

GENERAL DEFINITIONS FOR ALL POLICIES

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Introduction

Berwick Church of Christ uses a set of General Definitions, which apply to all policies, procedures, codes of conduct, guidelines and forms.

General Definitions are defined as those used in more than one policy and therefore are not considered Specific.

These General Definitions must be read in conjunction with the above stated document types and have the same meaning in all cases.

Specific Definitions to a policy are stated in the policy, for the avoidance of doubt General Definitions, succeed Specific Definitions where they are or appear to be in conflict.

General Definitions

"Activity or Activities" Any recognised, Leader led and Senior Pastor sanctioned, event involving participation by Staff, Volunteers or Participants.

"Board" The governing body of Berwick Church of Christ comprised of the Elders.

"Child" or "Children" A person or persons under the age of 18 years.

"Church" or "the Church" means Berwick Church of Christ Incorporated wherever it operates or authorises an activity.

"Contactors" means a person or firm that undertakes a contract to provide materials or labour to perform a service or do a job.

"Elder" A member of the governing body of the Berwick Church of Christ, as appointed under rule 11.3 of the Constitution.

"Governance Committee" A group of people appointed by the Board which provides support and advice to ensure that the Board is able to fulfill its legal responsibilities through adequate policy development.

"Ministry Leader" means a volunteer who has been appointed to a high level of leadership and responsibility and is accountable directly to a Pastor. This position will include a Position Description that defines the Term of the role and is designated as a 'Ministry Leader' by the Ministry Forum.

"Leader" A person who is operating at any level of leadership in the Church.

"Ministry" or "Ministries" is an activity/activities or team/s that expresses the purpose, mission, vision and values of the Church in any setting, where any person would reasonably associate you as representing the Church.

"Ministry Forum" A forum, which makes decisions on the approach to ministry related matters in line with the purpose, vision and mission of the Church.

"Ministry Leader" A person appointed to a high level of leadership and responsibility, designated by the Ministry Forum and accountable directly to a Pastor. This position includes a Position Description that defines the term of the role, qualifications and priorities.

"Minor" A person or persons under the age of 18 years.

"Official Church Event" is an event or activity that has been approved by the Church and is promoted as a Church Event whether onsite or offsite. Examples of an Official Church Event would include, but are not limited to, a youth camp, State Youth Games, Men's BBQ, courses such as Alpha, GTM, marriage course, and young families camp or picnic.

“Operations Forum” A forum, which makes operational decisions to ensure the Church as an organisation meets its duty of care.

“Partner” means a person accepted into membership of the Church under rule 19.3 of the Constitution.

“Participant” A person of any age who participates in a recognised activity of the Church, with no expectation or responsibility on them to serve or lead in the activity.

“Safety Contact Person” A person appointed in the role of Safety Contact Person by the Board of Elders, to assist in reporting and informing authorities of alleged allegations, to provide support for those involved in the reporting and to keep private and confidential records, ensuring that they are securely stored.

“Senior Leadership or Strategic Forum” means the Senior Pastor, Executive Pastor and Operations Manager.

“Senior Pastor” A person appointed in the role of Senior Pastor by the Board of Elders.

“Staff” A person with a current employment contract with the Church and receives a remuneration for their service.

“Team Leader” A person who is considered to be operating in a leadership capacity, under the direction of a Ministry Leader or Pastor, that may or may not have accountability for team members.

“Team Member” A person who functions under a Team Leader or Ministry Leader in any ministry role and includes those under the age of 18 years.

“Volunteer” A person who serves in a recognised ministry that progresses the purpose, vision, mission of the Church and is not remunerated for their effort.

“Workplace” is a place where work is carried out for or on behalf of the Church and includes any place where a staff member or volunteer goes, or is likely to be, while working for or representing the Church.

“Whistleblower” is a person who reports illegal behaviour or wrongdoing in accordance with the Corporations Act.

Safety Contact Person

Name:	Karen Fletcher
Phone number:	0438 886 337
Email:	karenf@bcoc.com.au
Other contact details:	Office: 9702 1011 (Mondays to Fridays)

Applicable Legislation, References and Other Policies

Item	Description
<i>Fair Work Amendment Act 2013 (Cth)</i>	Bullying is defined under section 789FD
<i>Sex Discrimination Act 1984</i>	Sexual harassment is defined under section 28A
<i>Racial Discrimination Act 1975</i>	Section 18C prohibits offensive behaviour based on racial hatred
<i>Disability Discrimination Act 1992</i>	Section 25 prohibits harassment in relation to an employee's disability.
<i>Equal Opportunity Act 2010 (VIC)</i>	The Equal Opportunity Act 2010 aims to make public life free from discrimination, sexual harassment and victimisation.
<i>Occupational Health and Safety Act 2004 (VIC)</i>	The Occupational Health and Safety Act 2004 (OHS Act) is the main workplace health and safety law in Victoria
<i>BCOC Policies</i>	All Church policies can be obtained from the website link, www.berwickchurch.org.au/policies