APWM and the Partner Church, according to the standards and needs of each. The roles in which the missionary will serve will be determined by the Partner Church.
- 3.5.2.3. The missionary shall participate in such programmes of training and orientation as may be required by APWM.
- 3.5.2.4. While on the field of service the missionary shall be under the jurisdiction and authority of the Partner Church and subject to its standards. In all cases where discipline is exercised, the Partner Church should advise APWM of its action. In serious cases, APWM should be consulted by the Partner Church if possible before definitive action is taken.

3.6. Responsibilities of Partner Church Missionaries on Field Assignment

Some of the responsibilities of the missionary include:

- 3.6.1. working diligently in the ministry they have received from the Lord (Col. 4:17), consistent with the aims of the Presbyterian Church of Australia and under the direction and control of the appropriate body with whom they are working;
- 3.6.2. maintaining good communication with the APWM National and APWM State Committees so that so the Committees are familiar with the ministry in which the missionary is engaged;
- 3.6.3. sending prayer letters at least three times per year to supporters and the relevant Presbytery, APWM National and APWM State Committees;
- 3.6.4. writing to those who support them financially and in prayer, to thank them for their partnership and gifts;

- 3.6.5.** sending a report to the APWM National and APWM State Committees at least once per year before 31 December so that these may be presented to the APWM National Committee meeting in January/February;
- 3.6.6.** Should Missionaries desire to undertake further study which would enhance their ministry they may apply to the National Committee through their APWM State Committee for Study Leave which may be taken for up to three years. Missionaries on such Study Leave still retain the status of an APWM missionary.

3.7. Responsibilities of Partner Church Missionaries on Home Assignment

- 3.7.1.** The frequency and length of a Partner Church missionary's Home Assignment will be specified in the Terms of Appointment. The APWM State Committee connected with the missionary should be informed of the Home Assignment dates by the National Office.
- 3.7.2.** On Home Assignment a Partner Church missionary will be under the jurisdiction of the APWM National Director and the APWM National Committee which will:
 - 3.7.2.1.** ensure that adequate time is given for deputation, medical examinations and refreshment. The timetable for Home Assignment must be approved by the National Director;
 - 3.7.2.2.** ensure that adequate provision has been made for accommodation while in Australia;
 - 3.7.2.3.** soon after the missionary's return from the field, and in consultation with the missionary, arrange for medical examinations to be conducted, together with a psychological evaluation by a qualified (and preferably Christian) psychologist (with the costs to come from the missionary's support account);
 - 3.7.2.4.** arrange for the missionary to meet with the National Director for de-briefing and the Treasurer for the compilation of an updated budget;
 - 3.7.2.5.** arrange, where possible, for the missionary to meet with both the APWM State Committee and the APWM National Committee.

All information relating to the missionary's Home Assignment shall be forwarded by the National Office to the APWM State Committee.

3.7.3. Re-entry for Partner Church Missionaries

- 3.7.3.1.** APWM requires that at the beginning of Home Assignment for overseas and missionaries working with Indigenous Australians, the missionary will take adequate time for rest and readjustment to the culture of origin. This time, along with other rest

periods during home assignment, will normally be around 1/3 (one third) of the total home assignment period.

- 3.7.3.2. APWM may request that the missionary attend conferences such as “Re-entry”, and conventions like those held at Belgrave Heights, Mt. Tamborine, Katoomba and the CMS Summer Schools for encouragement and refreshment. The missionary’s support fund will cover the costs of attendance at conferences.
- 3.7.3.3. At both the beginning of Home Assignment, and at the termination of service, Partner Church missionaries will undertake a debriefing process with a qualified debriefer, arranged by the APWM National Committee, and it is expected that the Partner Agency Missionaries will participate with their Partner Agency in a similar process.
- 3.7.3.4. At the commencement of Home Assignment Partner Church Missionaries should undergo a comprehensive medical examination with the cost will be borne by their support fund.
- 3.7.3.5. APWM requires that all Partner Church missionaries undertake a Missionary Transition and Re-Entry retreat following retirement from their field of service, or in transition from one location to another.

3.7.4. Rest and Recreation

- 3.7.4.1. It is the responsibility of the APWM National Committee to ensure that a Partner Church Missionary on Home Assignment is able to set apart sufficient time for rest and recreation. The appropriate allocation of home assignment time will normally be in the order of 1/3 (one third) of the time in rest and 2/3 (two thirds) in deputation.

3.7.5. Deputation for Partner Church missionaries

- 3.7.5.1. During Home Assignment, Partner Church missionaries will undertake a programme of deputation among the Presbyterian Church of Australia constituency as a first priority, as well as deputation among any supporting non-Presbyterian Churches, in order to foster among the churches support in prayer and finances in the ministry in which they are engaged. This programme is to be determined by the missionary in consultation with the National Office. It is the mutual responsibility of the missionary and the National Office to begin arrange such a programme several months prior to the commencement of Home Assignment. The time spent in deputation will normally be around 2/3 (two thirds) of the total Home Assignment. The costs of deputation will be paid for from the missionaries support account.
- 3.7.5.2. Sometimes, on deputation, missionaries are directly handed money. Gifts that donors have specified as “personal” may be kept by the missionary; other gifts should be put towards their support, and processed by the National Office. Gifts specified as “personal” are considered in the same category as a Christmas or birthday gift and are considered non taxable.

3.8. Retirement of Partner Church Missionaries

When a Partner Church missionary reaches the age of eligibility for the Australian age pension, they will normally be expected to retire from active mission service as APWM members.

Exceptions to this may be made at the discretion of the APWM National Committee, provided there is stakeholder approval and there are no prohibitive medical issues. Factors that will be taken into consideration when considering ongoing partnership will include the ministry location, the cost of medical treatment, expatriate insurance costs, and the likely speed of a medical evacuation.

Where exceptions are made to normal retirement age, membership will be reviewed annually on submission of a comprehensive medical assessment.

3.9. Financial Considerations

All parties in the missionary task must look to the Lord as the ultimate Provider.

3.9.1. General Financial Considerations

- 3.9.1.1. When a missionary is accepted by APWM, the local congregation of which they are a member when they apply to serve with APWM will be informed of this outcome, and will be encouraged to develop a support team to assist the missionary in the various stages of preparation for service.
- 3.9.1.2. The APWM National Office will assist the missionary in building up a team of churches and members who will support them and their work, not only in finance but also in prayer and encouragement. In this task, it will cooperate closely with the missionary, and where applicable with the Partner Church or Agency.
- 3.9.1.3. While the whole church is properly regarded as the financial support base for the missionary team, the local congregation and Presbytery will be viewed as the primary base for financial support. APWM will undertake to make known throughout the Church the financial requirements of its missionaries.
- 3.9.1.4. The APWM State Committees will monitor the level of each of their missionaries' individual support, and inform the church membership through the appropriate local presbyteries, in order to ensure that where there is a short-fall in financial support, the situation may be redressed.
- 3.9.1.5. The APWM State Committees of the Australian Presbyterian World Mission will assist in building a support base by encouraging the missionary's sending church to participate strongly in prayer, care and financial support; by assisting that local church to introduce the missionary to other churches within its presbytery and encouraging other churches to support the missionary, especially where such churches have no missionary of their own.

- 3.9.1.6. Missionaries should not make personal appeals in the Presbyterian Church of Australia for project funding without the authority of the Partner Church or of the Agency with which they are working, and the approval of APWM.

3.9.2. Financial Considerations for Partner Church Missionaries

The following principles will be observed.

- 3.9.2.1. The required support level for a specific field of service will vary according to the economic circumstances of that field and the missionary unit, and will be determined by the APWM National Committee, in consultation with the missionary unit and the Partner Church and having in mind its ultimate responsibility to see that such provision is adequate. In calculating the missionary's total support level, a support and service charge of 10% will be added to the required support level for that missionary's sphere of service. This fee will contribute towards the cost of the services provided to the missionary unit by the APWM office.
- 3.9.2.2. 100% of the support level of each Partner Church missionary must be pledged before that missionary may leave for the field of service for the first time, or return to the field after Home Assignment.
- 3.9.2.3. A missionary's support level ought to be at least equal to their forecast expenditure. In the event that a missionary's support level drops to 80% then the APWM National Committee may either recall the missionary to Australia in order to increase their support or take any other action that it deems necessary. The National Office will inform Partner Church missionaries of their support levels and donations on a monthly basis.
- 3.9.2.4. APWM will pass on to the missionary any gifts that are designated as being a personal gift, without applying any support and service charge.
- 3.9.2.5. Sometimes, on deputation, missionaries are directly handed money. Gifts that donors have specified as "personal" may be kept by the missionary; other gifts should be put towards their support, and processed by the National Office. Gifts specified as "personal" are considered in the same category as a Christmas or birthday gift and are considered non taxable.
- 3.9.2.6. When a Partner Church Missionary ceases service, any surplus support accumulated by that missionary and held by APWM will be allocated according to the following formula: one third to a project suggested by the missionary; one third to APWM Administration costs; one third to the missionary.
- 3.9.2.7. When seeking approval for extended study, the Partner Church Missionary will apply to the APWM National Committee. The National APWM Committee shall be responsible for all support arrangements and may require the missionary to fund all,

or some, of the agreed support figure. Ordinarily, APWM will not contribute financially, nor underwrite the support of a missionary undertaking extended study.

- 3.9.2.8. The missionary's support fund will cover medical and dental expenses and also emergency evacuation expenses incurred for medical or other reasons while Partner Church Missionaries are on the field, and it will take out insurance cover to assist it in meeting these obligations.
- 3.9.2.9. APWM has a Resettlement Fund so that each Partner Church missionary unit will receive on final return from an overseas assignment a sum to assist in meeting the expense of relocating to Australia. At present it provides \$700 for each completed year of service to a maximum of \$7000 for a single missionary, or \$1000 for each year of completed service to a maximum of \$10000 per couple or family. The missionary's support fund will contribute to this fund, at the rate of \$700 per year in the case of a single missionary, or \$1000 per year in the case of a couple or family.
- 3.9.2.10. More detailed information on the financial considerations of Partner Church Missionaries can be found in *Finances for APWM Partner Church Missionaries* (which can be found in Appendix 7).

3.9.3. Superannuation

APWM undertakes to make the superannuation payments for Partner Church Missionaries.

3.9.4. Death While Serving with APWM

- 3.9.4.1. Subject to any insurance provisions, Presbyterian Missionaries who go to be with the Lord while in service, will be buried in the country in which they die.
- 3.9.4.2. If the missionary's family, or any other party, is willing to pay for the repatriation of the mortal remains then APWM will assist in organising the return of the remains to Australia.

4. Partner Agency Missionaries

4.1. Partner Agency Missionary Application and Membership Review Process

All formal applications for missionary service should proceed in the following manner:

- 4.1.1.** Recognising that the local Church leadership has primary responsibility to send out people on mission, applicants should approach their local minister and elders seeking confirmation of God's leading to serve in overseas or Indigenous ministry. The local Session should interview the applicant and if it considers the applicant to be suitable for service as an overseas cross-cultural missionary, the Session should send a letter of recommendation to the APWM National Office.
- 4.1.2.** Applicants should read and complete the application documents which can be requested from the APWM National Office. Application documents should be returned to the APWM National Office, which has the responsibility of seeking references from the referees nominated by the applicant, and also verifying safe ministry training and clearances. The National Office will forward completed application papers to the relevant APWM State Committee, together with references sought from the referees nominated by the applicant. References will also be sought from the Session of the applicant's primary sending congregation, and in the case of applicants who are ordained ministers of the Presbyterian Church of Australia (including assistant ministers, associate ministers, licentiates, candidates and deaconesses), from the Presbytery of which they are members. *See Section 8.1.4 for a note about substitution of Partner Agency application forms for APWM application forms.*
- 4.1.3.** After receiving the applications papers from the APWM National Office, the relevant APWM State Committee will interview the applicant, and if it approves the application will:
 - 4.1.3.1.** inform the applicant that they have been approved as an APWM Partner Agency Missionary;
 - 4.1.3.2.** inform the APWM National Committee of the outcome.
 - 4.1.3.3.** Inform the Candidate's Session, Presbytery and the Candidate in writing.
- 4.1.4.** No Partner Agency Missionary will be accepted as a missionary of the Presbyterian Church of Australia until they have been approved by their nominated Partner Agency.
- 4.1.5.** While APWM will cooperate with the Partner Agency in building a support base of prayer and finance, working with the applicant's local church and presbytery, a Partner Agency Missionary will be bound by the financial policies of the Partner Agency.
- 4.1.6.** Any Partner Church Missionaries who have been granted membership but who have not been deployed, and any missionaries who are negotiating changes of ministry context must complete annual reviews membership similar to that detailed in PIM 4.1.9

in order to retain APWM membership, with the report to be due on 1st December each year.

- 4.1.7.** When an APWM missionary changes their context (for example geographical location, Partner Agency, or nature of ministry) they must provide the APWM National Committee with information about the nature of, and the reasons for the changed context, if they desire to continue ministry as a member of APWM.
- 4.1.8.** APWM missionaries who relocate to Australia long-term or permanently, and who wish to continue their membership of APWM must satisfy the APWM National Committee that their proposed ministry falls within the scope of APWM's work (which is defined by Article 5 of the GAA Code and set out in Partnership in Mission, Definitions). Missionaries seeking continued membership must provide a statement from their Partner Agency:
- a. Confirming that the proposed sending Agency has an existing Partnership Agreement with APWM, and
 - b. Explaining how the proposed ministry in Australia will have a clear focus on, and direct connection with, the overseas cross-cultural work of that agency OR be ministry among Indigenous Australians. This will include
 - i. A description of the ministry to be undertaken within Australia
 - ii. An explanation of how the proposed ministry in Australia connects with and/or supports the Agency's overseas cross-cultural work.
 - iii. A commitment from the Agency that it will provide oversight and accountability for the missionary.
- 4.1.9.** APWM missionaries who are granted continued membership with APWM upon their return to Australia, because they are serving in a cross-cultural context within Australia, shall hold that status an initial period of three years on the proviso that they supply an annual report on their ministry to the APWM National Committee, with the report to be due on 1st December each year.
- 4.1.10.** In the event that an APWM Partner Agency Missionary ceases to serve with their Partner Agency, that missionary's status as an APWM missionary automatically ceases unless prior agreement has been secured with APWM.
- 4.1.11.** If a Partner Agency Missionary's membership with APWM ceases and they wish to once more become an APWM Missionary, then the person(s) must make a fresh application to APWM to once more be approved as an APWM Missionary.
- 4.1.12.** Second and subsequent applications for APWM Partner Agency membership will be referred to the APWM National Committee by the APWM State Committee, and the decision to approve the application (or otherwise) will rest with the National Committee.

4.2. Safe Ministry

In addition to any Partner Agency or country-of-service requirements for working with children clearances and safe ministry training, Partner Agency Missionaries will assent to, and abide by, APWM's Safe Ministry Policy (Appendix 5). This includes holding a current Working with Children Check or equivalent. See Section 4.1.2 of Appendix 5 for further details. They will also ensure that their safe ministry training remains current. See Section 4.2.2 of Appendix 5 for further details. Failure to renew an expired Working with Children Check, or to maintain current safe ministry training, may lead to suspension of membership.

The Director has authority to:

- (iii) Suspend the membership of an APWM member who has failed to keep current either their
 - a. Safe ministry training, or
 - b. Working with Children clearanceand has failed to address this in a timely manner.
- (iv) Re-admit to membership a suspended APWM member once they are compliant regarding their
 - a. Safe ministry training, or
 - b. Working with Children Clearance.

4.3. Partner Agency Missionary Training Requirements

APWM expects that Partner Agency Missionaries will complete any training required by the Partner Agency with which they serve. Occasionally the State or National Committee may consider it necessary to recommend to the Partner Agency that an applicant undertake some specific study or training in addition to that which has been mandated by the Agency. The State Committee may make such study or training a condition of final approval for dual membership with APWM. It is APWM's expectation that in the vast majority of cases, those serving with APWM would have at least one year's training at a theological college or the equivalent.

4.4. Marriage and membership of APWM

4.4.1. Married Applicants

APWM regards a missionary couple as a single 'unit' with complementary roles in the missionary task, and both spouses will have equal standing as members of APWM.

APWM expects that married couples on mission together will share the task of proclaiming the good news of Jesus. This may be in the context of specific Word ministry, or in other work that supports it, either inside or outside the home. APWM recognises that changes in marital status and family responsibilities may impact the way in which a missionary conducts their service on the field. It is therefore recommended that both husband and wife receive Bible and theological training

appropriate for their ministry. APWM expects that both husband and wife will undergo cross-cultural training that will prepare them for service on the field.

When a married couple applies for membership of APWM both spouses will participate fully in the process:

7. Both must be recommended by their minister and session;
8. Each must fill out separate application forms (except where language is a barrier for one spouse, in which case the other may assist);
9. Both must meet the requirements of APWM's Safe Ministry policy;
10. Both must affirm APWM's statement on the Bible and marriage.
11. Both must be interviewed by the relevant APWM Committee(s).
12. As far as it is practicable, both should be involved in deputation before leaving for their sphere of service and during Home Assignment ministry.

When one spouse of a married couple applies for membership of APWM but the other does not intend to join his/her spouse in missionary service, APWM will not require that both spouses apply for membership. For clarity about the membership status of the non-member spouse:

3. APWM will note the spouse's decision about membership in the personnel records of the spouse who is a member.
4. APWM will not include the spouse's name in publications in any way that suggests they hold membership. The spouse (and children if applicable) may be included in the ministry description with the member's Directory entry if this does not imply membership.

4.4.2. Marriage after acceptance as a missionary

It is expected that an APWM missionary will keep APWM fully informed regarding any plans for marriage. This expectation will be explained to single applicants during the interview process.

When an APWM missionary marries a fellow missionary, and the new spouse joins them in missionary service, APWM is open to welcoming this couple together as members.

4. APWM will invite the new marriage partner to apply for membership as if the person were a new applicant and will welcome them as a member of APWM if their application is successful. Approval, or otherwise, of the application will be a matter for the APWM National Committee.
5. APWM recognizes that when a missionary marries on the field their spouse may not be a member of the Presbyterian Church of Australia. The APWM National Committee may make an exception to the normal pre-requisite of PCA membership in such cases.
6. APWM will make no distinction between the spouses in publications (for example, the non-Presbyterian spouse will be included in the Directory with no qualifications such as bracketing their name).

When an APWM missionary marries a spouse who does not intend to join them in missionary service, APWM will not require the new spouse to apply for membership. For clarity about the membership status of the non-member spouse:

3. APWM will note the new spouse's decision not to apply for membership in the personnel records of the spouse who is a member.
4. APWM will not include the new spouse's name in publications in any way that suggests they hold membership. The new spouse (and children if applicable) may be included in the ministry description with the member's Directory entry if this does not imply membership.

4.4.3. Membership when one spouse retires or ends mission service

When one partner in a married couple retires, or becomes involved in work/ministry that is different to their spouse and/or outside APWM's sphere, the membership of that partner will come to an end. The membership of their spouse will continue uninterrupted. For clarity about the membership status of the non-member spouse:

3. APWM will note the retiring spouse's decision not to continue membership in the personnel records of the spouse who remains a member.
4. APWM will not include the retiring spouse's name in publications in any way that suggests they hold membership. The retiring spouse (and children if applicable) may be included in the ministry description with the member's Directory entry if this does not imply membership.

4.5. Partnership with a Partner Agency: Dual Membership

APWM missionaries serving with an APWM-approved Partner Agency are considered to be members of both APWM and the Partner Agency with whom they serve. This means that they are considered to hold Dual Membership.

It is important that all Partner Agency missionaries understand that they hold Dual Membership with both APWM and the Partner Agency with which they serve.

Because of this partnership in mission, it is desirable that missionaries state in their information brochures and other communications within Presbyterian churches and other Presbyterian contexts that they are missionaries of both the Presbyterian Church of Australia and the Partner Agency. APWM requests the use of its logo (available at www.apwm.org.au/logos/) alongside the Partner Agency's logo on all brochures and communications within Presbyterian churches and other Presbyterian contexts, except where this is inappropriate due to security issues.

4.6. Responsibilities of Partner Agency Missionaries on Field Assignment

Some of the responsibilities of the missionary include:

- 4.6.1.** working diligently in the ministry they have received from the Lord (Col. 4:17), consistent with the aims of the Presbyterian Church of Australia and under the direction and control of the appropriate body with whom they are working;
- 4.6.2.** maintaining good communication with the APWM National and APWM State Committees so that so the Committees are familiar with the ministry in which the missionary is engaged;
- 4.6.3.** sending prayer letters at least three times per year to supporters and the relevant Presbytery, APWM National and APWM State Committees;
- 4.6.4.** writing to those who support them financially and in prayer, to thank them for their partnership and gifts;
- 4.6.5.** Should Missionaries desire to undertake further study which would enhance their ministry they may apply to the National Committee through their APWM State Committee for Study Leave which may be taken for up to three years. Missionaries on such Study Leave still retain the status of an APWM missionary.

4.7. Responsibilities of Partner Agency Missionaries on Home Assignment

The frequency and length of home assignment for Partner Agency missionaries will be determined by the Agency. It is expected that the APWM State Committees will be aware of a Partner Agency missionary's home assignment plans, and that they will advise the National Office accordingly.

4.7.1. Re-entry for Partner Agency Missionaries

It is expected that the Partner Agency will act in this regard according to its own regulations.

4.7.2. Rest and Recreation

It is expected that the Partner Agency will act in this regard according to its own regulations.

4.7.3. Deputation for Partner Agency missionaries

- 4.7.3.1.** During Home Assignment Partner Agency missionaries will have responsibilities to their Partner Agency, however it is expected that the missionary will
- 4.7.3.2.** inform the APWM National Office of their arrival and departure dates so that if possible they might meet at a mutually convenient location with a member of the

National Office staff for prayer and encouragement, and so that they might be approached regarding the possibility of speaking to some Presbyterian congregations and other organisations looking for a missionary speaker;

- 4.7.3.3. make arrangements to meet with the APWM State Committee.

4.8. Retirement of Partner Agency Missionaries

Partner Agency missionaries will be expected to retire at an age determined by their Agency.

APWM recognises that this will normally be at the point of eligibility for the Australian age pension (currently between 65 years and 66 years 6 months, depending on date of birth), but that the Agency may make an exception to this in cases where there is stakeholder approval and there are no prohibitive medical issues.

Membership of APWM will normally continue while ever the missionary remains a member of their Partner Agency. However, in cases where the Agency has made an exception to the normal retirement age, APWM may choose to end the membership.

4.9. Financial Considerations

All parties in the missionary task must look to the Lord as the ultimate Provider.

4.9.1. General Financial Considerations

- 4.9.1.1. When a missionary is accepted by APWM, the local congregation of which they are a member when they apply to serve with APWM will be informed of this outcome, and will be encouraged to develop a support team to assist the missionary in the various stages of preparation for service;
- 4.9.1.2. The APWM National Office will assist the missionary in building up a team of churches and members who will support them and their work, not only in finance but also in prayer and encouragement. In this task, it will cooperate closely with the missionary, and where applicable with their Agency;
- 4.9.1.3. While the whole church is properly regarded as the financial support base for the missionary team, the local congregation and Presbytery will be viewed as the primary base for financial support. APWM will undertake to make known throughout the Church the financial requirements of its missionaries;
- 4.9.1.4. The APWM State Committees will monitor the level of each of their missionaries' individual support, and inform the church membership through the appropriate local presbyteries, in order to ensure that where there is a short-fall in financial support, the situation may be redressed;

- 4.9.1.5. The APWM State Committees of the Australian Presbyterian World Mission will assist in building a support base by encouraging the missionary's sending church to participate strongly in prayer, care and financial support; by assisting that local church to introduce the missionary to other churches within its presbytery and encouraging other churches to support the missionary, especially where such churches have no missionary of their own;
- 4.9.1.6. Missionaries should not make personal appeals in the Presbyterian Church of Australia for project funding without the authority of the Agency with which they are working, and the approval of APWM.

4.9.2. Financial Considerations for Partner Agency Missionaries

The following principles apply.

- 4.9.2.1. The level of financial support will be determined by the Partner Agency's regulations.
- 4.9.2.2. When a Partner Agency Missionary engages in extended study, they should inform the APWM National Committee.
- 4.9.2.3. Missionaries should not make personal appeals in the Presbyterian Church of Australia for project funding without the authority of the Agency with which they are serving, and the approval of APWM.
- 4.9.2.4. APWM requires Partner Agency Missionaries to pay an annual Support and Services Charge as a contribution towards the costs incurred by the APWM National Office in providing support and services that facilitate the mission work of APWM members. The charge will be applied at approval of membership, and thereafter in January each year. The charge for a family or couple will be 150% of the charge set for single members. The charge will be reviewed on an annual basis by the Director, in consultation with the Treasurer.

4.9.3. Superannuation

Partner Agency missionaries are encouraged to make their own superannuation arrangements, if not provided for by their Partner Agency.

4.9.4. Death While Serving with APWM

- 4.9.4.1. Subject to any insurance provisions, and subject to any Partner Agency policy, Presbyterian Missionaries who go to be with the Lord while in service, will be buried in the country in which they die.

- 4.9.4.2. If the missionary's family, or any other party, is willing to pay for the repatriation of the mortal remains then APWM will assist in organising the return of the remains to Australia.

5. Associate Missionaries

5.1. Associate Missionary Application Process

All formal applications for missionary service should proceed in the following manner:

- 5.1.1.** Recognising that the local Church leadership has primary responsibility to send out people on mission, applicants should approach their local minister and elders seeking confirmation of God's leading to serve in overseas or Indigenous ministry. The local Session should interview the applicant and if it considers the applicant to be suitable for service as an overseas cross-cultural missionary, the Session should send a letter of recommendation to the APWM National Office.
- 5.1.2.** Applicants should read and complete the application documents which can be requested from the APWM National Office. Application documents should be returned to the APWM National Office, which has the responsibility of seeking references from the referees nominated by the applicant, and also verifying safe ministry training and clearances. The National Office will forward completed application papers to the relevant APWM State Committee, together with references sought from the referees nominated by the applicant. References will also be sought from the Session of the applicant's primary sending congregation, and in the case of applicants who are ordained ministers of the Presbyterian Church of Australia (including assistant ministers, associate ministers, licentiates, candidates and deaconesses), from the Presbytery of which they are members.
- 5.1.3.** The relevant APWM State Committee will interview the applicant, and if approves the application will refer it to the APWM National Committee for final approval.
- 5.1.4.** The APWM National Committee will:
 - 5.1.4.1.** Arrange, at the discretion of the National Director, for the applicant to be psychologically and medically assessed. In making a decision about the need for Associate Missionary Applicants to undergo comprehensive medical and psychological assessment, the Director shall take into account and note in the applicant's file
 - the age of the applicant
 - the nature of the proposed ministry
 - the proposed length of service and timing
 - any details provided by the applicant's General Practitioner in the medical certificate accompanying the application
 - the geographical location of the proposed ministry together with any local medical facilities.
 - 5.1.4.2.** interview the applicant and make a determination regarding the application.
 - 5.1.4.3.** Inform the Candidate's Session, Presbytery and the Candidate in writing.

- 5.1.5.** The medical examination process will work as follows:
- 5.1.5.1. The missionary is examined by a qualified Doctor and the Doctor fills out the APWM Medical Forms.
 - 5.1.5.2. The APWM Medical Forms are then sent to the appropriate APWM Medical Officer who examines the information in the Forms and supplies the APWM National Committee or as the case may be, the APWM State Committee, with any information that the Medical Officer deems to be relevant to the missionary's service.
 - 5.1.5.3. The applicant will bear the cost of the medical, dental and psychological assessments, and any associated tests (or therapies required).
 - 5.1.5.4. Note that no APWM Associate Missionary shall serve in Australia or overseas unless they and all family members serving with them have received all vaccinations required by the relevant government authorities for their field of service and transit countries.
- 5.1.6.** Any Partner Church Missionaries who have been granted membership but who have not been deployed, and any missionaries who are negotiating changes of ministry context must complete annual reviews membership similar to that detailed in PIM 4.1.9 in order to retain APWM membership, with the report to be due on 1st December each year.
- 5.1.7.** The APWM National Committee may discuss issues of financial support with applicants for Associate status and in some cases, with the organisations with which applicant intend to serve. While not taking responsibility for the underwriting of salaries the APWM National Committee will publicise any financial needs, and support applicants in building their prayer and financial support base.
- 5.1.8.** With the approval of the APWM National Committee, the APWM National Office when asked to do so by the missionary, will receive and send funds to the missionary.

5.2. Safe Ministry

In addition to any country-of-service requirements for working with children clearances and safe ministry training, Associate Missionaries will assent to, and abide by, APWM's Safe Ministry Policy (Appendix 5). This includes holding a current Working with Children Check or equivalent. See Section 4.1.2 of Appendix 6 for further details. They will also ensure that their safe ministry training remains current. See Section 4.2.2 of Appendix 5 for further details. Failure to renew an expired Working with Children Check, or to maintain current safe ministry training, may lead to suspension of membership.

The Director has authority to:

- (v) Suspend the membership of an APWM member who has failed to keep current either their
 - a. Safe ministry training, or
 - b. Working with Children clearanceand has failed to address this in a timely manner.
- (vi) Re-admit to membership a suspended APWM member once they are compliant regarding their
 - a. Safe ministry training, or
 - b. Working with Children Clearance.

5.3. Associate Missionary Training Requirements

5.3.1. APWM expects that Associate Missionaries will be appropriately trained for their sphere of service including Bible College training in accordance with the requirements of the agency or church with which the Associate applicant intends to work. The APWM State and APWM National Committees will advise in the following areas:

- 5.3.1.1. further courses of training;
- 5.3.1.2. cultural adaptation and missionary life including attending the SIL Summer School or equivalent and focusing on language learning in the first year of service;
- 5.3.1.3. the particular culture and history of the receiving country.

5.3.2. It is APWM's expectation that in the vast majority of cases, those serving with APWM would have at least one year's training at a theological college or the equivalent.

5.4. Marriage and membership of APWM

5.4.1. Married Applicants

APWM regards a missionary couple as a single 'unit' with complementary roles in the missionary task, and both spouses will have equal standing as members of APWM.

APWM expects that married couples on mission together will share the task of proclaiming the good news of Jesus. This may be in the context of specific Word ministry, or in other work that supports it, either inside or outside the home. APWM recognises that changes in marital status and family responsibilities may impact the way in which a missionary conducts their service on the field. It is therefore recommended that both husband and wife receive Bible and theological training appropriate for their ministry. APWM expects that both husband and wife will undergo cross-cultural training that will prepare them for service on the field.

When a married couple applies for membership of APWM both spouses will participate fully in the process:

13. Both must be recommended by their minister and session;
14. Each must fill out separate application forms (except where language is a barrier for one spouse, in which case the other may assist);
15. Both must meet the requirements of APWM's Safe Ministry policy;
16. Both must affirm APWM's statement on the Bible and marriage.
17. Both must be interviewed by the relevant APWM Committee(s).
18. As far as it is practicable, both should be involved in deputation before leaving for their sphere of service and during Home Assignment ministry.

When one spouse of a married couple applies for membership of APWM but the other does not intend to join his/her spouse in missionary service, APWM will not require that both spouses apply for membership. For clarity about the membership status of the non-member spouse:

5. APWM will note the spouse's decision about membership in the personnel records of the spouse who is a member.
6. APWM will not include the spouse's name in publications in any way that suggests they hold membership. The spouse (and children if applicable) may be included in the ministry description with the member's Directory entry if this does not imply membership.

5.4.2. Marriage after acceptance as a missionary

It is expected that an APWM missionary will keep APWM fully informed regarding any plans for marriage. This expectation will be explained to single applicants during the interview process.

When an APWM missionary marries a fellow missionary, and the new spouse joins them in missionary service, APWM is open to welcoming this couple together as members.

7. APWM will invite the new marriage partner to apply for membership as if the person were a new applicant and will welcome them as a member of APWM if their application is successful. Approval, or otherwise, of the application will be a matter for the APWM National Committee.
8. APWM recognizes that when a missionary marries on the field their spouse may not be a member of the Presbyterian Church of Australia. The APWM National Committee may make an exception to the normal pre-requisite of PCA membership in such cases.
9. APWM will make no distinction between the spouses in publications (for example, the non-Presbyterian spouse will be included in the Directory with no qualifications such as bracketing their name).

When an APWM missionary marries a spouse who does not intend to join them in missionary service, APWM will not require the new spouse to apply for membership. For clarity about the membership status of the non-member spouse:

5. APWM will note the new spouse's decision not to apply for membership in the personnel records of the spouse who is a member.
6. APWM will not include the new spouse's name in publications in any way that suggests they hold membership. The new spouse (and children if applicable) may be included in the ministry description with the member's Directory entry if this does not imply membership.

5.4.3. Membership when one spouse retires or ends mission service

When one partner in a married couple retires, or becomes involved in work/ministry that is different to their spouse and/or outside APWM's sphere, the membership of that partner will come to an end. The membership of their spouse will continue uninterrupted. For clarity about the membership status of the non-member spouse:

5. APWM will note the retiring spouse's decision not to continue membership in the personnel records of the spouse who remains a member.
6. APWM will not include the retiring spouse's name in publications in any way that suggests they hold membership. The retiring spouse (and children if applicable) may be included in the ministry description with the member's Directory entry if this does not imply membership.

5.5. Associate Missionaries: Terms of Appointment

5.5.1. Negotiation regarding ministry context

Associate Missionaries are responsible and accountable to the APWM National Committee through the APWM National Director for carrying out the missionary role to which they are commissioned.

On the field, the missionary will work under the direction of the organization with which they serve, or alone as by agreement with APWM. APWM may enter into a process of consultation with the field organization, if applicable, with the aim of reviewing the missionary's current status and role.

5.5.2. Terms of appointment

The Terms of Appointment for Associate Missionaries will make provision for

- a) The nature and location of the Associate's service
- b) The period of service (maximum 3 years, at which time the appointment may be reviewed and renewed).
- c) The details of training that will be undertaken before/during service.
- d) The details of any agreement made for study leave.
- e) The details of any agreement made by APWM to handle donations for the missionary.
- f) The frequency at which the missionary will provide to the National Director a written report of their work on the field (usually once each year, and separate to the requirement to send prayer letters to sending churches, Presbytery and APWM Committees).

- g) Any other matters that the missionary and/or APWM wish to record as part of the agreed Terms of Appointment.

The relationship between APWM and the Associate missionary may be terminated by either of the parties with at least one month's notice in writing.

5.6. Responsibilities of Associate Missionaries on Field Assignment

Some of the responsibilities of the missionary include:

- 5.6.1.** working diligently in the ministry they have received from the Lord (Col. 4:17), consistent with the aims of the Presbyterian Church of Australia and under the direction and control of the appropriate body with whom they are working;
- 5.6.2.** maintaining good communication with the APWM National and APWM State Committees so that so the Committees are familiar with the ministry in which the missionary is engaged;
- 5.6.3.** in the case of Associates, sending prayer letters at least three times per year to supporters and the relevant Presbytery, APWM National and APWM State Committees;
- 5.6.4.** writing to those who support them financially and in prayer, to thank them for their partnership and gifts;
- 5.6.5.** sending a report to the APWM National and APWM State Committees at least once per year before 31 December so that these may be presented to the APWM National Committee meeting in January/February;
- 5.6.6.** Should Missionaries desire to undertake further study which would enhance their ministry they may apply to the National Committee through their APWM State Committee for Study Leave which may be taken for up to three years. Missionaries on such Study Leave still retain the status of an APWM missionary.

5.7. Responsibilities of Associate Missionaries on Home Assignment

Some important issues for consideration by the missionary on Home Assignment include:

5.7.1. Re-entry for Associate Missionaries

- 5.7.1.1.** Associate Missionaries should consult the National Director regarding re-entry.
- 5.7.1.2.** Associate missionaries are urged to arrange a comprehensive medical examination.

5.7.2. Rest and Recreation for Associate Missionaries

It is the responsibility of the APWM National Committee to ensure that an Associate Missionary on Home Assignment is able to set apart sufficient time for rest and recreation. The appropriate allocation of home assignment time will normally be in the order of 1/3 (one third) of the time in rest and 2/3 (two thirds) in deputation.

5.7.3. Deputation for Associate Missionaries

Associate Missionaries will inform both the APWM National Office and their State APWM Committee of their arrival and departure dates. During Home Ministry Assignment Associate Missionaries will undertake a programme of deputation in order to foster among the churches prayerful interest in, and encouragement for, the work God has given them to do. The missionary is expected to take the initiative in making these arrangements with the State Committee.

5.8. Retirement of Associate Missionaries

When an Associate missionary reaches the age of eligibility for the Australian age pension they will normally be expected to retire from active mission service as APWM members.

Exceptions to this may be made at the discretion of the APWM National Committee, provided there is stakeholder approval and there are no prohibitive medical issues. Factors that will be taken into consideration when considering an ongoing partnership will include the ministry location, the cost of medical treatment, expatriate insurance costs, and the likely speed of a medical evacuation.

Where exceptions are made to normal retirement age, membership will be reviewed annually on submission of a comprehensive medical assessment.

5.9. Financial Considerations

All parties in the missionary task must look to the Lord as the ultimate Provider.

5.9.1. General Financial Considerations

- 5.9.1.1. When a missionary is accepted by APWM, the local congregation of which they are a member when they apply to serve with APWM will be informed of this outcome, and will be encouraged to develop a support team to assist the missionary in the various stages of preparation for service.
- 5.9.1.2. The APWM National Office will assist the missionary in building up a team of churches and members who will support them and their work, not only in finance but also in prayer and encouragement. In this task, it will cooperate closely with the missionary.

- 5.9.1.3. While the whole church is properly regarded as the financial support base for the missionary team, the local congregation and Presbytery will be viewed as the primary base for financial support. APWM will undertake to make known throughout the Church the financial requirements of its missionaries.
- 5.9.1.4. The APWM State Committees will monitor the level of each of their missionaries' individual support, and inform the church membership through the appropriate local presbyteries, in order to ensure that where there is a short-fall in financial support, the situation may be redressed.
- 5.9.1.5. The APWM State Committees of the Australian Presbyterian World Mission will assist in building a support base by encouraging the missionary's sending church to participate strongly in prayer, care and financial support; by assisting that local church to introduce the missionary to other churches within its presbytery and encouraging other churches to support the missionary, especially where such churches have no missionary of their own.
- 5.9.1.6. Missionaries should not make personal appeals in the Presbyterian Church of Australia for project funding without the approval of APWM.

5.9.2. Financial Considerations for Associate Missionaries

The following principles apply.

- 5.9.2.1. The Associate Missionary will be responsible for the development of their budget. The APWM National Committee and the APWM State Committee will cooperate with the missionary in regard to building a support base in a way similar to that of a Partner Agency missionary if such assistance is needed.
- 5.9.2.2. The Associate Missionary should not make personal appeals in the Presbyterian Church of Australia for project funding without the approval of APWM.
- 5.9.2.3. An Associate Missionary intending to undertake extended study should make arrangements with the organisation with which they serve, if applicable. APWM cannot undertake to assist with finances for such study.
- 5.9.2.4. APWM may enter into an arrangement with an Associate Missionaries where financial support for the missionary is received by the APWM National Office and forwarded to the missionary.
- In such cases, APWM will withhold a Support and Services Charge as a contribution towards the costs incurred by the APWM National Office in providing support and services that facilitate the mission work of APWM members. This charge will be 5% of the funds received.
 - If no such arrangement is entered into, the Associate Missionary will be responsible for their own financial matters, and for ACNC External

Conduct Standards compliance. APWM will require the Associate Missionary to pay an annual Support and Services Charge as a contribution towards the costs incurred by the APWM National Office in providing support and services that facilitate the mission work of APWM members. The charge will be applied at approval of membership, and thereafter in January each year. The charge for a family or couple will be 150% of the charge set for single members. The charge will be reviewed on an annual basis by the Director, in consultation with the Treasurer.

5.9.3. Superannuation

Associate missionaries are encouraged to make their own superannuation arrangements where no such provision is in place.

5.9.4. Death While Serving with APWM

- 5.9.4.1. Subject to any insurance provisions, Presbyterian Missionaries who go to be with the Lord while in service, will be buried in the country in which they die.
- 5.9.4.2. If the missionary's family, or any other party, is willing to pay for the repatriation of the mortal remains then APWM will assist in organising the return of the remains to Australia.

6. Short Term Missionary Service

APWM recognises as Short-Term Mission any service that lasts up to two years and is conducted either overseas or among the Indigenous Australians.

6.1 Short Term Mission Run by APWM

Workpartners projects operate with two criteria:

1. priority is to be given to projects that are involved with theological education.
2. the project must be fully costed and be cost neutral.

Those wishing to serve on a Workpartners Mission must complete the necessary Application Form.

6.2 Other Short Term Mission

APWM recognises and encourages involvement in five main types or categories of Short Term Mission, namely:

1. Evangelism and Outreach in conjunction with a church or mission agency working in another country or among Indigenous Australians.
2. Compassion Ministry in conjunction with a church or mission agency working in another country or among Indigenous Australians.
3. Teaching and Training undertaken by ministers or other theologically trained or accredited persons who desire to:
 4. conduct a teaching ministry;
 5. survey possible ministries and to assess the local situation; or
 6. undertake temporary ministry appointments.
7. Independent visits and organised study tours (e. g. students from theological and Bible colleges).
8. Task forces and working parties which visit a country to carry out some specific job (e.g.: medical, computer support, or trade-related such as Workpartners). These would be organised in cooperation with personnel serving in that country.

6.3 Preparing for Short-Term Mission

It should be noted that individuals and churches from the PCA who intend to undertake short term mission in a country where a Partner Church relationship exists should coordinate this work with the APWM National Committee in order to avoid misunderstanding arising between the PCA and the Partner Church.

- 6.3.1 It would be normal for participants in Short-Term Mission to be interviewed and recommended by the Session (and Mission Committee, where applicable) of the local congregation, and prayerfully supported in these ventures by the local congregation.

- 6.3.2 All participants in Short-Term Mission should ask for a letter of notification to be sent on their behalf from their Church Session to the appropriate State Committee to keep the State Committee informed of their mission movement activities.
- 6.3.3 All participants in Short-Term Mission should receive preparation training before departure, be mentored while on the trip, and receive adequate debriefing after returning.
- 6.3.4 When the Short-Term Mission is commissioned by a State or National Committee, financial support may be offered by that Committee. All other forms of Short-Term Mission would generally be self-funded; but in either case, the local congregation and presbytery are encouraged to support the intended ministry prayerfully and financially.

6.4 Applying for Short-Term Mission

- 6.4.1 People joining a Short-Term Mission organised by a Partner Agency, should apply directly to the Partner Agency involved. It is not necessary for them to formally apply to APWM in such a case. However, such participants are encouraged to inform their State Committee of their plans as early as possible, as there may be advice the State Committee can give them to help in preparation.
- 6.4.2 It is not necessary for people joining a Short-Term Mission organised by a Local Church to formally apply to APWM. Such Churches are invited to inform their State Committee of their plans as early as possible, as there may be advice the State Committee can give them to help in preparation.

6.5 Protocols for Short-Term Mission

APWM subscribes to Missions Interlink Australia's Short-Term Best Practice protocols. See Appendix 6.

7. The Local Church Mission Committee

APWM encourages local churches to form their own Mission Committee to raise the awareness and involvement of the local congregation in supporting missionary work inside and outside Australia, and suggests the following guidelines for such a committee:

7.1. Membership

Members of the committee should demonstrate a heart for the salvation of the lost, and a commitment to their growth in knowledge of, and prayer for, the church's task in mission. Efforts should be made to ensure that the eldership, members of both genders and a wide range of ages be represented on this committee. The committee should cooperate with the Session in seeking out members of the church who show an interest in cross-cultural mission.

7.2. Working with the congregation

The committee should disseminate information about the world in which Christ's mission takes place, world situations in which our Church is involved, and missionaries in whom the congregation is particularly interested. To this end the committee should educate the congregation about our Partner Churches and Partner Agencies whenever opportunities arise.

7.3. Working with the Session to develop potential missionaries

- 7.3.1.** The committee should display enthusiasm for the missionary cause, and encourage applicants with respect to training, Christian growth and prayerfulness.
- 7.3.2.** It should support the candidate in preparation for departure and help build his/her support base.
- 7.3.3.** Selected committee members should accompany the candidate on his/her visits to the local presbytery meeting, as well as the congregations of the presbytery, for the purpose of introduction and addressing questions of prayer and financial support.
- 7.3.4.** A committee member should encourage the congregation which hosts the missionary to meet any travel and accommodation costs.
- 7.3.5.** The committee should encourage the candidate to contact the APWM National Director at the beginning of their investigation into missionary service.

7.4. Working with a missionary on Field Assignment

- 7.4.1.** The committee and its individual members should keep in touch with their missionary, in a variety of ways, and encourage the congregation to do likewise.
- 7.4.2.** The committee and its individual members will encourage the missionary through prayer and practical support, and urge the congregation to do likewise.

7.4.3. The committee will seek from APWM and the relevant Mission Agency where appropriate, information on the level of the missionary's support, so that they may inform the relevant supporting bodies and individuals for their prayerful response.

7.4.4. If possible a member of the committee should visit the missionary on the field, mid-term.

7.5. Working with a missionary on Home Assignment

7.5.1. In preparation for the missionary's Home Assignment the committee should make itself aware of the missionary's plans and help where possible.

7.5.2. Some members of the committee and/or the congregation should meet the missionary on his/her arrival in Australia if that is possible.

7.5.3. If required, the committee should seek and provide advice and assistance regarding the children's education while a missionary family is on Home Assignment.

7.5.4. The committee should help where needed with finding housing and a vehicle, as well as opportunities for rest, spiritual refreshment and recreation.

7.6. Costs of speaking to congregations and other organisations

When missionaries speak in congregations and other organisations it is expected that the congregation or organisation will contribute toward the travelling and speaking costs of APWM speakers and will provide suitable accommodation.

8. The Support Team

When a missionary is accepted by APWM, the local congregation of which they are a member when they apply to serve with APWM will be informed of this outcome, and will be encouraged to develop a Support Team to assist the missionary in the various stages of preparation for service. The Support Team is distinct from the congregation's Mission Committee and may include in its membership people who do not come from the congregation. It is important that the members of the Support Team include some members of any congregational Mission Committee.

8.1. The Support Team Members

1. should personally know the missionary;
2. should be passionate for the salvation of the lost and building the Church of the Lord Jesus Christ;
3. should be specifically interested in the missionary's sphere of service.

8.2. The appointment of the Support Team should be made by the congregation's Session, on the basis of recommendations from the missionary, and the local church Mission Committee.

8.3. While the missionary is applying for service, the Support Team will:

1. build a strong relationship with the missionary;
2. be constantly prayerful, encouraging and supportive of the missionary during the days of interviews, medicals, etc;
3. take the initiative to help in practical ways;
4. in consultation with the missionary, keep information flowing through the local congregation for the purpose of building interest, prayer, and partnership commitment with the missionary;
5. inform the Session, the local congregation and the committee/board of management of the level of financial support required by the missionary, and encourage that committee/board to commit to contributing to the missionary's agreed support.

8.4. After the missionary has been formally accepted for service, the Support Team, in consultation with the congregation's Mission Committee, will:

1. seek permission from the missionary and the local session to inform the congregation of the missionary's financial and other needs;
2. seek permission from the missionary and the local session to send a member to visit the local presbytery to introduce the missionary and inform the presbytery of the missionary's financial and other needs;
3. contact each congregation within the presbytery with a view to visiting each congregation, so as to broaden the support base for the missionary.

- 8.5. While the missionary is on Field Assignment, the Support Team, in consultation with the Mission Committee, will** regularly inform individuals, congregations, and other interested supporters, of the missionary's movements, difficulties and prayer concerns (making appropriate use of the missionary's newsletters).
- 8.6. While the missionary is on Home Assignment, the Support Team will** seek to meet the missionary's needs and, as far as possible, ensure that necessary preparations are made for the practical side of the Home Assignment.

9. Presbyterian Inland Mission (P.I.M.) and Indigenous Ministry

- 9.1.** Presbyterian Inland Mission through its workers is empowered to engage in Indigenous ministries when engaging with Indigenous people while on patrol and as part of other pastoral ministries. This includes authorisation to use the APWM logo.
- 9.2.** Presbyterian Inland Mission will source and supply such workers and oversee these ministries, while APWM will work with PIM to promote and raise funds for such Indigenous ministry.

10. APWM National Policy for APWM-Approved Overseas Students to Study at a Presbyterian Church of Australia Theological College or Other Theological Institutions within Australia

10.1. Principles

- 10.1.1.** Australian Presbyterian Theological Colleges expect APWM to examine the suitability of overseas students (from Partner Churches) who apply to study.
- 10.1.2.** APWM should ask the Partner Churches to endorse the application of overseas students who will be studying in Australia.

10.2. Policy

- 10.2.1.** There should be a formal application form and process for students from a Partner Church or other overseas churches who wish to study either (i) at a Presbyterian Church of Australia Theological College or (ii) as an APWM-approved student at another theological college within Australia.
- 10.2.2.** Normally there should be someone from either the APWM National Committee or an APWM State Committee who formally proposes and oversees the study of an overseas student studying theology within Australia. This person is to be known as the 'sponsor'.
- 10.2.3.** The sponsor should be able to satisfactorily answer the following questions:
 - 10.2.3.1. Where will the student live while in Australia?
 - 10.2.3.2. Has application previously been made for the student to study at an Australian Theological College, and what was the outcome?
 - 10.2.3.3. Has an application been initiated for the proposed course of study, and what is its status?
 - 10.2.3.4. Who will pay for the student's:
 - 10.2.3.4.1. Theological College tuition fees including examination fees?
 - 10.2.3.4.2. Day to day living expenses?
 - 10.2.3.4.3. Accommodation costs?
 - 10.2.3.5. Who is the person who will provide a written guarantee to the Commonwealth Department of Immigration that all of the student's expenses in Australia will be paid for?
 - 10.2.3.6. Has the student successfully passed the relevant IELTS (i.e. International English Language Testing System) test?
 - 10.2.3.7. Has the student completed any tertiary study in their home country or any other country?

- 10.2.4.** The student must provide evidence that they can meet the demands of study at the tertiary level.
- 10.2.5.** The student ought to sign a form stating that upon completion of their studies they will return to their home country.
- 10.2.6.** There ought to be a letter from their home denomination endorsing their application to study in Australia.
- 10.2.7.** An application must come from either APWM National or one of the APWM State Committees and must be accompanied by a formal minute explicitly naming the student and endorsing the application. Any application from an Australian individual nominating a student for study in Australia will not be received.
- 10.2.8.** The completed forms and documentation should be submitted to the APWM National Committee for approval.
- 10.2.9.** The overseas student agrees to be accountable to the APWM State Committee, or other body, which brings the student to Australia.

Appendices

1. APWM Partnerships (Mission Interlink Standards F2, F3)
2. Privacy Policy
 - a. APWM Privacy Statement, April 2017
3. APWM Safe Ministry Policy & Procedure (Missions Interlink Standard F1)
4. APWM Policy on Social Media Use
5. Short-term Mission Best Practice Code: Missions Interlink Australia 2009
6. Finances for APWM Partner Church Missionaries
7. Anti-terrorism Policy
8. Documents of the General Assembly of Australia
 - d) Articles of Agreement (2001)
 - e) General Assembly of Australia Committee Regulations Chapter 10 (APWM)
 - f) The Doctrinal Basis of the Australian Presbyterian World Mission Committee
9. Conflict of Interest Policy (Missions Interlink Standard A9, D2)
10. Duty of Care policy (Missions Interlink Standard C2)
11. Policy for assigning personnel (Missions Interlink Standard C4)
12. Anti-discrimination policy (Missions Interlink Standard C7)
13. Workplace health and safety policy (Missions Interlink Standard C8)
14. Complaint management policy (Missions Interlink Standard D3)
15. Whistleblower policy (Missions Interlink Standard D4)
16. Partnership Application Process Map

APPENDIX (1)

APWM Partnerships

Partner Churches

ETHIOPIA	Presbyterian Church of Ethiopia
INDIA	Reformed Presbyterian Church of India
JAPAN	Presbyterian Church of Japan
MALAWI	Church of Central Africa Presbyterian (Blantyre Synod)
MYANMAR	Evangelical Reformed Church (ERC)
SOUTH SUDAN	Presbyterian Church of South Sudan
TIMOR LESTE	Evangelical Presbyterian Church of Timor Leste
VANUATU	Presbyterian Church of Vanuatu
ZAMBIA	Church of Central Africa Presbyterian (Zambia Synod)

Partner Agencies

AOI	Asian Outreach International
AIM	Australian Indigenous Ministries
CMS	Church Missionary Society Australia Inc
ECM	European Christian Mission
GRNA	Global Recordings Network Australia
IRFA	Indian Reformed Fellowship—Australia
I'SERVE	Interserve
MAF	Mission Aviation Fellowship
OM	Operation Mobilisation
OMF	OMF International
ORBUS	Christian NGO in Malawi
PIONEERS	Pioneers of Australia
POWER TO CHANGE	(formerly Campus Crusade for Christ)
SIM	Serving in Mission
WEC	WEC International (Australia)
WBT & SIL	Wycliffe Bible Translators & Summer Institute of Linguistics
WT	World Team

APPENDIX (2 and 2a)

Privacy Policy

The APWM Privacy Policy is that adopted by the Presbyterian Church in NSW and can be accessed at <https://pcnsw.org.au/wp-content/uploads/2019/08/PCNSW-Privacy-Policy-and-Guidelines-2018.pdf>

Statement from Australian Presbyterian World Mission Regarding privacy and security of information about APWM missionaries.

April 2017

This statement has been prepared in response to the following circumstances:

1. A perception that there are heightened personal security risks in some countries where APWM missionaries are serving;
2. The introduction of more stringent privacy legislation in Australia;
3. Specific inquiries from missionaries' friends and family here in Australia, who are concerned about the content and distribution of personal information and the potential for exposing missionaries (and their in-country contacts) to increased personal risk.

The handling of personal information about individuals is regulated in Australia by the Privacy Act 1988. Under this Act, "personal information" is defined as information about an individual who is either specifically identified, or may reasonably be identified, with that information. Each State Assembly of the PCA has written a Privacy Policy which explains the Church's commitment to protecting personally identifiable information, and how organisations within the PCA will act in compliance with the legislation. A key aspect of these policies is that they describe the ways in which such information will be collected and used, along with a commitment not to use the information in any way other than that which is stated.

In short, organisations and Committees within the PCA must tell people what use will be made of the personally identifiable information that is collected and managed, and they are not permitted to use the information for any other purposes.

In the context of cross-cultural mission work, an additional consideration must be made. For missionaries serving in some parts of the world, personally identifiable information must not only be protected by privacy legislation, but must also be managed in such a way that the missionary, and their in-country contacts, are not exposed to security and safety risks.

The APWM National Committee and the various APWM State Committees collect personally identifiable information about missionaries. This information falls into three categories:

1. documents associated with the application process;

2. personnel records of missionaries whose applications are approved;
3. and information provided by the missionaries for the purpose of prayer, pastoral care, and financial support.

Some of this information is shared with other parties, for example individuals and congregations and organisations like PWMUs. Such information is shared in line with the consent given by the missionary, and according to the APWM National and State Committees' Privacy Policies and Procedures.

To minimise personal risk to a missionary and their contacts, some information may be "de-identified" when it is shared with other parties such as those listed above. The APWM National Committee asks each missionary about the level of personal identification that is appropriate to their particular context, and will not release more information than that permitted by the missionary. The Committee might, at its discretion, choose to disclose less information than permitted by the missionary. This may be necessary, for example, if political events in a particular field of service develop in a direction that the APWM National Director considers could place a missionary at heightened personal risk.

Missionaries make an initial assessment of the appropriate level of personal identification when their membership application is approved. This is recorded on a Personnel Details Form (see attached). Missionaries are given the opportunity to update this information as part of the process of publishing each new APWM Directory, and are also able to make a direct request to the APWM National Office at any other point in time. **The missionary's entry in the APWM Directory is the standard to which all other Committees should conform when publishing their own documents.**

Other Committees and organisations within the Presbyterian Church of Australia, as well as individual congregations, who wish to publish information about missionaries (for example, in prayer newsletters or congregational news bulletins) are bound by the instructions given by the missionary to the APWM National Committee. Permission given to the APWM National Committee to publish personally identifiable information about a missionary should not be taken, by other Committees or organisations within the PCA, as automatic permission to publish additional information that is not described on the APWM Personnel Details form. Permission to publish other information, no matter how harmless it may appear, and no matter how it has been obtained, should be sought directly and specifically from the missionary.

Personally identifiable information that has been collected by Committees and other organisations, including local congregations, must be stored and managed in accordance with the Privacy Policies and Procedures of the relevant State Assemblies.

The APWM National Committee will advise missionaries to be cautious and consistent in the permission that they grant to the various Committees of the PCA. This is for the sake of the security and safety of the missionary, their families, and their in-country contacts. It is also to minimise confusion over the information published, and variation in the level of personal identification. Should any such discrepancy arise, the APWM National Committee expects that other Committees, organisations and congregations in the PCA will accept the advice and direction of APWM in correcting the problem.

Some examples follow to illustrate these principles.

1. A missionary might advise the National Committee that they can only be referred to by their initials. Other Committees or organisations may, at a later date, collect additional information about the missionary and family members who serve with them in the field. In this example, the missionary's instructions to the APWM National Committee make it clear that they do not want to be identified on the field. This means that other organisations within the PCA should not publish information about the missionary which might identify them while on the field. This means that the missionary should not be identified by their full name, or even their first name on any documents published by those organisations. This includes prayer points, newsletters, and meeting minutes. The level of security requested by the missionary can be determined from their entry in the APWM Directory, or by contacting the APWM National Office.
2. In the example above, it is also clear that other combinations of information, which together might identify a missionary, should be avoided (such as geographic location, agency, travel plans, photographs of the missionary or their work, names of contacts on the field, names of the missionary's children, family birthdays and so on).
3. A missionary might give the APWM National Committee permission to publish their full name and information about their location and Partner Agency in the APWM Directory. This does not mean that other Committees and organisations of the PCA automatically have permission to publish other information collected at a later date. Permission to publish additional information must be sought directly from the missionary, and the information collected must be managed securely.

Information about missionaries is collected and republished by many organisations within the PCA. Organisations that publish information about missionaries should be cautious about who may gain access to the information. They should not publish such information via social media, church websites, or other online contexts that might be "searchable". They should also take steps to ensure that printed material is not accessible by people who have no reasonable interest in it (for example, it is unwise to print information about missionaries in congregational bulletins that might be displayed in church foyers).

APPENDIX (3)

APWM Safe Ministry Policy & Procedure 2020

This policy and associated procedures deal with the prevention of abuse, and the handling of allegations of abuse, within APWM.

The document is comprised of

1. The full text of the National Safe Ministry Framework (NSMF) that was approved by the General Assembly of Australia in September 2019.
2. Additional text:
 - a. Italicised in the introduction, to provide a rationale for APWM's adoption of the NSMF.
 - b. In Section 4, to lay out APWM's particular policies and procedures with regard to missionary applicants, approved missionaries, National Committee members, National Office employees and volunteers. These policies and procedures were approved by the National Committee at its meeting in November 2020.

Introduction

The Presbyterian Church of Australia (PCA) is a national church formed by the federation of six formerly colonial churches in 1901. The national church was given powers legislative, administrative and judicial. These were supreme in relation to specified matters including doctrine, worship and discipline. Otherwise, they were concurrent with the State assemblies' powers. The maintenance of safe ministry practices rests, generally, with the State churches but behaviour that is contrary to the Standards of the Church or an obligation imposed on a minister or member of the Church by the word of God or a law of the Church is also subject to consideration under the Code of Discipline.

Careful management of these overlapping domains is as necessary as it is challenging. It is expressly recognised in rule 1.13(b) of the Code of Discipline that child protection policies are congruent with the ends of discipline expressed in rule 1.02. This is because putting in place proper measures to protect children and to forestall an alleged offender against his or her alleged propensity is for "the glory of God, the purity of the Church and the spiritual good of the alleged offender".

Additionally, Commonwealth and State governments are entitled to, and do, enact legislation that impacts on the Church in various ways, including in the area of child protection. It is therefore necessary for the State churches to be cognisant of legislation and regulations applicable in their State, and to determine particular procedures to ensure compliance with their State-specific obligations.

To assist the Church in its attention to these matters, it is both desirable and necessary that a uniform and consistent approach to the protection of children be adopted within the PCA and across all of the State churches. At the request of the GAA, the persons appointed to manage these matters by the State Assemblies in New South Wales, Queensland and Victoria have worked with Assembly Officers to prepare this Framework which is offered to the Church with the prayer that it might advance God's glory, protect children from harm, help the Church to maintain a good reputation with outsiders, and guide potential offenders away from the destructive paths of sin.

As a Committee of the General Assembly of Australia (GAA), APWM has adopted as its own safe ministry policy the National Safe Ministry Framework (NSMF) of the GAA, with the addition of particular procedures for National office processed and record keeping that reflect its work as a agency that engages with missionaries sent from the various State Assemblies. These particular procedures are found at Section 4 in this document.

The NSMF is presented in three parts: principles, policy and procedures. All three parts belong together, and none can be separated from the others. The *Safe Ministry Principles* are the high-level ideals to which the PCA, and therefore APWM, is committed. The *Safe Ministry Policy*

particularises the Church's commitments and sets out the mechanism by which the Church's pursuit of its principles is governed. The *Safe Ministry Procedures* then set out specific steps and actions to be taken in the implementation of the Safe Ministry Policy.

1. National Safe Ministry Principles

1.1. Fundamental Conviction We remember at all times that we are representing the Lord Jesus Christ in all our conduct and we will, accordingly, strive to refrain from any action that is contrary to Scripture or a law of the land consistent with Scripture or which violates the requirements of biblical ethics, striving to ensure that all our conduct is motivated by love for God and a desire to commend him and to promote his glory.

1.2. Statement of Commitment The Presbyterian Church of Australia (PCA) is committed to ensuring that a safe environment is established and maintained for all persons associated with the Church and for those accessing its services, especially children. The Church requires all paid employees and all volunteers serving within it to create an environment that will help people flourish and cause no harm particularly harm arising from emotional, physical, or sexual abuse; or neglect. The Presbyterian Church of Australia recognises its obligation to

1.2.1. Ensure the safety and wellbeing of all children (being persons under the age of 18) involved in its activities.

1.2.2. Implement policies and procedures to safeguard children from child abuse or harm including emotional, physical, or sexual abuse, or neglect.

1.2.3. Refuse to tolerate any behaviour that might result in child abuse or harm.

1.3. Values

1.3.1. Love and compassion The Presbyterian Church of Australia, and its State Churches, is bound by the example of the love and compassion of Jesus Christ in his ministry.

1.3.2. Service to others The unique nature of servanthood, which Jesus Christ demonstrated to his disciples and which they then encouraged Christians to display, is the foundation of the Safe Ministry Principles.

1.3.3. Humility Jesus spoke of himself as being a servant of others and not one who came to be served. Paul, in his letter to the Philippians, encourages us not to live with a selfish purpose, but with humility, thinking of others as better than ourselves. As people chosen by God to serve him in obedience, we are to live as those who watch out for what is good for others rather than watching out for our own good.

1.3.4. Gentleness Paul urges the early Church to let their gentleness show in their treatment of all people.

1.3.5. Nurture and protection As a Church we are to nurture and protect children. This responsibility rests on everyone involved in church life.

1.3.6. Respect The Safe Ministry Principles seek to inform the Church and create a culture which promotes respectful relationships and maintains an ongoing safe environment free of abuse of children. Whilst this responsibility rests immediately with leaders and those involved in ministry to children, it is also a shared responsibility of the whole Church.

1.3.7. Christian faith and practice Those serving in leadership and working directly with children and young people, accept a position of trust which places on them a commitment to carry out their role in accord with the Doctrine and Christian values of the Church.

1.3.8. Consistency and integrity Breaches of the Safe Ministry Protocols by any person, regardless of position, are taken seriously and may result in the questioning of that persons' capacity to continue to serve, as well as the implementation of boundaries deemed necessary to protect children.

1.3.9. Accountability The Church can be one of the few places where an Offender or Person of Concern, as a recipient of God's love and grace, can find a Christian welcome, Scriptural teaching and encouragement to grow in Christ. However, participation in the life of a Christian church or organisation is not a guarantee of Christlike behaviour nor a guarantee against repeating past sinful behaviour that has been abusive and caused harm. Therefore, the Church must

communicate clear expectations and firm boundaries with transparency and accountability in relation to an Offender or Person of Concern who participates in the life of the Church. This helps to ensure that the Church is safe for children.

1.3.10. Foundational Principles In our aim to create a safe environment and in our quest to ensure that children are protected from abuse and harm, the following principles must guide the behaviour expected of all persons involved in ministry-related activities:

- Become familiar with and act in accordance with the National Safe Ministry Framework (including its Principles, Policy, and Procedures) and any Code of Conduct and specific Procedures established by the relevant State Church
- Understand that perpetration of any physical, psychological or emotional harm or neglect, or sexual abuse or exploitation is unacceptable, that it will be treated seriously and sensitively, and that it must be reported in accordance with the Church's Mandatory Reporting Policy and Procedures
- In all aspects of personal life and relationships and at all times, strive to act according to the highest standards, demonstrating courtesy, consideration and good judgement
- Treat all people with respect and dignity regardless of age, culture, gender, religious affiliation, personal circumstances or any other point of differentiation
- Accept and exercise the duty of care appropriate for each and all participants
- In accord with Scripture, engage only in lawful activity and never assist persons engaged in illegal activities
- Strive to carry out all relevant roles in accordance with the doctrines and values of the Presbyterian Church of Australia
- Respect the authority of leaders and act in accordance with reasonable directions
- Only engage in actions and activities that are appropriate for children where ministry-related activities involve children
- Complete any and all training required by the Church in relation to ministry roles; and
- Create and maintain appropriate resources for use and training in ministry.

As the application of these National Principles in specific situations requires interpretation, those involved in ministry must seek advice if placed in a position of uncertainty.

2. National Safe Ministry Policy

2.1. Governance: Roles and Responsibilities The General Assembly of the Presbyterian Church of Australia (GAA) has supreme authority within all parts of the Church in matters covered by Article 2.1 of the Articles of Agreement. Its responsibility in relation to discipline (Article 2.1((c)) obligates it to seek the fullest possible uniformity between Church-based policies and procedures in the several States, and secular laws applying in the relevant State. The GAA approves and adopts this Framework and encourages State Assemblies to adopt this statement of Principles, Policy and Procedures, and put in place safe ministry practices that are in line with this statement and with legislative requirements of the relevant State.

The GAA affirms the adoption across the PCA of the Child Safe Standards identified by the Royal Commission into Institutional Responses to Child Sexual Abuse (Royal Commission) as follows:

1. Child safety is embedded in institutional leadership, governance and culture
2. Children participate in decisions affecting them and are taken seriously
3. Families and communities are informed and involved
4. Equity is upheld and diverse needs are taken into account
5. People working with children are suitable and supported
6. Processes to respond to complaints of child sexual abuse are child-focused
7. Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training
8. Physical and online environments minimise the opportunity for abuse to occur
9. Implementation of the Child Safe Standards is continuously reviewed and improved
10. Policies and procedures document how the institution is child safe.

The Clerk of the GAA is responsible to oversee and co-ordinate the maintenance of a National Register which contains limited but sufficient information to assist affiliated institutions to identify and respond to any risks to children that may be posed by people in ministry. The Clerk of the GAA is also responsible to ensure effective liaison between the State churches so that any risks that may be posed by people in ministry are identified and receive an appropriate response.

Within its area of jurisdiction, each State Assembly is responsible for:

- Governing the implementation of this Policy and associated procedures and Code of Conduct for interacting with children;
- Initiating, developing and amending child protection procedures under their State structures which must accord with any mandatory specific requirements of secular State legislation and any associated requirements applicable in their State.
- Ensuring that appropriate information, training, instruction, supervision, monitoring, auditing and resourcing is available to maintain an environment that is safe for all persons, particularly children;
- Ensuring that an appropriate person or body is appointed to oversee the implementation of this Policy and associated procedures including the Code of Conduct (if any) enacted by the State Assembly; and procedures mandated within secular law applicable within its area of jurisdiction;
- Ensuring that all ministers, licentiates, deaconesses and other ministry workers remain compliant with State-based Working with Children Check or equivalent legislation;
- Establishing a mechanism by which the State church ensures that it is reliably informed on issues of child sexual abuse and child safety including prevention, policies and procedures and complaint handling; and
- Providing mechanisms whereby all allegations of child sexual abuse will be referred to the person or body appointed by the State Assembly to provide oversight of any such allegation and any perceived or real conflicts of interest that may arise from individuals responding to complaints of child sexual abuse in the investigative, judicial or pastoral processes.

Within their bounds, Presbyteries have oversight of Sessions and must strive to ensure that each and every Session is compliant with the Safe Ministry Framework, relevant secular legislation, and the Code of Conduct (if any) and statement of procedures established by the relevant State church.

Sessions have oversight of all ministries operated within their congregations and must annually review all ministries conducted within the Charge and, without limiting their responsibility, minute:

- Approval of proposed programs, activities, and the people authorised to lead them; and
- Their commitment to the Safe Ministry Framework, relevant secular legislation, and the Code of Conduct (if any) and statement of procedures established by the relevant State church.

Assembly Committees with oversight of children's ministry and activities are considered to have the same responsibilities as Sessions.

2.2 All instructions of the Church to be faithfully observed

Any body or person within the Church with responsibility for the employment or appointment of another person (the appointee) to a role that includes oversight or interaction with children is responsible to ensure that all instructions of the Church are observed faithfully, regardless of whether the appointee's role is performed on a paid or voluntary basis.

2.3 Liberty to report Any person has the liberty to report directly to external agencies and supervising bodies within the Church any allegations or matters of suspicion of risk of sexual abuse or harm, noting that the purpose of reporting to the Church is to ensure that the Church can take action promptly to protect children.

An adult who claims to have been a victim of child sexual abuse but who does not want to press charges or to be involved in a criminal complaint will be advised that the person or body appointed by the relevant State Church to receive such allegations will report the matter to State Police for information without disclosing that adult's name. If the State Police advise that the matter will not proceed, the person or body appointed by the relevant State Church to receive such allegations will initiate action to determine the plausibility of the allegation always in accordance with procedural fairness and to take such action as may be necessary to protect children from harm.

2.4 Obligations of State Churches Within its area of jurisdiction, and in the provision of children's ministry, each State church will demonstrate commitment to, capability for, and consistency in:

- Adhering to this Policy governing the interaction of adults with children;
- Implementing State-based procedures in accordance with this Policy in pursuit of the highest levels of safety and care;
- Educating and training all those involved in ministry in their duties and responsibilities in a determined endeavour to ensure that all persons involved in children's ministry are familiar with this Policy and any State-based procedures made in accordance with this Policy, whether those persons are engaged on a paid or voluntary basis;
- Selecting, recruiting, training and managing persons engaged or to be engaged in children's ministry within the Church;
- Supporting those involved in ministry as they carry out their roles;
- Providing management systems to ensure compliance with:
 - the relevant State's laws and its Working with Children Check or equivalent,
 - this Policy, and
 - any State-based procedures established in accordance with this Policy;
- Requiring all Ministers, Elders, Managers, employees and children's ministry volunteers to hold a current Working with Children Check or equivalent clearance and to agree to adhere to this Policy and any State-based procedures established in accordance with this Policy, and to undertake Safe Ministry training before working with children within the Church and at such other times as may be required by the responsible body.
- Overseeing risk management of activities and implementing management plans for high-risk activities and special events to ensure the safety of children;
- Implementing appropriate steps to manage persons known to pose a risk to children, in order to create an abuse-prevention and response framework which prioritizes the safety of children;
- Offering pastoral care and support to victims of sexual abuse and those impacted by that abuse;
- Offering pastoral care and support to any member of the Church known or alleged to have offended against a child; and
- Adequately insuring approved programs, events and activities to the extent such insurance is reasonably available.

2.5 Disclosure, investigation and responsible action To ensure effective disclosure and investigation of suspicions of abuse and harm, and consistency in the management of breaches of this Policy, the following obligations are established throughout the Church:

2.5.1 Any allegation, or reasonable suspicion of risk of harm of a child, is to be referred to the person or body appointed by the relevant State church to receive such allegations or suspicions in order to facilitate consultation with the State Police Service or Child Protection Agency without delay and to take appropriate steps to manage the risk to children.

2.5.2 Any allegation of sexual abuse made against a person involved in ministry or leadership within the Church (being ministers, elders, managers, or other roles whether paid or unpaid), is to be reported immediately to the person or body appointed by the relevant State church to receive such allegations in order to facilitate consultation with the State Police Service or Child Protection Agency without delay and to obtain guidance therefrom concerning investigative needs, and (in accordance with the Code of Discipline), the appropriate Court of the Church will promptly consider

and determine whether the person concerned should be suspended from working with children and any other ministry or leadership function until the matter has been investigated by Police.

2.5.3 If, in respect of an inducted minister, a positive Working with Children Check or equivalent is withdrawn, suspended, barred or revoked, the fact must be reported without delay to the relevant Presbytery and the Presbytery will urgently consider the need to sever the pastoral tie as an administrative action separate from the Code of Discipline or to take other action to remove the minister from child-related activities and will monitor whether such action remains sufficient and take further administrative action as required. Subsequent action may be taken under the Code of Discipline.

2.5.4 If, in respect of an employee of the Church, a positive Working with Children Check or equivalent is withdrawn, suspended, barred or revoked, the fact must be reported without delay to the relevant employer and the employer will urgently consider the need to terminate that person's employment as an administrative action separate from the Code of Discipline or to take other action (if possible) such as removal from child-related activities and will monitor whether such action remains sufficient and take further administrative action as required. Subsequent action may be taken under the Code of Discipline.

2.5.5 If a minister is the subject of a substantiated complaint of child sexual abuse or is convicted of child sexual abuse, the censure to be applied by the Presbytery in accordance with the Code of Discipline will be deposition from the ministry or the censure under the Code of Discipline appropriate to the nature of the offence found.

2.5.6 If an elder is the subject of a substantiated complaint of child sexual abuse or is convicted of child sexual abuse, the censure to be applied by the Session in accordance with the Code of Discipline will be deposition from the eldership or the censure under the Code of Discipline appropriate to the nature of the offence found.

2.5.7 If any other person is the subject of a substantiated complaint of child sexual abuse, or is convicted of child sexual abuse, or their Working with Children Check or equivalent is withdrawn, suspended, barred or revoked, the fact must be reported without delay to the body holding jurisdiction within the Church and that body will urgently consider the need to remove that person forthwith from the exercise of all or some ministry functions and from participation in any leadership roles within the Church including membership of any committee at any level of the Church's operation.

2.5.8 Although the appropriate Court of the Church may instigate Disciplinary proceedings against a member under the provisions of the Code of Discipline at any time, rule 1.13(g) of the Code of Discipline requires that disciplinary proceedings must "not prejudice investigations and prosecution procedures under State law".

2.5.9 Where a Court of the Church becomes aware that any person attending any of its services or activities:

- is the subject of a substantiated complaint of child sexual abuse,
- has been convicted of an offence relating to child sexual abuse, has been denied a positive *Working with Children Check* or equivalent, or whose *Positive Working with Children Check* or equivalent has been withdrawn, suspended, barred or revoked, or
- poses a reasonably-known risk to children,

the Court will assess the level of risk posed to children by that person's ongoing involvement in church activities and take appropriate steps to manage that risk, which may include the implementation of a behavioural agreement.

2.6 Managing Breaches of the Safe Ministry Framework

2.6.1 Overview All people are sinners and breaches of the Safe Ministry Framework, secular and Church law and procedures will occur, whether by mistake or deliberate intent. Managing breaches requires a high level of judgement and discernment in order to maintain the safety of children and restore the person committing the breach to the expected standard of behaviour, if possible. The overriding consideration must always be the safety of children and the risk to them of an ongoing or repeated breach.

2.6.2 Types of Breaches Breaches might be non-criminal behaviours which do not meet the standards to be maintained by people working with children. Breaches may also be criminal

behaviours. As breaches may differ, so do their consequences. Some may require no more than guidance on correct procedure. Some may require immediate removal from ministry (paid or unpaid).

2.6.3 Action Action in response to a perceived breach is taken in accord with secular and Church law including the Code of Discipline if applicable and will involve the following steps:

- **Recognise** the perceived breach
- **Report** the perceived breach
- **Record** the perceived breach
- **Remedy** the perceived breach

Options for responding to a person who is perceived to have breached the Safe Ministry Framework include (without limitation):

- Immediate removal from Children's ministry (and, potentially, other ministries);
- Advice from a leader on the correct procedures;
- Further training;
- Working with a more experienced person;
- Restoration to a position of responsibility when the Session is satisfied that the person comprehends and demonstrates the standard of behaviour expected of people in ministry.

Seek the advice of the person or body appointed by the relevant State Church.

2.7 Reporting Breaches Any breach by a paid or volunteer employee is to be reported to the leader or coordinator of the relevant ministry or the Moderator of the relevant supervising body as soon as possible and to the person or body appointed by the relevant State church. The person or body appointed by the relevant State church will ensure that the breach is documented.

3 National Safe Ministry Procedures

3.1 Contents

Purpose

Application of the National Procedures within State churches.

State churches to define additional procedures for Safe Ministry with Children

Delegations of Authority

Recruitment and Management of Paid and Volunteer Employees working with children

Interview Process

National Register

The Working with Children Check (or equivalent)

Training

Handling disclosures or suspicions of harm

Confidentiality

Child Focussed Complaints Handling

Family Violence

Offenders and Persons of Concern

Retention and Disposal of Records and Privacy

Support

3.2 Purpose The purpose of these national procedures is to guide decision makers and those involved in ministry as they provide and develop a safe environment and ensure compliance with legislation protecting children from harm and abuse. These Procedures apply throughout the PCA.

3.3 Application of the National Procedures within State churches To allow for differences between legislative frameworks within the several States of Australia, State churches may establish Codes of Conduct and additional procedures to prevent the abuse of children. State-based decisions and provisions must respect and adhere to all relevant State legislation or other enactments as also to the procedures set forth in this document as augmented or amended from time to time by the GAA or the relevant State Assembly. In the event that there is any inconsistency between procedures determined within the Church and particular State legislation, then State legislation prevails and must be followed.

3.4 State churches to define additional procedures for Safe Ministry with Children State-based procedures will include procedure for conducting Safe Ministry with Children including but not limited to, the following ministry practices:

- Recruitment and management of paid and volunteer employees working with children
- Transport
- Food safety and allergies
- Camps and off-site activities
- Consent to take and use images of people in church
- Toileting children
- Physical contact in ministry
- Child-leader ratios
- Electronic communications including via smart phone and online particularly in relation to children

3.5 Delegation of Authority Each state Assembly will delegate authority for implementation of the Safe Ministry Framework and any Code of Conduct and statement of procedures established by the relevant State church to the person or body appointed by the relevant State church.

3.6 Recruitment and Management of Paid and Volunteer Employees working with children Due to the variance in State legislative requirements, State-based procedures apply to the recruitment of paid and volunteer employees working with children in the church. The following elements must be implemented in State-based procedure and every applicant must:

- Hold a Positive Working with Children Check (or equivalent)
- Undertake an interview
- Answer screening questions relating to past behaviour via completion of a form
- Supply referees as required
- Sign their agreement to adhere to the Safe Ministry with Children Policy, National Principles and Procedures and State-based legislation and procedures (including the applicable State-based Code of Conduct, if any).
- Be provided with a role description
- Complete Safe ministry with Children training within the State-based training procedure.

3.7 Interview Process All persons desirous of undertaking Children's ministry must undergo an interview to determine their suitability. The most appropriate time for this to occur is during the verification of details at the time of completing a Working with Children Check (or equivalent) Application when warnings are required under legislation. The interview or conversation should be structured to focus on behaviour traits and values.

A suggested approach is to explore:

- The person's reason for wishing to be engaged in Children's ministry;
- Their experience in working with children;
- Value based/behaviour questions (e.g. what they consider to be inappropriate actions or conduct with a child);
- Their willingness to comply with the expectations, reasonable directions and decisions of the Session or Committee or higher Court of the Church in regards to their ongoing suitability to work with children in the Church.

3.8 National Register The PCA National Register records information that assists the Church to identify and respond to any risks posed to children by people in ministry. Information is provided for the register by the person or body appointed by the relevant State church. The names of all persons who:

- apply for a Working with Children Check (or equivalent),
 - are Ministers,
 - are missionaries endorsed by APWM, or
 - are paid employees or volunteer ministry workers of the Church,
- require a clearance via a check of the Church National Register by the relevant State-based Safe Ministry with Children Unit before they may be admitted to any new role or ministry.

The National Register includes information about persons who have been involved in the life of the Church, and are or have been:

- Charged with or convicted of an offence or offences against the person - including sexual offences;
- Had a Working with Children Check (or equivalent) clearance withdrawn, suspended, barred or revoked;
- The subject of a substantiated complaint of child sexual abuse;
- Listed on the Sex Offenders Register; and
- Subject to a risk management plan or party to a relevant behavioural agreement under the authority of a relevant Court of the Church.

3.9 The Working with Children Check (or equivalent) Ministers and elders (and, in some States, managers) are required by secular legislation and/or Church decisions to hold a positive Working with Children Check (or equivalent) to qualify for their role within the congregation. No minister, elder or (where required) manager may commence work in a new role until they hold a positive Working with Children Check (or equivalent) according to the requirements of the State in which they work or seek to work.

State-based procedure enabling compliance with the relevant Working with Children (or equivalent) legislation must be adhered to by each Court of the Church and all Committees at all levels of the Church's operation.

3.10 Training All people involved in ministry must undergo State-based Safe Ministry with Children training. As a minimum, state-based training must educate participants to:

- Champion a culture that prioritises the safety of children from abuse and harm in the Church;
- Understand their responsibilities and obligations under Commonwealth, State or Territory legislation, the Church's laws including the Code of Discipline, the State or Territory Code of Conduct, and this Safe Ministry Framework;
- Recognise physical and behavioural indicators of child sexual abuse and harm;
- Identify, assess and minimise risks of harm to children;
- Manage disclosures or suspicions of child sexual abuse, harm, and inappropriate behaviour in relation to both children;
- Follow reporting procedure;
- Conduct ministry with children that is safe for leaders and participants;
- Understand the necessity to undertake risk management in relation to both ministry and people;
- Understand and conform to the behaviour expected of team members;
- Understand and protect their personal safety.

3.11 Handling disclosures or suspicions of harm The Church requires the immediate reporting of all disclosures of child sexual abuse or suspicions of harm of children and is intentionally victim-focused. A suspicion of harm exists when someone has a reasonable suspicion that a child has suffered, is suffering, or is at an unacceptable risk of suffering significant harm.

A suspicion of harm can arise from:

- A child telling a person they have been harmed;
- Someone else, for example another child, a parent, employee or volunteer telling a person that harm has or is likely to occur;
- A child telling a person that they know someone who has been harmed;
- A person is concerned about significant changes in the behaviour of a child, or the presence of unexplained injuries; or
- A person sees harm happening.

If a disclosure of child sexual abuse or suspicion of harm relates to a person whom the concerned person would normally report the matter to, the matter is to be reported according to state-based reporting procedure.

In all instances involving disclosures of child sexual abuse or suspicion of harm to a child the parent is to be advised, unless the parent is the person to whom the disclosure relates. This advice is to occur according to the relevant State-based procedures.

The relevant sections of the Safe Ministry Framework must be adhered to in regards to reporting, in addition to any State-based procedures.

The person or body appointed by the relevant State church will ensure that the matter is documented.

3.12 Confidentiality All disclosures of child sexual abuse or suspicions of harm are to remain confidential between the parties required under State-based procedures for reporting the matter.

3.13 Child-Focussed Complaints Handling The Church does not inform the person against whom an allegation of child sexual abuse or suspicion of harm has been made until advised to do so by Police and/or the responding governmental agency or as required by secular law. The manner and content of such advice and the taking of steps such as suspension from ministry involving contact with children will be governed by State or Territory-based procedures and where applicable the Code of Discipline and other Church law and in consultation with Police and/or the responding governmental agency.

3.14 Family Violence Family violence involves violent, abusive or intimidating behaviour carried out by a partner, carer or family member to control, dominate or instil fear. This includes physical, emotional, psychological, sexual, financial or other types of abuse.

If a person has an immediate concern that a child is exposed to or subject to family violence, an urgent report must be made to the Police and the State or Territory child protection agency and State/Territory-based reporting procedure must then be followed.

In the case of family violence against an adult where there are no children in the home, any mandatory reporting requirements in State/Territory legislation must be followed and the victim should be asked if he or she wants the Police notified (unless notification is already mandatory). Appropriate pastoral care and support should be offered including encouragement to contact, and assistance if required to contact, welfare and support agencies such as shelters.

3.15 Offenders and Persons of Concern When dealing with an Offender or a person who has been properly designated as a Person of Concern, the Session (having due regard to the Code of Discipline 1.13(f)) will implement a management plan which must incorporate the following elements:

- Pastoral support for the Offender or Person of Concern;

- Accountability for the Offender or Person of Concern via regular, consistent and direct supervision;
- Clear boundaries for the participation of the Person of Concern;
- Prioritization of the safety of children in the church.

The boundaries may include, without limitation, that the person must not:

- be alone with children;
- engage with children by electronic, digital or social media platforms;
- be offered any leadership role involving contact with children;
- participate in any activity or groups directed mainly toward children.

In accordance with the obligation of the Session (and all other courts of the Church) to prioritise the safety of children in the Church, the Session may enact a management plan via means including but not limited to:

- Requiring the person to sign a behavioural agreement as a condition of their ongoing participation in the life and activities of the church;
- Allowing a person who refuses to sign a behavioural agreement to still participate in specific aspects of the church's life provided that they observe the conditions set out in the proposed agreement. The Session, with assistance from the person or body appointed by the relevant State church, will develop a management plan to monitor the person's conduct, with any unsatisfactory deviation from the plan result in the person being barred from participation in the life of the church, regardless of their membership status. Where a person who refuses to sign a behavioural agreement is a communicant or adherent member of the congregation, they will be informed of their rights under the Code of Discipline;
- Instructing a person who is neither a communicant nor an adherent member of the Church and who refuses to enter into a behavioural agreement to leave the Church and to stay away from it until they can credibly demonstrate their willingness to submit to the authority of the Session;
- Providing spiritual and pastoral care via direct ministry to the person, outside of church services and activities.

3.16 Retention and Disposal of Records and Privacy Each State Church has an approved Privacy Policy which is to be followed by those involved in ministry.

The Royal Commission into Institutional Responses to Child Sexual Abuse found that the average age of abuse was ten years for males and nine years for females and that victims took an average of 22 years to disclose the abuse to which they were subjected. For this reason, it is imperative that records are maintained of all leaders and participants in children's ministry.

All records pertaining to children's ministry are to be retained, including parental permissions, children's information and the names of those involved in children's ministry programs, activities and events. Records may be maintained in paper or digital format. Records must be maintained for a period of 50 years or as otherwise determined by State-based procedure regarding location and retention of records.

3.17 Support The person or body appointed by the relevant State church resources the State church in Safe Ministry with children and offers support and assistance to those involved in ministry on child protection concerns and disclosures, behaviour management issues, breaches of the Safe Ministry Framework, secular legislation and procedures established by that State church, risk management and safe standards when conducting ministry.

4 Australian Presbyterian World Mission Policy and Processes

APWM missionaries, National Committee members and employees and volunteers are located in all States and Territories of Australia. APWM recognises the responsibilities of the various State

Assemblies, as stated in Section 3 of this Policy, and also recognises that each State Assembly may have different requirements for members of their constituent congregations. Notwithstanding these different requirements, APWM affirms the equivalence of the States Assemblies' policies and processes under the National Safe Ministry Framework. APWM notes that applicants, missionary members, National Committee members and employees and volunteers are (for the purposes of participation in the ministries of their local church) subject to the legal requirements of their relevant State Government, as well as the Safe Ministry Policies of the relevant State Assembly. APWM affirms that those who have met the requirements of their State Assembly have also met the requirements of APWM's Safe Ministry Policy.

4.1 Working With Children Clearances

4.1.1 Applicants seeking APWM membership for missionary service must hold a valid Working with Children Check or equivalent issued in the State of their main sending congregation, regardless of the nature of their proposed missionary service. Applications will not proceed to interview until the Working with Children Check or equivalent has been validated by APWM National Office staff.

4.1.2 Missionaries who are approved members of APWM will ensure that their Working with Children Check or equivalent remains current for the period of their membership. The Working with Children Check or equivalent may be issued by the relevant government authority in the State in which their primary sending congregation is located or, if they are serving in Australia, issued by the relevant government authority in the State in which they serve. If a Working with Children Check or equivalent expires while the missionary is overseas, it must be renewed at the earliest possible opportunity, typically at the next home assignment. Missionaries serving outside Australia may present a Police Check issued by an appropriate Australian authority in lieu of a Working with Children Check, and that document will be deemed current for 3 years from its date of issue. Failure to renew an expired Working with Children Check or equivalent within a reasonable time frame, as determined on a case by case basis by the National Director, will lead to automatic suspension of membership until such time as it is renewed.

4.1.3 The Director has authority to:

- (1) Suspend the membership of an APWM member who has failed to keep current either their
 - (a) Safe ministry training, or
 - (b) Working with Children clearanceand has failed to address this in a timely manner.
- (2) Re-admit to membership a suspended APWM member once they are compliant regarding their
 - (a) Safe ministry training, or
 - (b) Working with Children Clearance.

4.1.4 Members of the APWM National Committee and employees and volunteers in the APWM National Office must hold a valid Working with Children Check or equivalent issued in the State of their residence. If their Working with Children Check or equivalent expires, a Committee member will not be permitted to participate in Committee meetings until it is renewed. National Office staff and volunteers will be suspended until it is renewed.

4.1.5 In accordance with Section 2.5 of this policy, if an APWM missionary or National Committee member or National Office employee or volunteer has their Working with Children Check or equivalent withdrawn, suspended, barred or revoked, their membership/employment will be suspended pending investigation by the appropriate authority.

4.2 Safe Ministry Training

4.2.1 Applicants seeking APWM membership for missionary service must show evidence of completed safe ministry training, or of intent to complete appropriate safe ministry training as part of their preparation for service, regardless of the nature of their proposed missionary service. Applicants will not proceed to interview without this evidence.

4.2.2 Approved APWM Missionaries will ensure that their safe ministry training remains current for the period of their membership. Failure to do so without a valid reason, as approved by the National Director, will lead to automatic suspension of membership until such time as it is renewed.

- Partner Church Missionaries and APWM Associate Members will complete introductory training and refresher training provided by the safe church unit of the Assembly in the State in which their primary sending congregation is located.
- Partner Agency Missionaries may complete any of the following combinations of training material:
 - introductory training and refresher training provided by the safe church unit of the Assembly in the State in which their primary sending congregation is located, or
 - introductory training and refresher training provided by the safe church unit of the Assembly in the State in which they serve (if in Australia), or
 - the training provided by their Partner Agency plus the Policy, Code of Conduct, and Reporting modules of the PCNSW Breaking the Silence training.

Advice on the suitability of training should be sought from the APWM National Office.

4.2.3 Members of the APWM National Committee and employees and volunteers in the National Office will undertake the training provided by the safe church unit of the Assembly in their State of residence, and will ensure that it is renewed at the appropriate intervals. If the training becomes out of date, APWM National Committee members will not be permitted to participate in Committee meetings until it is renewed. National Office employees and volunteers will not be permitted to work until it is renewed.

4.3 Record Keeping and review of clearances and training

4.3.1 The following records pertaining to applicants, approved missionary members, National Committee members and National Office staff and volunteers will be collected and stored in the APWM National Office:

4.3.1.1 Full details of current working with children clearances including

- Clearance number
- Date of issue and /or expiry
- State of issue

4.3.1.2 Full details of current safe ministry training including

- Training provider
- Date of training
- In the case of Partner Agency Missionaries who complete training with their Partner Agency, the date on which supplementary Breaking the Silence material was reviewed.

4.4 APWM National office staff will seek validation of clearances and training directly from the safe church units of the relevant State.

4.5 APWM National Office staff will review, on a monthly basis, the clearances and training that require renewal/updating, and will issue reminders to missionaries accordingly.

APWM National Office staff will report, to each meeting of the APWM National Committee, on any outstanding matters to do with expired clearances and training.

APPENDIX (4)

Policy on use of social media by APWM missionaries, staff, volunteers and committee members

Our God is compassionate and gracious, and Jesus said that it is by our love for one another that our discipleship is known. So we seek by the power of the Holy Spirit to display graciousness and compassion and to love one another, both within APWM and beyond to all with whom we interact, in person, through technology, and in prayer, with the compassion and graciousness of Christ Jesus. (Exodus 34:6-7; Psalm 112:4; John 13:34-35; 2 Corinthians 1:3-7; Colossian 3:12)

To live otherwise brings the name of Christ into disrepute amongst Christians and the world.

APWM recognises that our stakeholders (missionaries, APWM staff, APWM volunteers, APWM Committees and Committee members) all have access to many social media platforms and electronic message services for communicating with supporters, churches and the community in general. We thank God for such technology and trust that our stakeholders will seek His wisdom in using it wisely for the spread of the gospel around the world and for communication between people who are separated by geographical distance or other barriers.

The following general principles apply to the use of social media by our stakeholders:

1. APWM expects stakeholders to be honest in representation when using social media and electronic messages, and to display integrity in handling information. This includes, but is not limited to, being truthful, showing respect for the privacy and personal security of individuals and organisations, and maintaining confidentiality with regard to information about individuals and organisations.
2. APWM encourages stakeholders to use social media and electronic messaging, within any boundaries necessary for protecting personal security, for communication with supporters and the wider church, to seek prayerful support, and to encourage others in the partnership they have with missionaries on the field.
3. APWM expects stakeholders to avoid using social media and electronic messaging for making, or spreading, personal attacks on individuals and organisations. This includes, but is not limited to, ministry partners and the wider church.
4. APWM expects stakeholders to avoid using social media and electronic messaging to make, or spread, communications that are hostile to individuals and organisations, or which could be interpreted by others to be hostile towards individuals and organisations.
5. APWM expects stakeholders to avoid using social media and electronic messaging to comment on potentially inflammatory or controversial topics, or on matters that may affect the personal security of missionaries on the field, their teams or their contacts. This includes, but is not limited to, making inflammatory comments about the governments of countries in which our missionaries serve.
6. APWM expects stakeholders, in their personal use of social media and electronic messaging, to be clear that what they say or write is their personal view only, and not that of APWM or of the Presbyterian Church of Australia.

7. Use of APWM National's social media accounts, online mailing platforms, website and email accounts is restricted to those stakeholders who are granted the appropriate permissions by the Director, acting on behalf of the APWM National Committee.

Use of APWM State Committee social media accounts, online mailing platforms, website and email accounts is restricted to those stakeholders who are granted the appropriate permissions by the relevant APWM State Committee.

APPENDIX (5)

Short-term Mission Best Practice Code: Missions Interlink Australia (2009)

Introduction

As followers of Christ we have a calling to share the good news of salvation with the world. The world is next door, across the country, and overseas. We want to do this faithfully in a way that honours God and places no impediments to the work of His Spirit in the lives of all people, even as He does His work through us. This code describes a best practice approach, recommended by Missions Interlink Australia that helps us to achieve these goals in the area of short-term ministry.

Structure

The code identifies five goals that underpin a short-term mission. These are:

- to serve the purposes of sharing the good news of salvation
- to serve the purposes of the discipling of believers
- to serve with humility in the name of Christ
- to undertake the above activities across boundaries of culture
- to encourage participants to become more Christ-like and missional in their lives.

These five goals are inseparable.

The code rests on four key values which need to be adhered to for the short-term mission to meet these goals:

- mission takes place because of God's command in his word
- mission takes place according to the values of God's kingdom
- senders, goers, and receivers are all participants
- short-term mission is a process, not an event.

These four values lead to the required components of a short-term mission.

The remainder of the code describes each value and then lists the components that these values require in a short-term mission. Each component is described in brief followed by questions that can be used as a checklist to determine whether they are present in the short-term mission and whether they are being undertaken effectively. The components are separated into three areas: pre-field, on-field, and post-field. Finally, a list of 10 questions is given as a check that the overall aims of the short-term mission have not been lost in the detail. These are also useful as a quick entry point to the code for people organising a short-term mission or as a quick review of an existing program.

Values

Mission takes place because of God's command. Mission does not take place because it accrues blessing or merit points or for fun and excitement. Remembering the reason for mission places all of the other values in their proper perspective. Mission takes place according to the values of God's kingdom. This means that we seek to faithfully live the values of the kingdom of God in both our lives and in all aspects of the short-term mission, including relationships between participants and with others. Senders, goers, and receivers are all participants. In some short-term missions the focus has been on the benefits for the goers in terms of exposure to another culture and faith development. However, a focus on the receiver is also needed so that the gospel is effectively proclaimed in the receiving country and that receiving believers (whether long-term workers or nationals) are served, discipled and encouraged rather than exhausted and drained. Finally, senders also need to be included in the discipleship process to increase their commitment to local and global evangelism and assist them in their own Christian walk. Short-term mission is a process, not an event. An event focus on short-term mission considers the program as separate from the rest of the participants' lives. It views the gospel proclamation as a sudden burst of light in a dark room and sets up the goers as people who are processed and then sent off to their next appointment. By contrast a process focus recognises that God has already been at work in all of

the participants' lives, both believers and unbelievers, and he will continue to be present and at work long after the program is finished. Therefore the program is a part of the larger picture of God's work in the participants' lives. Also, a process focus requires a commitment to participants beyond the time of the program alone, in particular to follow through after the program and remain connected.

Components

Pre-field

Pre-field involves planning the short-term mission, recruiting participants, and preparing participants for the Short-term mission. Many of the components can be met through careful design of promotional materials and the effective screening and training of participants. It is important to check that these components include:

Clarity and agreement of doctrine and reasons for short-term mission.

A description of the doctrinal beliefs of the organisation (church, school, or mission agency)

- do you have a short summary of the biblical tenets of faith affirmed by your organisation?
- do you have a short summary of your organisation's philosophy on short-term mission?
- how does your short-term mission philosophy incorporate the five goals of a short-term mission and the four key values?
- do all participants in the short-term mission know your biblical tenets and short-term mission philosophy and agree to work under them?

Short-term mission purpose

A purpose statement or paragraph specific to a particular short-term mission trip.

- what is the purpose for this short-term missions trip?
- how does the purpose support the five goals and four key values?
- how are participants involved in forming the purpose for the short-term missions trip, particularly receiving hosts?
- do all participants in the short-term mission know the purpose and agree to work towards its execution?

Roles of participants

Agreement on the expected roles of participants (senders, goers, receivers) and a realistic expectation that they can fulfil their roles. This is much easier if it is written down.

- what is the role of each participant in the short-term missions trip?
- how do the roles ensure that the key values are practiced?
- how have you confirmed that each participant understands their role?
- how have you confirmed that each participant is able to fulfil their role?
- how have you allowed participants to ask questions and clarify the expectations on them?

Expectations of the short-term mission

Agreement on the expectations of participants (senders, goers, receivers) of the short-term mission. This is much easier if it is written down.

- how have you gained understanding of where each participant is 'at' before the short-term mission?
- how have you confirmed the expectations of each participant?
- what are the expectations of the short-term mission of each participant?
- how have you confirmed that the expectations are realistic?
- how have you ensured that the expectations are consistent with the four core values and five goals?
- how have you dealt with the issue of expectations not being met (e.g. due to planned tasks not happening when on the field)?

Cultural appropriateness

All activities in the short-term mission (including planning and evaluation) will consider all the cultures of all participants and how to achieve the short-term mission's purpose taking these into account.

- what are the cultures of the participants involved in your short-term mission?
- how are these cultures considered in the design of the short-term mission?
- how are participants prepared for the differences between cultures?

Training

The effectiveness of a short-term mission is significantly increased through quality, effective, pre-field training and equipping. This is not merely meeting to work through logistical issues, but also to equip for ministry.

- how are you preparing the participants to be cross-culturally sensitive, cross-culturally aware, and cross-cultural learner-servants?
- what are you doing to help participants learn more about each other and learn to work effectively together?
- how are you preparing participants to become more Christ-like?
- what preparation do you need to provide participants for the tasks they will be asked to undertake during their short-term mission?
- how are you preparing participants to evaluate, process and apply their experience after the short-term mission?
- what resources do you need to secure to provide effective pre-field preparation to participants?

Administration

Accountability and organisation of a short-term mission is important to ensure credibility and maintain the integrity of the short-term mission.

- how do you ensure accountability relating to the management of finances for the short-term mission?
- what documentation is required from participants before undertaking the short-term mission?
- how do you ensure all documentation is in place before a participant commences the on-field phase of the short-term mission?
- how do you ensure accuracy of documentation?
- how do you keep records of all the short-term mission documentation, including storage and future retrieval?
- what are the legal and regulatory requirements related to the short-term mission?
- how have the legal and regulatory requirements related to the short-term mission been met and/or taken into account?

On-field

On-field is the execution of a particular short-term mission. Many of the components discussed here will require planning before the short-term mission to ensure they are in place and carried out.

1. Risk management. Travelling even domestically involves some risk. Many places where short-term mission takes place have further hazards over and above recreational overseas travel. Managing these risks is important for the safety and well-being of all participants, as well as ensuring the success of the short-term mission.

- what are the risks associated with the short-term mission: for example political risks, health risks, security risks, and other?
- how did you determine the risks related to the short-term mission?
- what is your contingency plan in the event of an emergency or crisis?
- do all goers have appropriate insurance (including emergency evacuation insurance)?
- are all goers location-aware to minimise risks, for example to only drink bottled water, carry copies of travel documents separate from the originals, etc?
- how are risks minimised for receivers relating to any location-specific risks?

2. On-field management. During the short-term mission participants will find themselves affected and changed. There will be events and experiences outside participants' control which affect them, such as exposure to poverty and injustice, culture shock and stress, difficult relationships, different weather conditions, unexpected schedule changes, or perhaps even some crisis situation. Also remember that participants include senders and receivers as well as goers.

- how are participants given the opportunity to process and debrief their experiences during the short-term mission?
- how will participants be monitored regarding how they are being affected during the short-term mission?
- what will you do if a participant is so severely affected that they are no longer able to fulfil their role (answer this question separately for senders, goers, and receivers)?

Post-field

The fourth core value is that short-term mission is a process not an event. This makes post-field engagement with the participants essential for integrating the short-term mission into the rest of God's purposes for their lives. Some of these components are linked, for example a debrief event is a good opportunity to get feedback on the short-term mission.

1. Debrief Debrief is an opportunity for participants (senders, goers, and receivers) to process their experiences in a neutral context.

- what opportunities do participants have to debrief from their experiences?
- what resources are provided to participants to help them through the debriefing process?
- how do you ensure, insofar as it is possible, that each participant is debriefed?
- what opportunities can be provided to participants for ongoing debriefing and assimilation of their experiences?
- what will you do should a participant be adversely affected from their experience and in their debrief process?

2. Feedback It is important to learn from the things done well and the things not done well so that these lessons can be incorporated into future short-term missions. Much of this knowledge is carried with participants so it is essential for them to be involved in the feedback process. This component is linked in to the pre-field phase of all short-term missions – if the lessons from previous short-term missions aren't incorporated into new ones, then mistakes will be repeated and positive actions won't be repeated.

- how do you record your own experiences and observations of the short-term mission?
- how do you effectively find out and record the experiences and observations of each category of participants?
- how are lessons learnt recorded for future short-term missions?
- how are lessons learnt incorporated into future short-term missions?
- how are lessons learnt communicated to other participants?

3. Follow-Through The outcomes of short-term mission need to be incorporated into participants' lives. Follow-through is a process that facilitates participants towards positive change and action as a result of their experiences, as compared to debrief which is simply describing what a participant has felt and experienced.

- how do you maintain contact with short-term mission participants?
- how do you work with participants for whom the short-term mission experience has been negative and help them to process?
- how do you encourage participants to take action on their short-term mission involvement (for example, receivers may incorporate short-term mission teams as part of their wider ministry)?
- what avenues will participants have to share their stories with the broader Christian community?
- how do you encourage participants to assimilate lessons learned into their daily lives?
- what opportunities are there for participants to continue with cross-cultural ministry and engagement?

- what resources are available to assist participants with continued growth and ministry involvement?

Overall

The previous components in the code have addressed specific stages of the short-term mission process. The questions that follow are a review to consider the short-term mission as a whole and whether it is consistent with the values and goals of this code.

- how does your short-term mission serve the purposes of sharing of the good news of salvation?
 - how does your short-term mission serve the purposes of the discipleship of believers?
 - how does your short-term mission demonstrate humble servanthood in the name of Jesus Christ?
 - how does your short-term mission cross cultural barriers in the way you answered questions 1 – 3? (merely undertaking activities in another cultural environment does not necessarily answer this question)
 - how does your short-term mission help the participants become more Christ-like and missional with their lives?
 - how do you know you are successfully contributing to the achievement of these goals (becoming more Christ-like and missional)?
 - how does your short-term mission embody that it is part of the response to God's command to go and make disciples?
 - in what aspects of your short-term mission do you need to work more closely to the values of God's kingdom?
 - how are senders, goers, and receivers each involved as participants in the short-term mission?
- how does your short-term mission contribute in an ongoing way to the work of God in participants' lives and in the broader world?

Missions Interlink is a network of Australian mission agencies, Bible colleges, churches, support services, and individuals serving Christ and engaging in cross-cultural and global mission (www.missionsinterlink.org.au) Missional means a life or activity being undertaken with the intention to go and make disciples Refer to participant definitions at <http://www.stmstandards.org/definitions>. Tenets of faith is a description of the collective belief of the people in your organisation, usually in dot point form A learner-servant is someone whose goal is to serve and build up the body of believers and the communities they work in but who recognises that they aren't fully equipped in this task and so commits also to learning from those whom they serve, and from others, in order to serve better Debrief is understanding what we have experienced/observed and can take place after any event, including training and on-field experiences.

Acknowledgement: The authors of the code would like to acknowledge the valuable work of Wayne Sneed, Roger Peterson, and Gordon Aeschliman (2003) and the US Standards of Short Term Excellence (2002) as inputs into the development of this document.

APPENDIX (6)

Finances for APWM Partner Church Missionaries

1) Setting a Budget

A budget will be set which will attempt to include all the costs associated with the missionary's¹ coming term (from departure for the field until the end of home assignment after the missionary has returned). If this is the first or last term of employment, the budget will include the one-off costs of moving (to or from the field) and any pre-departure costs. The main categories in the budget are

- a) **Living allowance.** This covers all personal expense items such as food, personal transport, clothing, utilities (electricity, gas, phone, etc.) for private use, holidays, and other discretionary expenditure. It also includes rent and schooling costs if needed. This allowance will be calculated "from the ground up": that is, estimates of the reasonable costs of each individual item will be made and added together to derive the allowance.
- b) **On-Costs.** This covers all the regular costs associated with establishing and maintaining the missionary on the field. Examples of these costs are medical insurance, resettlement fund, employer superannuation contributions, annual visa and residency permits, a tax agent to do the missionary's tax return and work costs (travel, office supplies, phone, etc). These items will be paid for out of support funds held in trust by APWM (though for practical reasons, the missionary may pay some of them and then be reimbursed by APWM).
- c) **Home Assignment Costs.** This covers the costs associated with the missionary's home assignment in Australia. It includes transport to and from the field, accommodation in Australia, transport for deputation purposes, a living allowance (usually the minimum stipend set by the NSW General Assembly for a minister or home missionary, whichever is relevant), the cost of deputation material, a medical assessment and a psychological debriefing and assessment.
- d) **Moving costs.** These are the costs involved when moving to the field for the first time (or from the field for the last time). They include reasonable freight of belongings, one-off costs associated with foreign government permission to live on the field, the purchase of any special equipment needed on the field, deputation expenses undertaken before leaving for the field the first time, any pre-departure living allowance needed, the cost of training, etc. The missionary must seek permission from the APWM Treasurer to spend such costs in writing.
- e) **Support and Service Charge.** Ten per cent of the above costs will be added to the budget (up to a maximum of \$10,000). This is to help fund the support that the APWM office provides to the missionary.

All these costs will be added together to arrive at the required budget figure. The missionary will certainly have input into this process. The budget will be developed through negotiation between the National Director and the missionary, with input from appropriate sources on the chosen mission field.

The missionary will be able to leave for the field once 100% of the budget has been raised. During the initial deputation process, pledges of support will be received from people. The aim will be to raise enough pledges to cover the budgeted figure. However, money may also be donated as a "once-off" donation – that is, not connected with a regular pledge. This may be identified as to help

¹ For ease of English, this paper refers to the missionary. It is intended to refer to the missionary "unit", whether than be a single person, a couple or a family.

with initial costs or simply because the donor is unable to make an ongoing commitment. This money will also be taken into account when considering whether the budget has been met. At any time before the missionary leaves for the field, the total amount of money already donated, and which is **not** connected to a pledge for regular donations, will be calculated and added to the total pledged money when assessing whether the budget has been met.²

If support is over 100% (or the support fund ends up with more money than required) the excess money will be utilised at the discretion of APWM. It can be used to cover necessary but unbudgeted expenditure, costs blowouts due to exchange rate and inflation problems, future drops in support as donors cease giving, etc. Any excess in a support account after the missionary has finished the final term of employment will be dealt with as in *Partnership in Mission* 3.7.2.6, which reads "When a Partner Church Missionary ceases service, any surplus support accumulated by that missionary and held by APWM will be allocated according to the following formula: one third to a project suggested by the missionary; one third to APWM Administration costs; one third to the missionary."

2) The Management of Income and Expenditure

The administration of the support fund will be by APWM.

- a) **Living allowance:** An amount equal to the living allowance will be paid (fortnightly) to the missionary as salary through the Presbyterian Church of NSW's offices. Tax will be deducted from this amount unless the missionary is able to provide a tax agent's advice that the missionary will not be liable to Australian tax. The missionary is encouraged to seek tax advice from a tax agent familiar with overseas workers, and specifically missionaries, as there are specific rules for such tax payers. This money will be paid into the missionary's Australian bank account. The missionary will move money from this account to their account in their field country at a time of their choosing.³ Any rent and school fee components of the money may be paid as separate (non-taxed) allowances. If the missionary is subject to Australian tax, a component of the allowance may be able to be paid as a non cash benefit (NCB) of up to 30% (of the allowance after rent and school components are deducted). Once received, the use of the living allowance (salary) is at the missionary's sole discretion and can be spent on whatever they choose.⁴ If the missionary is a couple then the salary may be split between them if so desired. The living allowance will be paid from the date of departure to the field, or earlier as decided in consultation with APWM.
- b) **On costs, furlough costs and set-up costs:** The existence of an item in the budget (and the budget's subsequent approval by APWM) does not carry an automatic authority for the missionary to incur costs in that category up to that figure. The budget is a calculation of

² For example, assume the missionary's budget for their first term is \$100K/year and that pledges are received for \$90K a year. If the missionary's term is 3 years then APWM will consider that 100% of the budget has been raised if there has been more than \$30K of donations already received (which are not part of any regular pledges). When doing this calculation it is important that only cash received that is not part of regular pledges enters the calculations. (We cannot count a pledge twice: one when made and the second time when received).

³ There could be some financial institution fees involved and this will determine the size and method of these transactions. Alternatives to bank transfers, such as the use of a 28 Degrees credit card or foreign exchange providers (Goodies, xe.com, Western Union, etc) may be appropriate. The missionary should explore these options in time to set up the necessary facilities before they leave for the field. APWM can provide some guidance on these matters.

⁴ If there is a NCB component then the missionary may need to give receipts to APWM who will then reimburse the missionary. This is to comply with the NCB legislation. There is no restriction on what this money can be spent on (other than superannuation.) However, the NCB component cannot be paid directly to the missionary. It will be put into an account operated by APWM. From this account the missionary will be refunded money (upon production of receipts). Alternatively the money can be sent to third parties: to pay off loans for example (like a credit card). APWM can provide more information on the operation and limitations of the NCB component.

the amount of money expected to be necessary to finance the missionary's term of service and is primarily calculated to determine the amount of support that needs to be raised – it is not an authorisation for the missionary to spend in each and every category up to that limit of the amount in the budget. APWM has a responsibility before God and its supporters to ensure that all donated money is spent in a prudent way. Therefore in principle, each expenditure (other than from the living allowance) needs to be approved by APWM. Practically this can be difficult depending on the expense, the missionary's location and other factors. Consequently, for some categories, this approval may be delegated in advance. For example, expenditure on, say, office supplies, up to a certain limit may be approved in advance. These elements will be worked out in consultation with the missionary.

The way this works in practice is⁵

- i) If the missionary has approval to spend up to a certain amount on category X and has not yet reached that limit, spend the money. If the missionary does not have the approval up to a certain limit, get approval for the intended specific purchase first, then spend the money.
- ii) Make a claim from APWM. This involves the missionary sending a scan of the receipts to the Finance Clerk (finance@apwm.org.au), requesting reimbursement. (The original of the receipts should be brought back when you are on furlough and given to the Finance Clerk – they are needed for auditing purposes). To avoid burdensome administration it would be good if these claims could be aggregated and sent periodically (every one or two months). Please enclose a spreadsheet listing each item claimed and the category of the expenditure⁶ (and explanation of the item if there is no receipt). This should be in the currency used for the purchases.⁷
- iii) The Finance Clerk will deposit the money into the missionary's Australian bank account. Unless something else is appropriate, the \$A deposited will be calculated using the exchange rate at the time of reimbursement.⁸

It is the responsibility of the missionary to keep receipts and maintain the appropriate records so that these procedures can be implemented.

Missionaries ought to be made aware of the fact that the money at their disposal is not their own but is their supporter's money which is held in trust by APWM for the support of their particular ministry and associated costs and as trust money it requires proper accounting.

At the end of each quarter the APWM Treasurer will notify you of the state of your support fund. This will include the income and expenditure for the year to date and the balance of the account.

⁵ This is the general practice. Other options are available if they work better for the particular missionary's context. If the missionary does not have enough personal funds to finance the purchases between purchase and reimbursement, we can establish a petty cash account for the missionary (which is effectively a reimbursement in advance). These options should be discussed with APWM and a decision taken on the option to be implemented before the missionary leaves for their overseas post.

⁶ This is so the Finance Clerk knows which particular account to charge them to within the missionary's support account - e.g. bank charges, utilities, general expenses, medical, printing & stationary, publicity, books, removal, rent, repairs & maintenance, telephone, travel costs, work costs. (Not every cost is relevant to every missionary). As far as possible, the expenditure categories and the budget categories should be the same.

⁷ If the expenditure is not in the currency of the field or in A\$ (for example, because you bought something on the internet and paid US\$) then please indicate the appropriate exchange rate for us to use. This will be the exchange rate you actually encountered (not the exchange rate at the time of making the claim or the rate at the time the claim is paid).

⁸ This assumes that if the missionary then moves the money to their field account (before the exchange rate changes) they will receive the correct amount of local currency. In practice there will be a delay of a couple of days before the money is transferred but the small losses or gains should balance out over several transactions.

Care should be exercised when considering the balance of the support account. It may, for example, look healthy (with a surplus) but this could be because supporters gave in advance⁹ and expenditure will be greater than income in future quarters. Where the support account is in deficit (that is, more money has been spent than has been donated by supporters) then the Treasurer will monitor this and draw it to your attention. Should the deficit in your account reach a level that is unsustainable then it may be necessary to recall the missionary in order to visit supporters with a view to increasing the necessary pledges. Note that in the accounts, the income figure cannot be readily split between pledge and non-pledge income. However these calculations can be made, if needed, from the monthly income reports that are sent to the missionary by the Finance Clerk. These monthly reports list each donor.

This paper is meant as a guide to the missionary. It is suggested that the missionary does not make any decisions or implement any financial structures until discussions have been had with APWM, at which time any necessary adjustments can be made to accommodate the particular circumstances of that missionary.

⁹ Some supporters give 6 monthly or a year in advance. In one case support for the whole term was given in advance.

APPENDIX (7)

Anti-terrorism Policy

Introduction

APWM renounces all forms of terrorism and will never knowingly support, tolerate or encourage terrorism or the activities of those who embrace terrorism and will make every effort to ensure that its resources are not used to facilitate terrorist activity. This policy sets out APWM's response to the risk of dealing with individuals and organisations associated with terrorism, and to Australian Government legislation associated with this. Relevant legislation can be found in:

- Part 5.3 of the Criminal Code Act 1995 ('the Criminal Code') ; and
- Part 4 of the Charter of United Nations Act 1945 ('the UN Charter Act')

Note that failure to comply with Government requirements could significantly impact the reputation of APWM as well as expose the organisation to potential penalties.

POLICY

1. APWM acknowledges that Australian Government legislation prohibits dealing with listed terrorist organisations and/or proscribed persons or entities. APWM will at all times adopt measures intended to facilitate compliance with this legislation.
2. APWM will confirm the identity, credentials and good standing of the people and organisations it supports, and will check that these people and organisations are not on the lists maintained by the Australian Government.
3. APWM will not knowingly remit any funds to known or suspected terrorist organisations or individuals.
4. APWM will report any known or suspected terrorist links to the relevant national authority.
5. APWM will use its best endeavours to ensure that overseas recipients of APWM's funds will adopt policies and procedures that enable them to comply with relevant Australian anti-terrorist legislation.

Authorisation: William Morrow

Date: 09-05-2014

APPENDIX (8)

DOCUMENTS of the GENERAL ASSEMBLY of AUSTRALIA

(a) Articles of Agreement (2001)

Article 5: Mission

The mission of the Church is to take the Gospel to people of all ethnic and cultural groupings. That mission is pursued in Australia and overseas according to the following schema:-

- (a) APWM shall give effect to the responsibility of the General Assembly to initiate and support world mission outside Australia and overseas and indigenous ministry within Australia.
- (b) It shall be the responsibility of the state home mission committees, in conjunction with presbyteries, to pursue the missionary challenge within the states.
- (c) It shall be the responsibility of the Presbyterian Inland Mission Committee to exercise ministry to isolated and remote communities.
- (d) The General Assembly may by way of a consultative committee otherwise seek to encourage cross-cultural ministry within Australia.

(b) General Assembly of Australia Committee Regulations

Extract from The Constitution, Procedure and Practice of the Presbyterian Church of Australia.

Chapter 10.1 AUSTRALIAN PRESBYTERIAN WORLD MISSION COMMITTEE

1. There shall be a Committee of the General Assembly known as the Australian Presbyterian World Mission Committee.
2. The Committee shall consist of:-
 - (a) A Convener elected by the General Assembly.
 - (b) The National Director
 - (c) The Convener of the State committee on world mission from the assemblies in New South Wales, Queensland, South Australia, Tasmania, Victoria and Western Australia.
 - (d) An additional representative from the state committee on world mission from the assemblies in New South Wales, Queensland and Victoria.
 - (e) Five additional members elected by the General Assembly of Australia of whom at least three shall be from the state in which the national office is located.
4. It shall be the responsibility of the Committee to:
 - (a) Publicise and carry through the General Assembly's policy in regard to the missionary service and outreach of the Church to peoples of other cultures and other countries.
 - (b) Enter on behalf of the General Assembly into formal relationships and agreements with other churches and mission bodies in respect of missionary activity with such churches and bodies.
 - (c) Establish and maintain partnership relationships with approved overseas churches and, where useful and possible, to work through them on behalf of the Assembly.
 - (d) Negotiate on behalf of the Assembly with approved mission bodies and members of the Presbyterian Church working with them to establish dual membership agreements and to encourage support for our members so involved.
 - (e) Support Presbyterian missionaries who are working directly under the authority of the Church either overseas or in Australia or with accredited mission societies approved in accordance with regulations approved by the General Assembly.
 - (f) Oversee the mission work of the Presbyterian Church of Australia and ensure that it is consistent with the Church's doctrine and practice.

- (g) Formulate mission policy and develop initiatives to which the Lord is calling, especially to unreached people groups.
- (h) Encourage at all levels of the Church's life, especially at the level of the congregation, an enlightened and wholehearted personal commitment to the missionary task of the Church.
- (i) Finally accept missionary candidates after interview and recommendation by their state committee and otherwise to implement any other relevant decisions of the General Assembly.

(c) The Doctrinal Basis of The Australian Presbyterian World Mission Committee

The Presbyterian Church of Australia has a clear doctrinal standard for its members, set out in the Basis of Union as follows:

Basis of Union

(i) The Supreme Standard of the united Church shall be the Word of God contained in the Scriptures of the Old and New Testaments;

(ii) The Subordinate Standard of the united Church shall be the Westminster Confession of Faith read in the light of the following declaratory statement: -

1. That in regard to the doctrine of redemption as taught in the subordinate standard, and in consistency therewith, the love of God to all mankind, His gift of His Son to be the propitiation for the sins of the whole world, and the free offer of salvation to men without distinction on the grounds of Christ's all sufficient sacrifice, are regarded by this Church as vital to the Christian faith. And inasmuch as the Christian faith rests upon and the Christian consciousness takes hold of certain objective supernatural historic facts, especially the incarnation, the atoning life and death, and the resurrection and ascension of our Lord, and His bestowment of His Holy Spirit, this Church regards those whom it admits to the office of the Holy Ministry as pledged to give a chief place in their teaching to these cardinal facts and to the message of redemption and reconciliation implied and manifested in them.

2. That the doctrine of God's eternal decrees, including the doctrine of election to eternal life, is held as defined in the Confession of Faith, Chapter III, Section I., where it is expressly stated that according to this doctrine, "neither is God the author of sin nor is violence offered to the will of the creature nor is the liberty or contingency of second causes taken away, but rather established, " and further, that the said doctrine is held in connection and harmony with the truth - that God is not willing that any should perish, but that all should come to repentance, that He has provided a salvation sufficient for all and adapted to all and offered to all in the Gospel, and that every hearer of the gospel is responsible for his dealing with the free

3. That while none are saved except through the mediation of Christ and by the grace of the Holy Spirit, who worketh when and where and how it pleaseth Him, while the duty of sending the Gospel to the heathen who are sunk in ignorance, sin and misery is imperative, and while the outward and ordinary means of salvation for those capable of being called by the Word are the ordinances of the Gospel, in accepting the Subordinate Standard it is not required to be held that any who die in infancy are lost, or that God may not extend His grace to any who are without the pale of ordinary means, as it may seem good in His sight.

4. That in holding and teaching, according to the Confession of Faith, the corruption of man's nature as fallen, this Church also maintains that there remain tokens of man's greatness as created in the image of God, that he possesses a knowledge of God and of duty - that he is responsible for compliance with the moral law and the call of the Gospel, and that although unable

without the aid of the Holy Spirit to return to God unto salvation, he is yet capable of affections and actions which of themselves are virtuous and praiseworthy.

5. That liberty of opinion is allowed on matters in the Subordinate Standard not essential to the doctrine therein taught, the Church guarding against the abuse of this liberty to the injury of its unity and peace.

6. That with regard to the doctrine of the Civil Magistrate and his authority and duty in the sphere of religion as taught in the Subordinate Standard the Church holds that the Lord Jesus Christ is the only King and Head of the Church, "and Head over all things of the Church, which is His body". It disclaims, accordingly, intolerant or persecuting principles and does not consider its office-bearers in subscribing the Confession, as committed to any principle inconsistent with the liberty of conscience and the right of private judgement, declaring in the words of the Confession that "God alone is the Lord of the conscience".

(iii) Any proposed revision or abridgment of the Subordinate Standard of the Church, or restatement of its doctrine, or change of the formula, shall, before being adopted be remitted to the local assemblies and through them to the presbyteries, and no change shall be made without the consent of a majority of the local assemblies, three-fifths of the presbyteries of the whole Church, and a majority of three-fifths of the members present when the final vote of the General Assembly is taken;

(iv) On any change being made in the Basis of Union in accordance with section (iii), if any congregation thereupon refuses to acquiesce in the change and determines to adhere to the original Basis of Union, the General Assembly is empowered - (1) to allow such congregation to retain all its congregational property; or (2) to deal in such other way with the said property as to the Assembly may seem just and equitable;

(v) Any proposed change in either of the two preceding sections (iii) and (iv) shall be made only under the provisions contained in section (iii) ;

(vi) Formula to be signed by ministers and elders at their ordination or induction and by probationers on receiving licence:

I own and accept the Subordinate Standard of this Church, with the explanations given in the articles contained in the declaratory statement, as an exhibition of the sense in which I understand and the Holy Scriptures, and as a confession of my faith. I further own the purity of worship practised in this Church, and the Presbyterian government thereof to be founded on the Word of God, and agreeable thereto; and I promise that through the grace of God I shall firmly and constantly adhere to the same, and to the utmost of my power shall in my station assert, maintain, and defend the doctrine, worship and government of this Church.

It is therefore important that in their ministry, Presbyterians are given freedom to live, evangelise, and teach in a way that is consistent with this doctrinal position. In any direct sending relationship with Presbyterian and Reformed Churches, this should naturally occur as the doctrine and polity of the related Churches are in agreement. When Presbyterians serve with Partner Mission Agencies, it is important that the agreement safeguards the missionaries' liberty in the full and free presentation and practice of the whole counsel of God as understood in our own doctrinal basis. Entering into partnership with Mission Societies needs to be on the basis of our recognition of their effective evangelical missionary enterprise and their agreement with this principle. In other matters Presbyterian missionaries are to be subject to the rules of the Partner Mission Society under which they serve. It is recognised that this will require an attitude of love and understanding towards others of differing opinions, but a firm agreement as proposed allows a clear theological direction for Presbyterians.

APPENDIX (9)

CONFLICT OF INTEREST POLICY

Conflicts of Interest Declaration Disclosure

Upon election to the APWM Committee and each year thereafter, the APWM Committee member will provide disclosure of any interest, membership or other relationship that could possibly lead to a conflict of interest. It should be noted that any potential conflict of interest will not necessarily disqualify any person from assignment or election to the APWM Committee, but may disqualify a person from taking part in some discussions or decisions (see paragraph on abstention).

Policy regarding Conflicts of Interest

Conflicts of Interest

An APWM Committee member should avoid any conflict arising between their personal interests (or the interests of any other related person or body) and their duties to the organisation.

Accordingly:

- 1.1. An APWM Committee member must not take advantage of their position to gain, directly or indirectly, a personal benefit, or a benefit for any associated person or organisation.
- 1.2. An APWM Committee member shall not make use of inside information for personal gain.
- 1.3. The personal interests of an APWM Committee member, and those of associated persons, must not be allowed to take precedence over those of the organisation generally.
- 1.4. An APWM Committee member should seek to avoid conflicts of interest wherever possible. Full and prior disclosure of any conflict, or potential conflict, or the appearance of potential conflict, must be made to the APWM Committee. Once the conflict has been declared to the APWM Committee, the APWM Committee must decide whether the APWM Committee member should
 - a. refrain from voting on issues relating to the conflict (this is a minimum),
 - b. refrain from participating in any related debate, or
 - c. withdraw from the APWM Committee room during the debate and the voting.
 - d. The further option, if such actions do not resolve the issue to the satisfaction of the APWM Committee, is that the APWM Committee member consider resigning from the APWM Committee.
- 1.5. Any APWM Committee member who has a conflict of interest with any point under discussion shall declare their interest and refrain from speaking and voting unless it is appropriate. The APWM Committee Convener may ask the opinion of the other APWM Committee members before ruling as to whether such a member may be involved in the matter under discussion.
- 1.6. There must be no conduct of private business or personal services between any APWM Committee member and the organisation, except as procedurally controlled (see below), to assure openness, competitive opportunity and equal access to inside information.
- 1.7. Transactions with related parties may be undertaken only if all of the following are observed:
 - a. A material transaction is fully disclosed in the audited financial statements of the organisation.
 - b. The related party is excluded from approval of such transaction.
 - c. A competitive bid or comparable valuation exists where possible.

- d. The APWM Committee has acted upon and demonstrated that the transaction is in the best interest of the organisation.
- e. APWM Committee members will annually disclose their involvement with other organisations or any other associations that might produce a conflict.

Updates

APWM Committee members will be presented with this policy at the time of election. Interim updated disclosures will be made as necessary.

Abstention

Any person in a position to affect a decision in which he or she may have a conflict of interest or be a related party must abstain from voting on that decision. No APWM Committee members should vote on a question in which he or she has a direct personal or pecuniary interest not common to other APWM Committee members.

Documentation

Specifics of any conflict of interest, or perceived conflict of interest, must be reflected in the minutes of the APWM Committee. The minutes must reflect that the related party abstained from voting on the transaction.

CONFLICT OF INTEREST STATEMENT

I have read the foregoing APWM Conflict of Interest Policy and, in signing this certificate, I have considered not only the literal expression of the Policy, but also its intent. I hereby certify that, EXCEPT AS HEREINAFTER STATED, I do not, to the best of my knowledge, have any relations or interest whatever conflicting with the interests of this organisation.

THE EXCEPTIONS ARE:

If any situation should arise in the future which I think may involve me in a conflict of interest, I will promptly and fully disclose the circumstances to the APWM Committee Convener.

signature

name

date"

APPENDIX (10)

Australian Presbyterian World Mission – Duty of Care Policy

Contents

- 1. The Purpose and Scope of this Policy**
- 2. Definition of Duty of Care**
- 3. The Standard of Duty of Care Required**
- 4. What might constitute a breach of duty of care?**
- 5. How can harm be mitigated?**
- 6. Indemnity**

1. The Purpose and Scope of this Policy

- 1.1** This policy provides information about the legal requirement for APWM Committee members and staff to exercise a duty of care toward people under their care and/or control. It explains
 - A definition of duty of care and explanation of when it is owed
 - The standard of duty of care that is expected
 - What might constitute a breach of duty of care
 - How harm can be mitigated
 - Indemnities for Committee members and staff and volunteers
- 1.2** The Policy applies to all APWM Committee members (both National and State) and all APWM employees and volunteers.

2. Definition of Duty of Care

- 2.1** 'Duty of care' refers to an obligation to take reasonable care to protect another person (or persons) from all reasonable foreseeable risk of harm. It is a legal concept developed through the decisions of courts of law.
- 2.2** A duty of care exists where it is reasonably foreseeable that the actions or omissions of one person (or group of persons) may cause harm to another person (or persons) AND there is something about the nature of the relationship between the parties that justifies the imposition of a duty of care. What constitutes

'reasonable care' in any given case is a question of law that will depend on the individual circumstances of each case and will be determined by a court.

3. The Standard of Duty of Care Required

- 3.1** The standard of care is the degree of foresight and caution required of APWM Committee members and staff depending upon the circumstances. The greater the risk of harm, and the more serious the possible harm, the higher the standard of care owed. If harm results from a failure to exercise the required standard of care, a negligence claim may result.
- 3.2** The standard of care required of an individual is that of a reasonable person in the individual's position who was in possession of all information that the individual either had, or ought reasonably to have had, at the time of the incident. It is generally accepted that individuals who comply with an established standard of practice, by exercising good judgement and common sense in dealings with those children and young people to whom this duty is owed will suitably fulfil their duty of care obligation. The standard of care required can vary depending on an individual's position with respect to their level of control and direction over those persons in their care or with whom they are engaged.

4. What might constitute a breach of duty of care?

- 4.1** If a person (or a group of people) breaches a duty of care that they owe another person (or group of people), that breach may lead to the person(s) being sued for negligence. Generally, in order to prove negligence, a person (or persons) who have suffered harm must prove that:
- a duty of care was owed in the circumstances
 - the duty was breached because of an act or omission on the part of the person who owed the duty of care, because they didn't act in the way a reasonable person might have acted in the circumstances
 - a loss or harm has been suffered as a result of that act or omission
 - the loss or harm suffered could reasonably have been foreseen as a consequence of the act or omission.
- 4.2** If liability for the harm suffered can be established, damages (usually in the form of monetary compensation) may be awarded by a court if there is also some demonstrable loss suffered by the claimant. Generally this loss would be an economic loss such as loss of future income or the cost of medical expenses. It may also be a non-economic loss such as pain and suffering and loss of enjoyment of life.

5. How can harm be mitigated?

- 5.1** The risk of harm to persons in our care or control may be reduced in a number of ways. These include but are not limited to:
- Trying to foresee the risk in our activities and taking appropriate steps to eliminate or reduce that risk.
 - Ensuring Committee members and staff have the skills required to carry out their duties.
 - Designing and implementing appropriate policies and procedures to ensure the safety of persons in our care.
 - Ensuring that those policies and procedures are complied with.
 - Ensuring that buildings, equipment and facilities used by APWM Committee members and staff are safe.
 - Discouraging behaviour/actions that are likely to be dangerous.
 - Providing supervision and instruction on the demands/needs of tasks carried out by people under our care and control. The higher the risk of harm to an individual, the higher the need will be for careful supervision or instruction.
- 5.2** This list is not exhaustive but only an indication of the thought that should be given by staff to do what is reasonable in a given situation and to undertake and implement the DECD risk management framework.

6. Indemnity

- 6.1** If in the event an incident occurred where a person in our care and/or control were injured on premises owned and/or operated by APWM, APWM provides for Committee members and staff and volunteers to be indemnified against future loss, damage, or liability arising out of personal civil claims if their activities are lawful and occur during the execution of their duties provided that the person was acting in good faith.
- 6.2** Indemnity or consent forms may not create a legal protection. Individuals, or where necessary their parent or guardian, should always be notified of, and expressly consent to, any potentially risk adverse activity, or aspect to which they may be exposed, and should be informed of the degree of assistance or supervision that will be provided. This is not, however, a defence against liability where negligence has been proved.

APPENDIX (11)

Australian Presbyterian World Mission – Policy for Assigning Personnel

This document should be read alongside APWM's policy document, Partnership in Mission.

Contents

1. Categories of Missionaries

- 1.1 Partner Church Missionaries
- 1.2 Associate Missionaries
- 1.3 Partner Agency Missionaries

2. National Office Staff

- 2.1 Director
- 2.2 Director's Assistant
- 2.3 Accounts Clerk

1. Categories of Missionaries

APWM Missionaries are assigned to one of three categories.

1.1 Partner Church Missionaries

- a) Partner Church Missionaries either fill a ministry need at the request of a Partner Church or in response to a ministry need that emerges from discussions with APWM
- b) Partner Church Missionaries serve under the broad direction of the APWM Committee but on the field under the more specific leadership of the person placed in authority over the Partner Church Missionary by the Partner Church.
- c) The role of the Partner Church Missionary and his/her term of service is formulated following a discussion between authorised representatives of the Partner Church and the APWM National Director.
- d) The Partner Church has responsibility for pastoral care of the missionary while on the field while the APWM Director has a general responsibility for

the missionary while on the field and a more specific responsibility while the missionary is on home assignment.

- e) At the request of the National Director, Partner Church Missionaries are expected to provide APWM with reports on the progress of their ministry.

1.2 Associate Missionaries

- a) Associate Missionaries serve in contexts where APWM has no Partner Church relationship or in ministries that fall outside of APWM's regular pattern of ministry.
- b) Associate Missionaries serve in contexts that are either suggested to them by the APWM National Director in ministry opportunities that emerge and in consultation with the APWM National Committee through the National Director.
- c) Associate Church Missionaries do not always serve under the specific leadership and authority of a church leader in the country in which they serve but may wish to voluntarily submit to such leadership on the field.
- d) The role of the Partner Church Missionary and his/her term of service is formulated following a discussion between the missionary and the APWM National Director.
- e) At the request of the National Director, an Associate Church Missionary is expected to provide APWM with reports on the progress of his/her ministry.

1.3 Partner Agency Missionaries

- a) Partner Agency Missionaries serve at the direction of their Partner Agency and are assigned to their field of service by the Partner Agency.
- b) At the request of the National Director, a Partner Agency Missionary may be asked from time to time to provide APWM with reports on the progress of his/her ministry.

2. National Office Staff

2.1 Director

The duties of the National Director include:

- a) Pastoral care of missionaries who
 - are preparing to leave for the field for the first time
 - are returning on Home Assignment
 - are preparing to return to the field
 - have just returned from the field following completion of service
 These tasks are to be shared on a common-sense basis with the local church, the Convener of the National Committee, and the relevant State Committee.
- b) Liaison between the National Committee and the State Committees of the Australian Presbyterian World Mission.
- c) Liaison with Partner Churches and Partner Agencies.
- d) Mission education programmes in parishes and presbyteries in Australia.
- e) The provision of training courses for missionaries through our own Church and/or in association with existing courses offered by
 - Partner Agencies
 - Missions Interlink
 - Other appropriate bodies
- f) Publicising the work of APWM within the Presbyterian Church of Australia.
- g) Attention to meeting correspondence.
- h) Meetings with other Presbyterian Church of Australia Committees as required.
- i) Visitation of APWM missionaries in their sphere of service.
- j) Research and planning for the development of APWM strategy.
- k) Attendance at a Missions Interlink advanced security training course (or similar).

2.2 Director's Assistant

The duties of the Director's Assistant include:

- a) Maintaining the dTracker database, including updating the addresses and contact details of missionaries, congregational contacts and donors when they change.

- b) Updating Presbyterian Church of Australia information as required.
- c) Co-ordination of mailing information for all mail-outs.
- d) Responding to APWM National Office emails as required.
- e) Responding to phone calls.
- f) The drafting of APWM Policy in conjunction with the Director.
- g) Preparing mailing labels as needed.
- h) Preparation and distribution of prayer points.
- i) Keeping server files in good order.
- j) Maintenance of APWM Safe Ministry records and ensuring that missionaries are informed when their Safe Ministry Clearances and Safe Ministry Training are due for renewal.
- k) Sending out and processing missionary application forms.
- l) Assembling the APWM National Directory.
- m) Liaising with Workpartners Teams and processing Workpartners applications.

2.3 Accounts Clerk

The duties of the Accounts Clerk include:

- a) Donations: Account for all donations, including issuing receipts (using dTracker), coding for processing by Church Offices, banking cash, updating donor records, answer questions from donors.
- b) Payments. Paying (and auditing) all bills (by cheque, internet and credit card, including maintenance of automatic payments), initiating transfers to partner churches and missionaries (overseas and in Australia), passing on donations to third parties, coding all payments for processing by Church Offices.
- c) Reconciliations. Bank reconciliations, reconciliation of dTracker receipt information with the accounting information, liaising with Church Offices to maintain the integrity of the accounting processes, audit payroll payments made to missionaries.

- d) Missionary communication. Send statements of donations received to each missionary monthly, answer questions from missionaries about their financial status.
- e) With Treasurer. Implementing transactions as instructed by the Treasurer, supplying information and reports to the Treasurer.
- f) Maintaining clear and comprehensive records of the above (electronic and/or paper) in a systematic way that can be accessed by others.
- g) Other items:
 - receiving and deal with telephone enquiries when required
 - overseeing shipping of small items and large goods overseas
 - general assistance in the office as required from time to time
 - collection and allocation of mail when in the office
 - mailing of letters when in the office and purchase of stamps when needed
 - maintaining the petty cash system

APPENDIX (12)

Australian Presbyterian World Mission – Workplace Discrimination and Harassment Policy

Contents

- 1. Scope**
- 2. Aims**
- 3. Staff Rights and Responsibilities**
- 4. Unacceptable Workplace Conduct**
 - 4.1 Discrimination
 - 4.2 Bullying
 - 4.3 Sexual Harassment
 - 4.4 Victimisation
 - 4.5 Gossip
- 5. Merit at APWM**
- 6. Resolving issues at APWM**
- 7. Other Relevant APWM Policies**
- 8. More Information**
- 9. Review Details**

1. Scope

- 1.1** This policy applies to:
 - APWM National and State Committee members
 - APWM staff and volunteers
 - APWM Partner Church, Partner Agency and Associate missionaries [missionary members]
- 1.2** The policy establishes the standard for:
 - how APWM serves the Presbyterian Church of Australia (PCA) in its global cross-cultural mission work, and how it interacts with other members of the public.
 - how APWM staff treat other staff, missionaries sent by APWM, and other members of the public encountered in the course of their duties.
 - All aspects of employment, recruitment and selection; conditions and benefits; training and promotion; task allocation; shifts; hours; leave arrangements; workload; equipment and transport.
- 1.3** The policy applies to all work and ministry contexts: on-site, off-site or after-hours work; work-related social functions; conferences – wherever and whenever staff may be as a result of their duties.

2. Aims

- 2.1** APWM is committed to providing a safe, flexible and respectful environment for staff and volunteers and free from all forms of discrimination, except where the provisions of the various Federal and State Anti-Discrimination Acts permit an organisation established for propagating religion to act in a way that conforms to the doctrines of that religion, or in a way that is necessary to avoid injury to the religious susceptibilities of the adherents of that religion.
- 2.2** APWM is committed to providing a workplace that is free from bullying and sexual harassment.
- 2.3** All APWM staff and volunteers are required to treat others with dignity, courtesy and respect.

3. Staff Rights and Responsibilities

- 3.1** All staff, volunteers and missionary members are entitled to:
- recruitment and selection decisions based on merit and not affected by irrelevant personal characteristics, noting the provisions of the various Federal and State Anti-Discrimination Acts that permit an organisation established for propagating religion to act in a way that conforms to the doctrines of that religion, or in a way that is necessary to avoid injury to the religious susceptibilities of the adherents of that religion.
 - work free from discrimination, bullying and sexual harassment.
 - the right to raise issues or to make an enquiry or complaint in a reasonable and respectful manner without being victimised.
 - reasonable flexibility in working arrangements, especially where needed to accommodate their family responsibilities, disability, religious beliefs or culture.
- 3.2** All staff, volunteers and missionary members must:
- follow the standards of behaviour outlined in this policy.
 - offer support to people who experience discrimination, bullying or sexual harassment, including providing information about how to make a complaint.
 - avoid gossip and respect the confidentiality of complaint resolution procedures.
 - treat everyone with dignity, courtesy and respect.
- 3.3** Additional responsibilities of the Director and Committee members
- The Director and Committee members will:
- model appropriate standards of behaviour.
 - ensure that staff, volunteers and missionary members are aware of their obligations under this policy and the law.

- intervene quickly and appropriately when they become aware of inappropriate behaviour.
- act fairly to resolve issues and enforce workplace behavioural standards, making sure relevant parties are heard.
- help staff resolve complaints informally.
- refer formal complaints about breaches of this policy to the appropriate complaint handling person for investigation (refer to APWM's Complaint Management Policy).
- ensure staff, volunteers and missionary members who raise an issue or make a complaint are not victimised.
- ensure that no discriminatory requests for information are made during the recruitment process, except those necessary for APWM to act in a way that conforms to the doctrines of the PCA, or in a way that is necessary to avoid injury to the religious susceptibilities of members of the PCA.
- seriously consider reasonable requests for flexible work arrangements.

4. Unacceptable Workplace Conduct

Discrimination, bullying and sexual harassment are unacceptable at APWM and are unlawful under Federal and State legislation, including (but not limited to) the following:

- *Sex Discrimination Act 1984 (Cth)*
- *Racial Discrimination Act 1975 (Cth)*
- *Disability Discrimination Act 1992 (Cth)*
- *Age Discrimination Act 2004 (Cth)*
- *Australian Human Rights Commission Act 1986 (Cth).*

Staff, volunteers, National and State Committee members and missionary members found to have engaged in such conduct might be counselled, warned or disciplined. Severe or repeated breaches can lead to formal discipline up to and including termination of employment, service or membership.

4.1 Discrimination

4.1.1 Discrimination is treating, or proposing to treat, someone unfavourably because of a personal characteristic protected by the law, such as sex, age, race or disability *except where* the provisions of the various Federal and State Anti-Discrimination Acts permit an organisation established for propagating religion to act in a way that conforms to the doctrines of that religion, or in a way that is necessary to avoid injury to the religious susceptibilities of the adherents of that religion.

4.1.2 Discrimination can occur:

Directly, when a person or group is treated less favourably than another person or group in a similar situation because of a personal characteristic protected by law (see list below).

*For example, a worker is harassed and humiliated because of their race
or*

A worker is refused promotion because they are 'too old'

Indirectly, when an unreasonable requirement, condition or practice is imposed that has, or is likely to have, the effect of disadvantaging people with a personal characteristic protected by law (see list below).

For example, redundancy is decided based on people who have had a worker's compensation claim rather than on merit.

- 4.1.3** It is also against the law to treat someone unfavourably because you assume they have a personal characteristic or may have it at some time in the future.

4.2 Bullying

- 4.2.1** If someone is being bullied because of a personal characteristic protected by equal opportunity law, it is a form of discrimination.

- 4.2.2** Bullying can take many forms, including jokes, teasing, nicknames, emails, pictures, text messages, social isolation or ignoring people, or unfair work practices.

- 4.2.3** Under Federal law, this behaviour does not have to be repeated to be discrimination – it may be a one-off event.

- 4.2.4** Behaviours that may constitute bullying include:

- sarcasm and other forms of demeaning language
- threats, abuse or shouting
- coercion
- isolation
- inappropriate blaming
- ganging up
- constant unconstructive criticism
- deliberately withholding information or equipment that a person needs to do their job or access their entitlements
- unreasonable refusal of requests for leave, training or other workplace benefits.

- 4.2.5** Bullying is unacceptable at APWM. It may also be prohibited under occupational health and safety law.

4.3 Sexual Harassment

- 4.3.1** Sexual harassment is a specific and serious form of harassment. It is unwelcome sexual behaviour, which could be expected to make a person feel offended, humiliated or intimidated.
- 4.3.2** Sexual harassment can be physical, spoken or written. It can include:
- comments about a person's private life or the way they look
 - sexually suggestive behaviour, such as leering or staring
 - brushing up against someone, touching, fondling or hugging
 - sexually suggestive comments or jokes
 - displaying offensive screen savers, photos, calendars or objects
 - repeated unwanted requests to go out
 - requests for sex
 - sexually explicit posts on social networking sites
 - insults or taunts of a sexual nature
 - intrusive questions or statements about a person's private life
 - sending sexually explicit emails or text messages
 - inappropriate advances on social networking sites
 - accessing sexually explicit internet sites
 - behaviour that may also be considered to be an offence under criminal law, such as physical assault, indecent exposure, sexual assault, stalking or obscene communications.
- 4.3.3** Just because someone does not object to inappropriate behaviour in the workplace at the time, it does not mean that they are consenting to the behaviour.
- 4.3.4** Sexual harassment is considered to be 'in the workplace' when it happens at work, at work-related events, between people sharing the same workplace, or between colleagues outside of work.
- 4.3.5** All staff, volunteers and missionary members have the same rights and responsibilities in relation to sexual harassment.
- 4.3.6** A single incident is enough to constitute sexual harassment – it doesn't have to be repeated.
- 4.3.7** All incidents of sexual harassment – no matter how large or small or who is involved – require employers and managers to respond quickly and appropriately.
- 4.3.8** APWM recognises that comments and behaviour that do not offend one person may offend another. This policy requires all staff and volunteers to respect other people's limits.

4.4 Victimisation

- 4.4.1** Victimisation is subjecting or threatening to subject someone to a detriment because they have asserted their rights under equal opportunity law, made a complaint, helped someone else make a complaint, or refused to do something because it would be discrimination, sexual harassment or victimisation. Victimisation is against the law.
- 4.4.2** It is also victimisation to threaten someone (such as a witness) who may be involved in investigating an equal opportunity concern or complaint.
- 4.4.3** Victimisation is a very serious breach of this policy and is likely (depending on the severity and circumstances) to result in formal discipline against the perpetrator.
- 4.4.4** APWM has a zero tolerance approach to victimisation.

4.5 Gossip

- 4.5.1** It is unacceptable for staff at APWM to talk with other staff members, clients or suppliers about any complaint of discrimination or harassment.
- 4.5.2** Breaching the confidentiality of a formal complaint investigation or inappropriately disclosing personal information obtained in a professional role (for example, as a manager) is a serious breach of this policy and may lead to formal discipline.

5. Merit at APWM

- 5.1** All recruitment and job selection decisions at APWM will be based on merit except where the provisions of the various Federal and State Anti-Discrimination Acts permit an organisation established for propagating religion to act in a way that conforms to the doctrines of that religion, or in a way that is necessary to avoid injury to the religious susceptibilities of the adherents of that religion. The skills and abilities of candidates for employment or missionary membership will be measured against the inherent requirements of the position.
- 5.2** It is unacceptable and may be against the law to ask job candidates questions, or to in any other way seek information, about their personal characteristics, unless this can be shown to be directly relevant to a genuine requirement of the position.

6. Resolving Issues at APWM

- 6.1** APWM strongly encourages any staff, volunteer or missionary member who believes they have been discriminated against, bullied, sexually harassed or victimised to take appropriate action. (Refer to APWM's Complaint Management Policy.)

7. Other Relevant APWM policies

- 7.1** Staff, volunteers, National and State Committee members and missionary members are encouraged to read this policy in conjunction with other relevant APWM policies, including:
- Partnership in Mission
 - Relevant industrial awards

8. More Information

- 8.1** If you have a query about this policy or need more information please contact the APWM Director.

9. Review Details

This policy was adopted by APWM on [\[insert date\]](#)

This policy was last updated on [\[insert date\]](#)

APPENDIX (13)

Australian Presbyterian World Mission – Workplace Health and Safety Policy

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 - 18.1 Procedures
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1. Introduction

- 1.1** Australian Presbyterian World Mission is committed to safeguarding the health, safety and welfare of all people who interact with the organisation and complying with its occupational health and safety obligations.

2. Purpose

- 2.1 APWM recognises that workplace health and safety is integral to achieving excellence in service provision and work performance outcomes. The purpose of this policy is to, as far as reasonably practicable:
- a) prevent workplace injuries and illnesses
 - b) promote a safe and healthy workplace culture
 - c) provide a framework for consulting, collaborating and communicating with workers and health and safety representatives
 - d) consider workplace health and safety in project planning and work activities
 - e) allocate adequate resources to prevent health and safety risks and promote a safe and healthy workplace
 - f) ensure that workers understand their rights and responsibilities, and can identify and control risks in the workplace
 - g) drive continuous improvement in workplace health and safety.

3. Scope

- 3.1 This policy applies to the following, together referred to as '**workers**':
- a) Employees
 - b) Directors
 - c) Officers
 - d) Contractors (including employees of contractors)
 - e) Volunteers
 - f) Suppliers
 - g) Consultants

4. Definitions

- 4.1 In this policy, '**workplace**' means places where people work in connection with APWM, whether on-site or off-site, including work-related conferences, functions, client events, retreats and social events.
- 4.2 '**Occupational violence**' refers to any incident where a person is physically attacked, abused, assaulted or threatened in the workplace.

5. Commitment to Workplace Health and Safety

- 5.1 APWM aims to safeguard the rights of all people to work in an environment that is safe and does not pose risks to health.

- 5.2** APWM is committed to working in partnership with all workers to identify and address workplace health and safety issues. It encourages the formation of work groups and the appointment of health and safety representatives to represent employees on health and safety matters.
- 5.3** APWM is committed to continuously improving its workplace health and safety practices through the ongoing development of systems and processes to:
- a) identify, assess and control workplace hazards
 - b) reduce the incidence and cost of occupational injury and illness
 - c) provide a rehabilitation system for those affected by occupational injury or illness
- 5.4** APWM is committed to ensuring all workers are free from bullying and occupational violence in the workplace.

6. Workplace Health and Safety Committee and Representatives

- 6.1** Where a Workplace Health and Safety Committee is required by legislation, or where the APWM National Committee otherwise deems it necessary, APWM will establish a Workplace Health and Safety Committee in accordance with the applicable legislation.
- 6.2** Any Workplace Health and Safety Committee will meet at least quarterly. An agenda will be circulated by the head of the committee before the meeting. A designated note-taker will take minutes of the meeting.
- 6.3** Where required by law, or where deemed necessary, designated work groups shall each elect a workplace health and safety representative as their elected spokesperson. Representatives are encouraged to work with management to discuss workplace health and safety issues, and to work with management to improve health and safety standards.
- 6.4** Where the organisation is not required to establish a Workplace Health and Safety Committee, and does not otherwise establish such a committee, APWM may conduct regular health and safety forums.

7. Responsibilities

- 7.1** The **NATIONAL DIRECTOR and other executive officers** will:
- a) demonstrate a commitment to providing and maintaining a safe and healthy workplace.

- b) consult with workers about, and participate in, APWM's workplace health and safety program.
- c) use risk identification, assessment and control principles to reach APWM's health and safety objectives.
- d) ensure that all workers receive appropriate information on the policy and related procedures, and on their obligations under occupational health and safety laws.

7.2 The Human Resources Department will:

- a) demonstrate a commitment to providing and maintaining a safe and healthy workplace.
- b) ensure that all staff receive appropriate information on the policy and related procedures, and on their obligations under occupational health and safety laws.

7.3 The Workplace Health and Safety Coordinator will:

- a) demonstrate a commitment to providing and maintaining a safe and healthy workplace.
- b) coordinate the identification, development, implementation and review of workplace health and safety policies and procedures.
- c) assist supervisors/managers to identify, assess and select measures to control hazards and risks to health and safety.
- d) assist supervisors/managers to monitor and evaluate hazard-identification and risk-control measures .
- e) assist supervisors/managers to identify, develop and provide appropriate workplace health and safety-related information, instruction and training.
- f) monitor and advise on legislative and technical changes relating to workplace health and safety.
- g) monitor and provide regular reports to the NATIONAL DIRECTOR and the Health and Safety Committee on APWM's workplace health and safety performance.
- h) help employees and health and safety representatives to follow policies and safe work procedures.

7.4 The Workplace Health and Safety Coordinator is responsible for coordinating management of health and safety on behalf of the NATIONAL DIRECTOR. The Workplace Health and Safety Coordinator does not assume the responsibilities of supervisors/managers.

7.5 Supervisors/managers will:

- a) demonstrate a commitment to providing and maintaining a safe and healthy workplace.
- b) review relevant workplace health and safety legislation to determine whether a Workplace Health and Safety Committee is required for the workplace and/or at any particular site.

- c) consult with workers about, and participate in, APWM's workplace health and safety program.
- d) use risk identification, assessment and control principles to achieve APWM's workplace health and safety objectives.
- e) provide information to workers on relevant policies, procedures and workplace health and safety obligations.

7.6 Employees and volunteers will:

- a) demonstrate a commitment to providing and maintaining a safe and healthy workplace.
- b) participate in workplace health and safety training, actions and activities and support APWM in its efforts to achieve its workplace health and safety and, where relevant, rehabilitation objectives.
- c) follow lawful and reasonable workplace health and safety instructions from managers or supervisors.
- d) report any serious incidents, accidents, injuries or hazards in the workplace to supervisors or designated representatives.
- e) work in a way that does not endanger the health or safety of themselves or others
- f) properly use and maintain safety equipment.
- g) make sure visitors follow safety rules in the workplace.

7.7 Contractors of, visitors to and volunteers of APWM will:

- a) demonstrate a commitment to providing and maintaining a safe and healthy workplace.
- b) follow lawful and reasonable workplace health and safety instructions from APWM.
- c) report any serious incidents, accidents, injuries or hazards in the workplace to APWM.
- d) assess risks to their health and safety arising from the provision of their services etc.
- e) have control measures in place to address those risks, including complying with any relevant policies and practices.

7.8 The role of the Workplace Health and Safety Committee is to:

- a) assist in developing, monitoring and reviewing health and safety policies and procedures.
- b) consider any proposed or actual changes to the workplace, policies, work practices or procedures which may affect the health and safety of workers.
- c) promote the importance of health and safety among workers.
- d) monitor APWM's health and safety performance.
- e) monitor the rehabilitation of injured workers .
- f) assist in the resolution of health and safety disputes.

- 7.9** The role of **health and safety representatives** is to:
- a) represent employees from their work group in relation to workplace health and safety matter.
 - b) investigate health- and safety-related complaints before making representations to management.
 - c) make representations to management and report back to employees on any matter relating to workplace health and safety.
 - d) discuss with the employees any proposals or matters which may affect the health and safety of employees.
 - e) assist management in identifying hazards, assessing risks and implementing risk control measures.
 - f) assist in promoting adherence to health and safety policies and procedures.
 - g) assist in the monitoring of risk controls and health and safety policies and procedures.

8. Breaches

- 8.1** APWM takes its health and safety obligations seriously.
- 8.2** Any breach of this policy or associated workplace health and safety procedures may result in disciplinary action, which may include counselling, dismissal, or cessation of the person's engagement with APWM.

9. First Aid

- 9.1** A first aid kit is located at the APWM National Office.
- 9.2** The qualified first aid officer at the APWM National Office is Karen Lee, the Christ College First Aid Officer.

10. Emergency Contact

- 10.1** It is important that APWM has details of the person/s whom each employee would wish to be notified in the event of any emergency at work. Details will be noted in each employee's personnel file. Employees should notify human resources of any changes.

11. Workers' Compensation

- 11.1** Any worker who is injured at work should report the incident to their supervisor as soon as possible and consider whether to submit a worker's compensation claim.

12. Rehabilitation

- 12.1** APWM is committed to facilitating the return to work of employees as soon as practicable after a work-related incident or illness.
- 12.2** Early return to work should be a normal expectation in this process. Where appropriate, rehabilitation programs will be individually developed by APWM's rehabilitation co-ordinator in consultation with the employee, supervisor, provider and any other relevant party.

13. Hazard Reporting

- 13.1** Reporting hazards helps prevent accidents from occurring. Any worker who sees a hazard in their work area must report it to their line manager or safety representative immediately in line with the Workplace Health and Safety Procedures.

14. Application to the Workplace

- 14.1** This policy applies to any location where duties are performed (i.e. any workplace), as outlined earlier at 4.1.

15. Review

- 15.1** APWM's Workplace Health and Safety Policy and Procedures will be reviewed at least every two years. The review will involve assessing the effectiveness of the policy and procedures by (among other things):
- a) reviewing overall health and safety performance
 - b) ensuring continued compliance with the relevant legislation.

16. Related Documents

- 16.1** Breaking the Silence

17. Legislation and Industrial Instruments

- 17.1** Workplace health and safety laws do not operate in isolation, and other laws also regulate the conduct of employees and other stakeholders in the workplace. All officers, employees, contractors, suppliers and volunteers must observe and comply with all laws that relate to their engagement, including, but not limited to:
- a. Occupational health and safety laws that operate in each state and territory.
 - b. Workers' compensation legislation that operates in each state and territory.
 - c. Criminal laws, including recently introduced industrial manslaughter offences that operate in Victoria, NT, WA, Queensland and ACT at the time of writing (broadly, these offences expose individuals to significant penalties and possible incarceration for negligent conduct causing death in the workplace).
 - d. Anti-discrimination laws (each Australian jurisdiction regulates discrimination on the basis of certain protected attributes including sex, race and age), to be read in conjunction with APWM's Discrimination Policy.
 - e. Employment laws (including measures to address bullying at work under the Fair Work Act 2009).
- 17.2** This policy and associated procedures are not intended to override any industrial instrument, contract, award or legislation.

18. Workplace Health and Safety Procedures

18.1 Procedures

- 18.1.1** This procedure outlines the process that APWM and its workers should use to raise workplace health and safety concerns, and how APWM will respond.
- 18.1.2** Detailed work health and safety procedures are set out in APWM's Workplace Health and Safety Manual.
- 18.1.3** The Workplace Health and Safety Policy and related procedures will be displayed in the workplace and all employees and volunteers will be provided with a copy by their supervisor/manager. New employees/volunteers will be provided with a copy of the documents as part of their induction.

18.2 Emergency Evacuation

- 18.2.1** Fires, bomb threats, gas leaks etc are risks in all workplaces. APWM will provide workers with information on emergency evacuation procedures.

18.2.2 It is imperative that all workers are aware of the procedures to follow in the event that evacuation is required.

18.3 Reporting

18.3.1 If a worker identifies:

- a) a workplace health or safety incident, accident, injury or hazard, including a near miss
- b) any non-compliance with APWM's Workplace Health and Safety Policy or Procedures,

they must report it to the National Director or the Director's Assistant as soon as possible.

18.3.2 Where a hazard or near miss is identified and/or reported, the worker must submit an incident report to their supervisor/manager, who will work with the worker and the Workplace Health and Safety Coordinator to:

- a) identify, assess and select measures to control hazards and risks to health and safety
- b) monitor and evaluate hazard- and risk-control measures.

18.3.3 Incident reports are available from the National Director or the Director's Assistant at the National Office.

18.4 Workers' Compensation

18.4.1 If an employee develops an illness or injury in connection with work, they should report the incident to their supervisor as soon as possible and consider whether to submit a worker's compensation claim.

APPENDIX (14)

Australian Presbyterian World Mission – Complaints Management Policy

Contents

1. Introduction
2. Purpose
3. Scope
4. Complaints Handling Process
5. Facilitation of Complaints
6. Receiving Complaints
7. Assessing Complaints
8. Responding to Complaints
9. Complaints Related to Third Party Programs
10. Record Keeping

1. Introduction

- 1.1 **Australian Presbyterian World Mission (APWM)** is committed to efficient, effective and ethical programs and services that serve our clients. APWM understands the value of an effective complaints policy and procedure in improving services and uncovering wrongdoing.

2. Purpose

- 2.1 The purpose of this Policy is to ensure APWM handles complaints efficiently, effectively and ethically. This policy provides guidance to the Board, staff and volunteers on responding to complaints

3. Scope

- 3.1** This Policy applies to complaints made by beneficiaries of APWM.
- 3.2** This policy does not apply to complaints made by Board members, staff and volunteers. More appropriate avenues for these individuals to raise a concern or complaint can be found in APWM's other policies and procedures, specifically:
- (a) Whistleblowing Policy, or
 - (b) Breaking the Silence

4. Complaints Handling Process

- 4.1** In summary, APWM's complaints handling procedure involves the following steps:
- (a) Facilitation of complaints
 - (b) Receiving complaints
 - (c) Assessing complaints
 - (d) Responding to complaints
 - (e) Learning from complaints
- 4.2** At all times APWM, its Board, staff and volunteers should apply this procedure in good faith, prioritising early resolution, accessibility and responsiveness.
- 4.3** When applying this procedure, the CEO and Board should also consider whether there may be legislation or regulations or other APWM policies applicable to the particular complaint – for example, complaints involving a failure to protect children.

5. Facilitation of Complaints

- 5.1** The Board will ensure that the making of complaints is facilitated within APWM by:
- (a) providing people making complaints with information about APWM's complaint handling process
 - (b) setting time frames for complaint responses
 - (c) ensuring no detriment to people making complaints
 - (d) allowing for anonymous complaints and confidential investigations if appropriate
 - (e) ensuring information about the complaint procedure is publicly available on APWM's website
 - (f) not charging a fee for complaints
- 5.2** The Board will communicate the complaints procedure to the public and people making complaints through a publicly-facing Complaints Handling Procedure document.

6. Receiving Complaints

- 6.1** When a complaint is received, APWM will:

- (a) provide the person making a complaint with the Complaint Handling Procedure
- (b) acknowledge the complaint
- (c) advise of expected timeframes
- (d) explain next steps

6.2 All complaints must be recorded and documented upon receipt.

7. Assessing Complaints

7.1 Complaints will be assessed after acknowledgement.

7.2 The complaint will first be assessed to establish the desired outcome sought by the person making the complaint, and whether the issue/s raised in the complaint are within APWM's control.

7.3 If the matter is within APWM's control, consideration will be given to how the complaint can be managed, with reference to:

- (a) the seriousness and urgency of the complaint
- (b) any identifiable risks to APWM, its Board members, staff, volunteers or people accessing programs or services
- (c) whether further investigation is required
- (d) what would (or could) be involved in resolving the complaint

7.4 APWM will keep the complainant informed throughout this process.

8. Responding to Complaints

8.1 After a complaint is assessed and/or investigated, APWM will determine an outcome and communicate to the person making the complaint:

- (a) the outcome of the complaint and any action taken
- (b) the reason/s for the outcome
- (c) the remedy, resolutions or fixes that have been put in place
- (d) options for review of the outcome

9. Complaints Connected to Third Party Programs

9.1 APWM pursues its charitable purposes in part through collaborating with a third party or third parties to deliver programs overseas.

9.2 APWM is required by the ACNC External Conduct Standards (ECS) to consider and monitor complaints made to, about and by third parties collaborating with APWM outside of Australia.

- 9.3** As part of its ECS risk assessment, the Board must determine what level of oversight it requires in relation to these complaints, with reference to matters including the:
- (a) level of risk associated with the operations
 - (b) relationship with the third party
 - (c) complaint handling procedures within the third party
 - (d) consequences of a complaint about overseas operations not being acted upon
- 9.4** The Board must consider whether it is appropriate to:
- (a) impose complaint handling obligations on third parties through a Memorandum of Understanding or other agreement
 - (b) offer training to third parties on complaint management
 - (c) require third parties to produce a complaint management policy or procedure (or provide one for them to adopt)
 - (d) establish a mechanism for any of beneficiaries, employees, volunteers or Board members of a third party to make a complaint directly to APWM
- 9.5** APWM may require a third party to report annually/or a quarterly basis to APWM on any complaints received by the third party.

10. Record Keeping

- 10.1** APWM will keep records about:
- (a) Complaints received
 - (b) The outcome of the complaint
 - (c) Outstanding actions to be followed up
- 10.2** The Board must review records of complaints on a quarterly basis.

APPENDIX (15)

Australian Presbyterian World Mission – Whistleblower Policy

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- 3. Scope**
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- 5. What to Report Under this Policy**
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- 7. Making a Disclosure**
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1. Definitions

- 1.1 **ACNC** means the Australian Charities and Not-for-profits Commission.
- 1.2 **APWM** means the Australian Presbyterian World Mission Committee, a Committee of the Presbyterian Church of Australia's General Assembly.
- 1.3 **APWM People/Person** means any employee or other person working closely with any APWM Entity activity, as outlined in Section 4.
- 1.4 **Compliance Officer** means the person responsible for investigation of a report made under this Policy.
- 1.5 **Concerned Person** means a person with information about potential wrongdoing relating to APWM.
- 1.6 **Detrimental Conduct** means any actual or threatened conduct that could cause a detriment to the Whistleblower as a result of the Whistleblower making a disclosure.
- 1.7 **Disclosure** means to report an incident of Wrongdoing.
- 1.8 **General Assembly** means the General Assembly of the Presbyterian Church of Australia.
- 1.9 **Implicated Person** means any person against whom a report is made.
- 1.10 **Nexia** means Nexia Australia, Level 16, 1 Market Street, Sydney NSW 2000, which is an independent body external to APWM and is an eligible recipient of Whistleblower information in accordance with ACNC legislation.
(see <https://www.acnc.gov.au/tools/factsheets/whistleblower-protections>).
- 1.11 **Notifiable Circumstance** means any fact, circumstance, allegation, notification, knowledge of, verbal advice of, direct or indirect connection to, or attempt of abuse (including child abuse and sexual misconduct), and all reportable conduct as defined in the Children's Guardian Act 2019 (NSW).
- 1.12 **PCNSW** means the Presbyterian Church of Australia in the State of New South Wales.
- 1.13 **Policy** means this Whistleblower Policy.
- 1.14 **Responsible Person** means the person to whom a Concerned Person should make a Disclosure, as outlined in Section 7.

- 1.15 The Trustees** means the Trustees of the Presbyterian Church Australia Property Trust.
- 1.16 Whistleblower** means a Concerned Person who has made a disclosure of wrongdoing in the manner described by this Policy.
- 1.17 Whistleblower Officer** means the person nominated by the appropriate APWM Entity to safeguard the interests of a Whistleblower.
- 1.18 Wrongdoing** means any misconduct or improper state of affairs or circumstances in relation to any APWM activity, as outlined in Section 5.

2. Background and Purpose

- 2.1** APWM People will often be the best source of information when things are not quite right. This Policy is an important element in detecting corrupt, illegal or other undesirable conduct in APWM.
- 2.2** The purpose of this Policy is to:
- a) explain how to speak up by reporting concerns about wrongdoing
 - b) outline what protections a Whistleblower will receive
 - c) outline APWM processes for dealing with reports of wrongdoing
- 2.3** Creating a supportive environment where APWM People feel safe to speak up underpins APWM culture. When APWM People do not speak up, this undermines the culture and exposes our people and the people in our care to unacceptable risks.
- 2.4** APWM through the General Assembly and the Trustees encourages speaking up about concerns of wrongdoing in APWM. The Trustees are committed to the highest standards of conduct and ethical behaviour in all APWM activities, and to promoting and supporting a culture of honest, transparent and ethical behaviour, and strong corporate governance.
- 2.5** There are various measures in place to ensure no one is discouraged from speaking up or are disadvantaged or victimised for doing so, including the PCNSW's Breaking The Silence, which outlines the APWM's commitment to dealing with abuse within the church, including child abuse and sexual misconduct. While this Policy is designed to be quite separate from Breaking The Silence, the values and principles outlined in Breaking The Silence are embedded in this Policy. This policy should be read in conjunction with the relevant Safe Church sections of APWM's policy document 'Partnership in Mission'.

- 2.6** Under the NSW Corporations Act, charities that are public companies or large proprietary companies are required to have a whistleblower policy. While the General Assembly (being based in NSW) is not registered under the Corporations Act, APWM has resolved to adopt a Whistleblower Policy.

3. Scope

- 3.1.** This Policy applies to all APWM Entities.
- 3.2.** This Policy applies in addition to any other Whistleblower Policy or processes adopted by the different arms of APWM or APWM State Committees.
- 3.3.** In the event of an inconsistency between this policy and any other Whistleblower policy or process across APWM Entities, this Policy prevails.
- 3.4.** Volunteers are included under this Policy.

4. Who May Make a Report

- 4.1.** Anyone with information about potential wrongdoing relating to APWM is encouraged to report their concerns under this Policy.
- 4.2.** This includes individuals who are or have been in relation to the APWM Entities:
- a) an employee, officer or contractor
 - b) a missionary or members of a missionary's family
 - c) a member of an APWM State Committee making a complaint that falls under the jurisdiction of the APWM National Committee
 - d) a supplier of services or goods to any institution, ministry or other activity undertaken by APWM (whether paid or unpaid)
 - e) a relative, dependant or spouse of any of the above individuals.

5. What to Report Under this Policy

- 5.1.** Any concerns of wrongdoing should be reported.
- 5.2.** Examples of wrongdoing may include, but is not limited to:
- a) breach of laws or regulations
 - b) criminal activity including theft
 - c) serious breach of any of APWM's Codes of Conduct or Policies
 - d) offering or accepting a bribe

- e) dishonest or unethical behaviour
- f) conflicts of interest
- g) financial fraud or mismanagement
- h) falsifying financial or corporate reporting
- i) unauthorised use of APWM's confidential information
- j) improper use of Personal Information as described in the APWM Privacy Statement
- k) improper use of APWM's physical or intellectual property
- l) serious or substantial waste of the APWM's money or property
- m) serious or substantial risk of breaches of Duty of Care or financial or reputation loss
- n) conduct endangering health and safety or causing damage to the environment
- o) behaviour that is oppressive, discriminatory or grossly negligent
- p) a work-related grievance which has wider implications for APWM
- q) deliberate concealment of any of the above

5.3. There is an expectation that a Concerned Person has reasonable grounds to suspect the information they are disclosing is true, but there will be no penalty if the information turns out to be incorrect. The Concerned Person is expected to provide the information upon which their suspicion is based, but are not required to have all the details or have conducted their own investigation.

6. What Not to Report Under this Policy

- 6.1** If a wrongdoing relates to behaviour as outlined in the NSW Breaking the Silence Code of Conduct, including child abuse, sexual misconduct, or any other Notifiable Circumstance, this Policy does not apply, and you must report the wrongdoing to the relevant State Safe Church unit immediately.
- 6.2** Wrongdoing does not generally include personal-work related grievances, which relate to an employee's current or former employment and tend to have implications for them personally. Examples include:
- a) an interpersonal conflict between the employee and another employee
 - b) a concern about the behaviour of an employee
 - c) a decision relating to an employee's engagement, transfer or promotion
 - d) an employee's terms and conditions of employment
 - e) matters relating to an employee's performance or discipline - related decisions
 - f) a decision relating to the termination of employment
- 6.3** Personal work-related grievances which cannot be resolved through speaking with peers or the APWM National Director should be raised under the APWM Complaint Handling Policy.

7. Making a Disclosure

7.1 Responsibility to Report

- 7.1.1 APWM encourages speaking up about concerns of wrongdoing in APWM. It is expected that a Concerned Person will make a disclosure to a Responsible Person through the applicable internal reporting channel or alternative reporting channel, as outlined below.

7.2 Internal Reporting

- 7.2.1 A Concerned Person is encouraged in the first instance to report their concern to either the National Director or the Convener of the APWM National Committee.
- 7.2.2 Disclosures may be made in person, or by phone, email, or post.
- 7.2.3 If the Concerned Person is not comfortable approaching any of the above persons; or the concern relates to one of those persons; or they have previously reported the concern and no action has been taken, then alternative reporting is available.

7.3 Alternative Reporting

- 7.3.1 Where reporting is not appropriate through the usual direct line channels, a Concerned Person may report their concerns to the PCNSW General Manager, or a Trustee of the Presbyterian Church (NSW) Property Trust, or to NEXIA (an external independent party).
- 7.3.2 A Concerned Person can contact the PCNSW General Manager on (02) 9690 9333 or Mr Lester Wills at NEXIA on (02) 9251 4600 to obtain additional information before making a disclosure.

7.4 Anonymous Reporting

- 7.4.1 A Concerned Person not wanting to reveal their identity can make an anonymous disclosure. However, providing the Whistleblower's name when reporting wrongdoing will make it easier for APWM to investigate the concern raised. For example, the context in which wrongdoing was observed is likely to be useful information.

- 7.4.2 Where no name is provided, APWM will assess the disclosure in the same way as if identity had been revealed, and any investigation will be conducted as best as possible in the circumstances. However, an investigation might not be possible unless sufficient information is provided. An APWM Person disclosing wrongdoing will be protected by APWM including maintaining confidentiality of the report and the identity of the Whistleblower, where possible (refer Section 9), and the investigation will be conducted in accordance with the principles of fairness and natural justice.

8. Responsibility for Policy Compliance and Review

- 8.1 On behalf of the APWM National Committee, the National Director, is responsible for:
- a) the overall administration of this Policy
 - b) monitoring the implementation of this Policy and will review on an ongoing basis the Policy's suitability and effectiveness
 - c) seeking to protect the Whistleblower from Detrimental Conduct
 - d) assisting the Whistleblower in maintaining wellbeing
 - e) maintaining Whistleblower confidentiality, where relevant, including as required by law
 - f) supporting any Implicated Person
 - g) providing information and support, including education, to congregations, committees, institutions and activities on this Policy and its applications
 - h) reviewing and considering any complaints of Detrimental Conduct or any concern that disclosure has not been dealt with in accordance with this Policy

9. Protecting a Whistleblower's Identity

- 9.1 When reporting wrongdoing, the Whistleblower's identity and any information that APWM has as a result of the report that is likely to lead to identification, will only be disclosed if:
- a) the Whistleblower gives consent for APWM to disclose that information
 - b) the relevant Responsible Person or the APWM National Director considers such disclosure should be made to:
 - i. Australian Securities & Investments Commission (ASIC), ACNC, NSW Police or Australian Federal Police or (for tax-related reports) the Commissioner of Taxation
 - ii. a Commonwealth authority or a State or Territory authority for the purpose of assisting the authority perform its functions or duties
 - iii. a lawyer for legal advice or representation in relation to whistleblower laws
 - c) in the case of information likely to identify the person reporting, it is reasonably necessary to disclose the information for the purposes of an investigation, and

all reasonable steps are taken to prevent someone from discovering the Whistleblower's identity.

10. Detrimental Conduct Prohibited

- 10.1** APWM strictly prohibits all forms of Detrimental Conduct against Whistleblowers, including:
- a) termination of employment
 - b) harassment, bullying or intimidation
 - c) personal or financial disadvantage
 - d) unlawful discrimination
 - e) harm or injury, including psychological harm
 - f) damage to reputation
 - g) any other conduct that constitutes retaliation
- 10.2** APWM will take all reasonable steps to protect the Whistleblower from Detrimental Conduct and will take action it considers appropriate where such conduct is identified.
- 10.3** APWM also strictly prohibits all forms of Detrimental Conduct against people who are involved in an investigation of a disclosure in response to their involvement in that investigation.

11. Specific Protections and Remedies

- 11.1** The Australian law provides protections if a “protected disclosure” is made, including that:
- a) the Whistleblower is not subject to any civil, criminal or administrative liability for making the disclosure (other than for making a false disclosure)
 - b) no contractual or other remedy may be enforced or exercised against the Whistleblower on the basis of the disclosure
 - c) in some limited circumstances (e.g. if the disclosure has been made to a regulator such as ASIC), the information provided may not be admissible in evidence against a Whistleblower in criminal proceedings or in proceedings for the imposition of a penalty, other than proceedings in respect of the falsity of the information.
- 11.2** Except as provided in paragraph (c) above, the protections under Australian law do not grant immunity for any misconduct a Whistleblower has engaged in that is revealed in their disclosure.

- 11.3** Compensation and other remedies may also be available through the courts for loss, damage or injury suffered because of a disclosure or if APWM failed to take reasonable precautions and exercise due diligence to prevent Detrimental Conduct.

12. Investigations

- 12.1** Whistleblower disclosures made under this Policy will be documented and assessed promptly.
- 12.2** All reports will be assessed and, based on the nature and circumstances of the disclosure, a decision made as to whether an investigation is required. For example, reports of potential wrongdoing of a minor nature that can be resolved informally will typically not require the same level of response as disclosures involving a large-scale and complex investigation.
- 12.3** Any investigation will be conducted in a timely, fair and objective manner, and independent from any persons to whom the report relates. Investigations will generally be overseen by the Compliance Officer. Other people, including employees or external advisers, may also be asked to assist or run the investigation.
- 12.4** Where possible, the Whistleblower will be informed how APWM is responding to their report, including whether an investigation will be conducted.
- 12.5** Unless there are confidentiality or other reasons not to do so, an Implicated Person will be informed of the matters raised in the report at an appropriate time, and will be given a chance to respond to any allegations made against them. They will also be advised of the outcome of any investigation.

13. Support for an Implicated Person

- 13.1** APWM will take all reasonable steps to treat fairly an Implicated Person and recognises they must also be supported during the investigation. The Implicated Person will be assumed innocent and no action will be taken against anyone implicated until an investigation has determined whether any allegations against them are substantiated.
- 13.2** Employees may be temporarily stood down on full pay at the discretion of the National Director, whilst an investigation is in process. If the investigation determines that the allegations are not substantiated, the Implicated Person will be reinstated to full duties.

- 13.3** Any disclosure relating to an Implicated Person must be confidential, even if the Whistleblower has consented to the disclosure of their identify. Information will only be disclosed to persons who have a need to know for the proper performance of the investigation.
- 13.4** Support available for an Implicated Person under this Policy includes:
- access to an approved Employee Assistance Program (EAP);
 - support from an independent Minister, senior leader, counsellor or other person approved by the National Director.

14. Breaches of this Policy

- 14.1** All APWM People are required to comply with this Policy as well as with Whistleblower Laws (i.e. protections contained in Part 9.4AAA of the NSW Corporations Act 2001).
- 14.2** Non-compliance with this Policy or Whistleblower Laws may result in disciplinary action including termination of employment or termination of a contractor's services or, in respect of Ministers of the Church, referral under the Code of Discipline.

15. Variations

- 15.1** This Policy may be varied, amended, replaced or terminated from time to time and at any time at the absolute discretion of APWM.

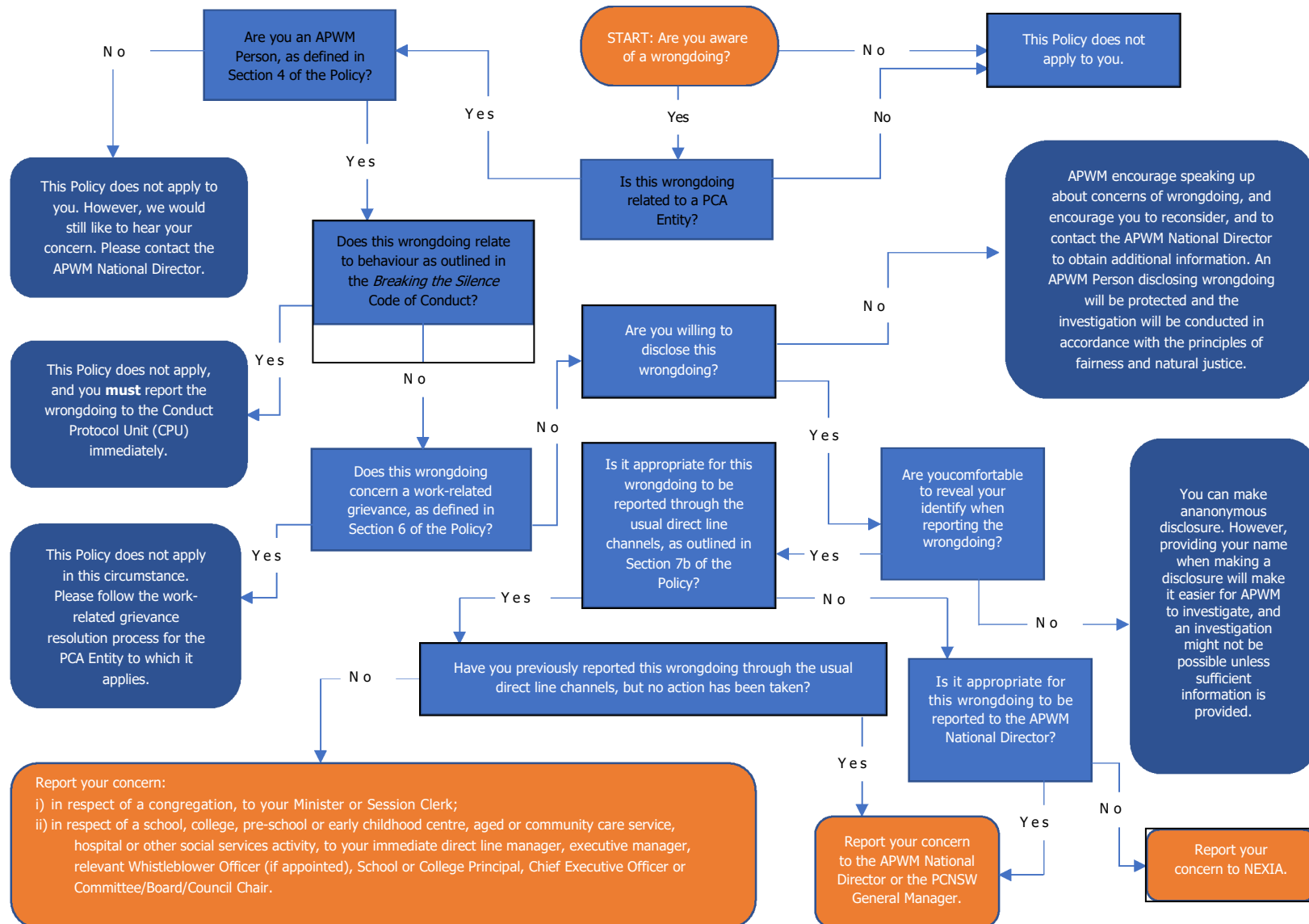
16. Appendix

Appendix A: APWM Flowchart for Whistleblowers

Appendix B: APWM Flowchart for a Person who receives a Disclosure

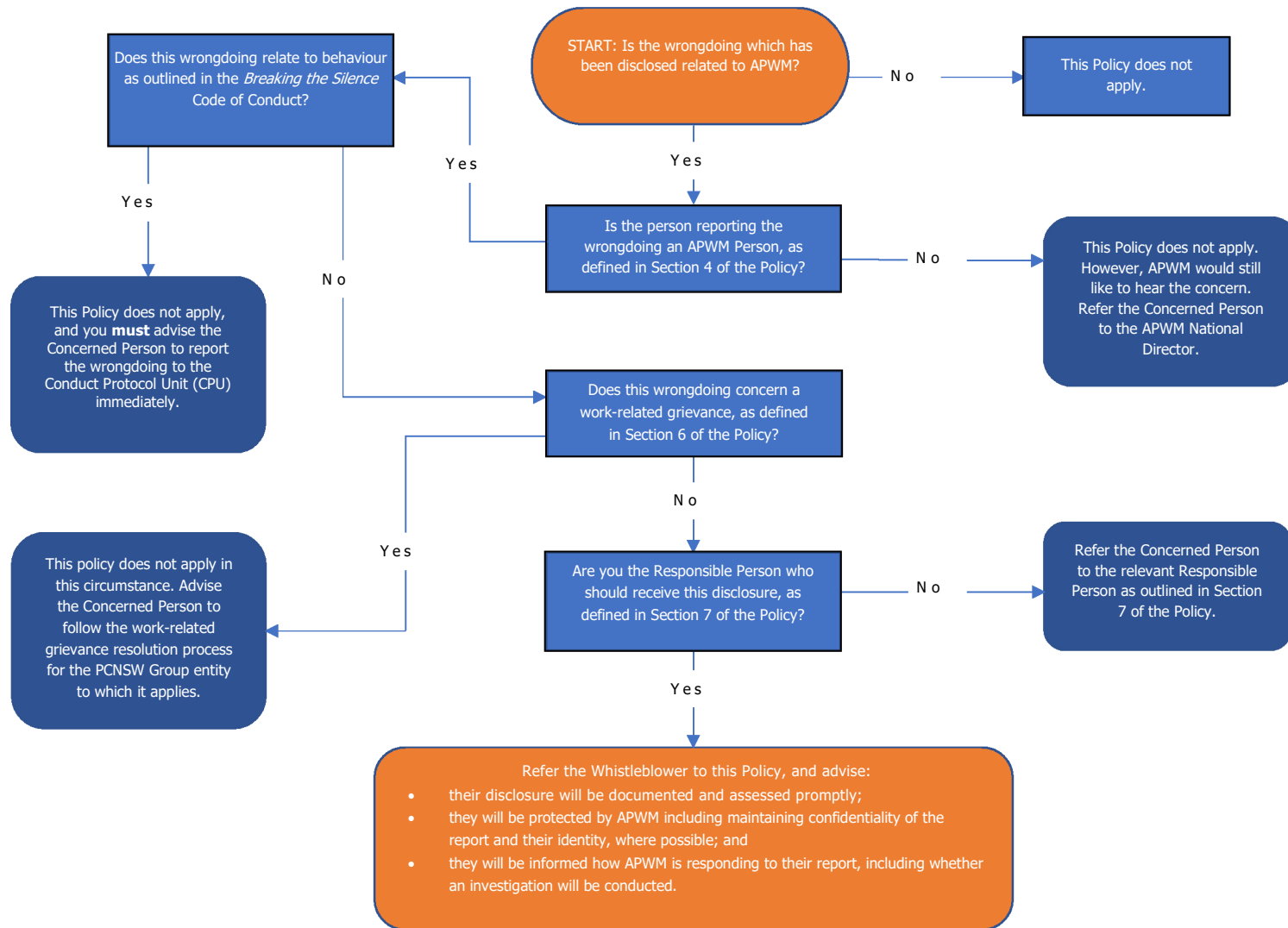
APPENDIX A: APWM Flow Chart for People *Disclosing a Wrongdoing*

Refer to the PCNSW Whistleblower Policy ("the Policy") for further information



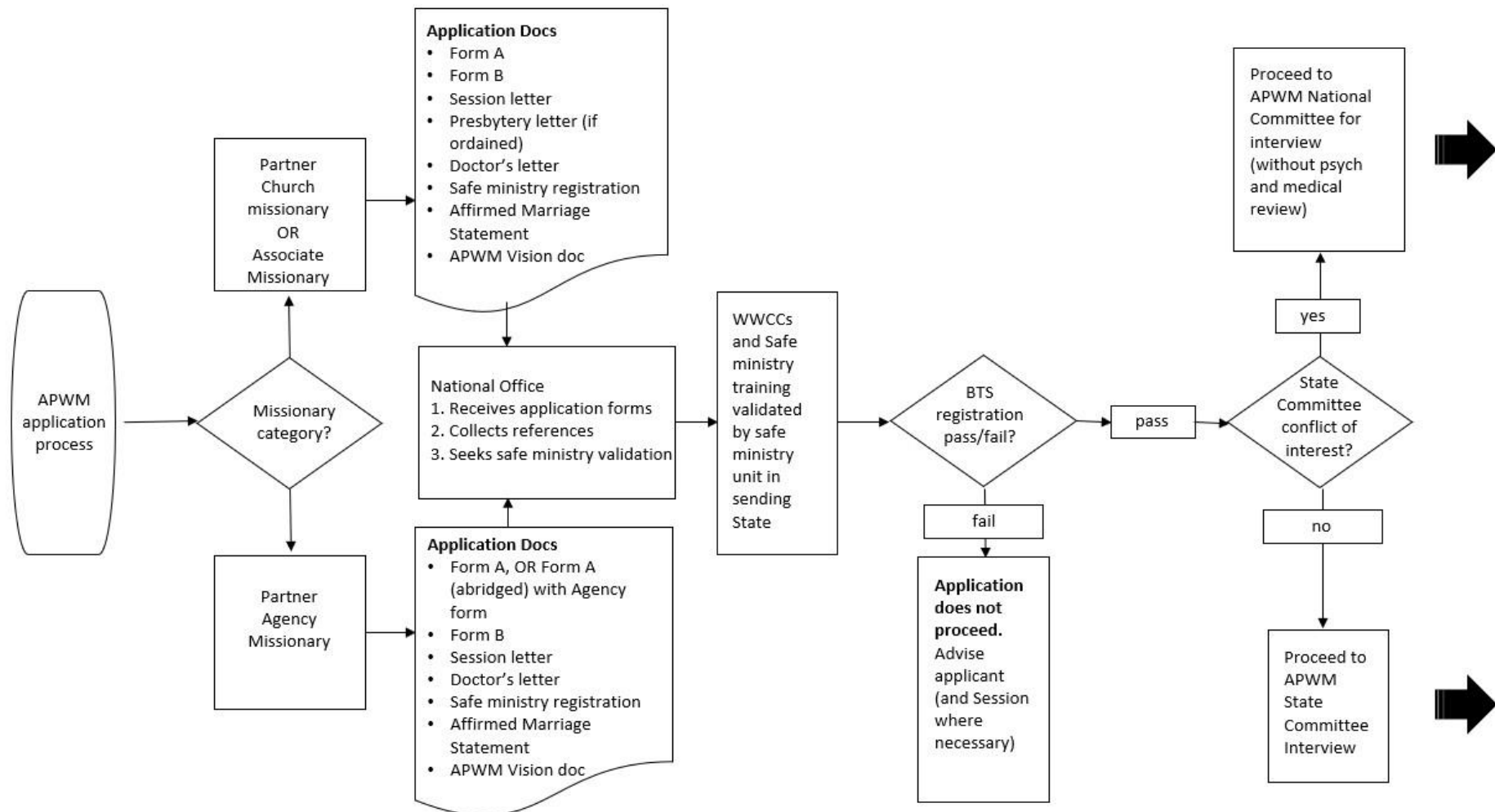
APPENDIX B: APWM Flow Chart for a Person Who Receives a Disclosure

Refer to the PCNSW Whistleblower Policy ("the Policy") for further information



APPENDIX (15)

Partnership Application Process Map



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