



Obligations of Church Councils and Presbytery Committees offering child-related activities

C/2.1.10.3

Purpose

This outlines the specific obligations held by church councils (councils) and committees of the church where child-related activities are occurring, under the [Safe Ministry with Children \(SMC\) Policy](#).

Scope

This applies to all members of councils and committees of the church where child-related activities are occurring. The information in this document complements the [Overseeing Safe Ministry procedure](#).

Mandatory Reporting

The [Mandatory Reporting Process for Ministry Agents](#), and the [Mandatory Reporting Process for Lay Workers and Volunteers](#), outlines the steps to take when reporting incidents of suspected abuse, grooming or neglect. This will ensure you are meeting your legal obligations and fulfilling your duty of care to the children involved in your activities. A copy of each of these documents is available on the synod [website](#).

Church Councils not conducting child-related activities

For information about your obligations please refer to the document: [Obligations of Church Councils not offering child-related activities](#).

Church Councils

1. Adopt or re-affirm their commitment to the Safe Ministry with Children (SMC) policy

- 1.1. All church councils are required to formally adopt or reaffirm their commitment to the SMC Policy on an annual basis, and to record a statement of commitment in church council meeting minutes. A [template](#) is available for congregations to use.
- 1.2. A copy of the template, or a copy of the minutes must be provided annually to the presbytery in response to the Annual SMC Audit.

2. Blue cards and governance requirements

- 2.1. All Church Council members must hold blue cards because they are relevant decision makers, which includes making decisions about child-related programs or activities. This means that persons who are ineligible for a blue card or who do not hold a linked blue card are unable to be Church Council members, unless the Church Council has made a [formal resolution](#) to not conduct child-related activities.
- 2.2. All lay Church Council members must annually sign a [Statement of Personal Commitment](#) which outlines the required code of conduct for all lay staff and volunteers.

3. Training

- 3.1. All lay Church Council members must comply with the Safe Church Training Procedure.
- 3.2. All lay members must complete the following training upon/prior to appointment and then every 12 months:
 - 3.2.1. Module 2 – Core Training for Lay Preachers, Lay Workers and Volunteers



- 3.3. All lay workers and volunteers in child-related roles should complete at least one hour of external training each year.
- 3.4. All lay members must complete the following additional role specific training upon appointment and then every two (2) years:
 - 3.4.1. Module 1 – Mandatory Training for Lay Preachers, Lay Workers and Volunteers
 - 3.4.2. Module 13 – Practising Shared Guardianship (Preventing Abuse)
 - 3.4.3. Module 12 – Providing Safe Online Ministry
 - 3.4.4. Module 6 - Record-keeping
 - 3.4.5. Module 5 – Managing People
 - 3.4.6. Module 4 - Planning Safe Programs
- 3.5. In addition to training detailed in 3.2, 3.3 and 3.4, all lay Chairpersons **must** complete the following role specific training upon appointment and then every two (2) years:
 - 3.5.1. Module 7 - Responding to a Person of Concern

Presbytery Committees

4 . Adopt or re-affirm their commitment to the SMC policy

- 4.1. Each Presbytery must adopt or re-affirm their commitment annually to the SMC Policy at a Presbytery meeting and record this statement in the minutes. This statement will cover all committees of the presbytery. A [template](#) is available for presbyteries to use.
- 4.2. A copy of the completed signed template, or a copy of the minutes must be provided annually to the Safe Church Assurance and Support Officer, in response to the Annual SMC Audit.

5. Blue cards and governance requirements

- 5.1. All presbytery committee members must hold blue cards because they are relevant decision makers. This includes decisions about child-related programs or activities. Persons who are ineligible for a blue card or who do not hold a linked blue card are therefore unable to be presbytery committee members.
- 5.2. All lay presbytery committee members must annually sign a [Statement of Personal Commitment](#) which outlines the required code of conduct for all lay staff and volunteers.

6. Training

- 6.1. All lay presbytery committee members must comply with the [Safe Church Training Procedure](#).
- 6.2. All presbytery committee members must complete the following training upon/prior to appointment and then every 12 months:
 - 6.2.1. Module 2 – Core Training for Lay Preachers, Lay Workers and Volunteers
- 6.3. All lay workers and volunteers in child-related roles should complete at least one hour of external training each year.
- 6.4. All lay members must complete the following additional role specific training upon appointment and then every two (2) years:
 - 6.4.1. Module 1 – Mandatory Training for Lay Preachers, Lay Workers and Volunteers
 - 6.4.2. Module 13 – Practising Shared Guardianship (Preventing Abuse)
 - 6.4.3. Module 12 – Providing Safe Online Ministry
 - 6.4.4. Module 6 - Record-keeping
 - 6.4.5. Module 5 – Managing People
 - 6.4.6. Module 4 - Planning Safe Programs
- 6.5. In addition to training detailed in 6.2, 6.3 and 6.4, the Presbytery Chair **must** complete the following role specific training upon appointment and then every two (2) years:
 - 6.5.1. Responding to a Person of Concern



Information and support

Information and support can be obtained from the Safe Church Assurance and Support Officer on 0491 491 227 or safeministrywithchildren@ucaqld.com.au

Most training materials are now available online, using the Synod’s Learning management System (LMS) [edUcate](#). For information or support to access online training, please contact the Learning Team: 07 3377 9990 or learning@ucaqld.com.au

Revisions

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5.0	14.07.2022	Strategic Risk Manager	14.07.2022	ED Strategic Resources and Assurance	Safe Church Assurance and Support Officer
Next scheduled review		14.07.2027			