



Assemblies Of God WESTERN AUSTRALIA CHURCH PLANTING MANUEL

To all prospective church planters

Rather than re-invent the wheel, we as a church planting team have adopted the Queensland Church Planting Manuel compiled by Pastor Neil Scott. Obviously we have made the necessary changes to suit Western Australia requirements.

"Complexity would best describe the world we are now living in. When I reflect back on how things were done 20 years ago in church planting it was certainly simpler. However, we are required by the Scriptures to be a people who are not found to be sidestepping the laws of our land so it falls upon us to comply with the many new regulations that affect our interaction with government and businesses alike. Despite this extra level of complexity the Assemblies of God in Australia has experienced exceptional growth and the indicators are there to say that we will continue to grow and make further inroads into Australian society.

This manual has not been produced to tell you how to plant a church. There are many manuals and books produced that will help you with that. The one thing a book cannot give you of course is the 'call of God'. This is an attempt to bring an understanding of the core values and workings of the Assemblies of God, which impinge upon a church plant, as well as the necessary compliance issues we all must work with if we are to do 'business' in Australia.

Pastor Stuart Hall, who researched the secular compliance issues, aided me in this project. We like to think of this manual as a developing document meaning we have probably missed things or there could be some issues that we have interpreted incorrectly. I am asking that you join with us in writing this manual by notifying us of issues you have faced that a church planter needs to be aware of or if areas in this document need correcting. It will eventually become an e-document that makes updating very easy.

There is one word I want to leave with you. The AOG in Australia is a movement dedicated to winning souls, NOT writing policy documents, BUT we do need policies to help us do things right. Try and pick up the spirit of the first three sections of this document and do not get tied down with the letter. As the Church Planting Director in Queensland I am here to help you to find a smooth pathway through any issue you come across (if I can!). If there is something that you do not understand or want to talk out please call.

Yours for a greater Queensland harvest."
Neil Scott
Director: New Churches Queensland





SECTION 1: The Assemblies of God in Australia

1. Brief History of the Assemblies of God in Australia

On the 27th March 1937 eighteen men and women met in Sydney, NSW to discuss the merger of the Pentecostal Church of Australia, and the Assemblies of God in Queensland. The result of this meeting that was held in the Pentecostal Church in Lawson Square was a new movement called 'The Assemblies of God in Australia'.

2. Philosophy of the AOG in Australia

Five days after the formation of the Assemblies of God the philosophy of the movement was put to paper and the resultant document was the United Constitution. The central philosophy of the Assemblies of God in Australia is summed up in Article 2 (a) of that document.

"The 'Assemblies of God in Australia' is a fellowship of Pentecostal Assemblies in voluntary co-operation, on terms of equality, as self contained and autonomous Christian Assemblies, uniting for aggressive evangelism, unity, fellowship, order, discipline and other purpose".

At this first meeting commitment was given to,

- God-ordained leadership
- Autonomy of the local church
- A world missions vision
- A Bible School and
- An official magazine called "The Australian Evangel and Good Tidings Messenger" which later was shortened to the Australian Evangel (current name: Leadership Now).

It should be stressed that there is no central government in the AOG. While many ministers recognise the function of the apostolic and prophetic ministry (Eph 4) there is no one in the fellowship who has the authority to change a decision made by a registered church or to remove its pastor.

For this reason the Assemblies of God in Australia is not a denomination but instead a 'fellowship of autonomous churches!'





3. What is 'Cooperative Fellowship'

For a full explanation of what is meant by 'cooperative fellowship' we refer to Article 2(b) of the United Constitution that being:

(b) The basic principle of Assemblies of God is defined as that of cooperative fellowship.

It designates a body of believers, one in experience and purpose, bound by the cords of Christian love and not by ecclesiastical traditions or powers. By cooperative fellowship, we understand a partnership in service in which the efforts of individual believers are coordinated and united, instead of individuals doing that which seems good to them without regard to the effect their actions may have on other members of the body. The members voluntarily agree to work together for the spreading of the gospel and for the edification of the body of Christ. The ground of this fellowship is the Word of God, and it can be maintained only by the indwelling Spirit of God in the hearts of believers who are dominated by the desire to glorify our Lord, the great head of the church. The principles of this fellowship naturally affect the movement in all its aspects.

It touches the relations of the National Conference and Executive to the State Conferences and Ordained Ministers to the local churches and of every member of any church to the church. This obviously must mean that the sovereignty of a church in no wise permits it to do anything injurious to other affiliated churches; neither should any church stand in the way of the development of other churches within a reasonable distance of its place of worship, in localities where the size of the population would justify the opening of new churches. A church is jeopardising its own interest by refusing to cooperate with the state and national officary in matters of state and national interest. The organisation of the state movement is to care for the work of the movement within the state.

It¹ has no right to usurp authority over the local church for its own benefit but it is obvious that the state has a right to protest against the action of a church which persists in making unwise decisions in matters which are vital to its own welfare and to the movement at large; also to give such advice and render such aid as may be necessary for the welfare and peace of the church. The sovereignty of the state is likewise limited by the interstate interest of the national movement: each State Executive needs to recognise the need of cooperation with the National Conference and National Executive in order to preserve the unity of the movement nationwide.

¹ That is, the State Executive or Conference or its appointed bodies.





4. **The Objectives of the AOG in Australia**

The objectives of the AOG in Australia are as follows.²

- The full gospel evangelisation of Australia, in obedience to the great commission of Matthew 28:19-20.
- To contend for 'the faith once for all delivered to the saints' - Jude 3 (NKJV).
- To seek, by the grace of God, the full restoration of New Testament Christianity as exhibited in the Scriptures of the New Testament; in the holiness of life, power and sincerity of faith of the believers; in the order of government and discipline obtaining in the church which is his body; and also in that manifestation of power and confirmation of the preached Word of God with signs and wonders following, as characterised the New Testament church, based on the immutability of God's Holy Word, and the all-sufficiency of Jesus Christ our Lord.
- To establish churches as a result of the foregoing, patterned after the simplicity of the New Testament principles of order, government and practice; free from human traditions, and recognising the headship of Jesus Christ our Lord.
- To send out missionaries to foreign lands with the same objectives in view.
- To engage in Christian action in the relief of human suffering and need by all available means and in development programs appropriate to developing countries and disadvantaged groups.

5. **The Growth of the Assemblies of God in Australia**

The Assemblies of God in Australia has grown at a rapid rate since 1970. During the past 30 years there has been a net increase of 847 churches and there are now over 160,000 members and adherents Australia wide. The following graphs shows the rapid rate of increase which has come about from maintaining over the years the belief that God has called this movement to plant churches. The Assemblies of God in Australia is a church planting movement.

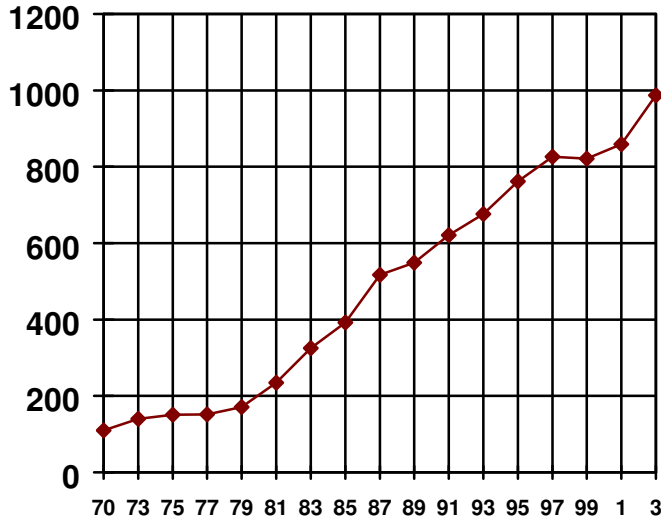
i) **Growth in Churches**

² United Constitution of the AOG in Australia Article 4.





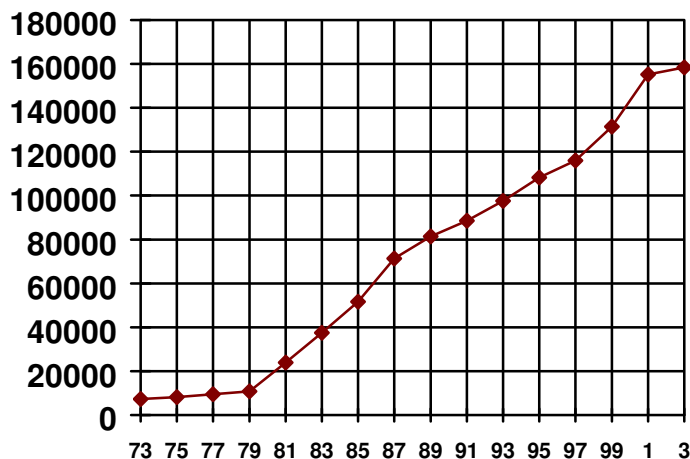
**Assemblies of God in Australia
Growth in Churches
1970 - 2003**



At the 2003 National Conference held in Brisbane it was reported that the AOG in Australia had 1002 churches.

ii) Growth in Members and Adherents

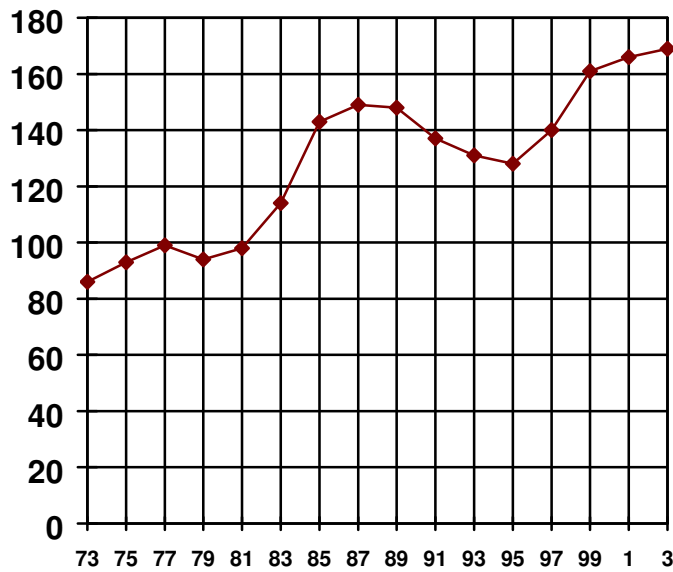
**Assemblies of God in Australia
Growth in Members and Adherents
1973 to 2003**





iii) Average Church Size

**Assemblies of God in Australia
 Average Church Size
 1973 - 2003**



The graph above indicates that there are two powerful emphases at work within the AOG in Australia. The planting of new churches and the growing of existing churches.





SECTION 2: Church Planting in the AOG in Qld

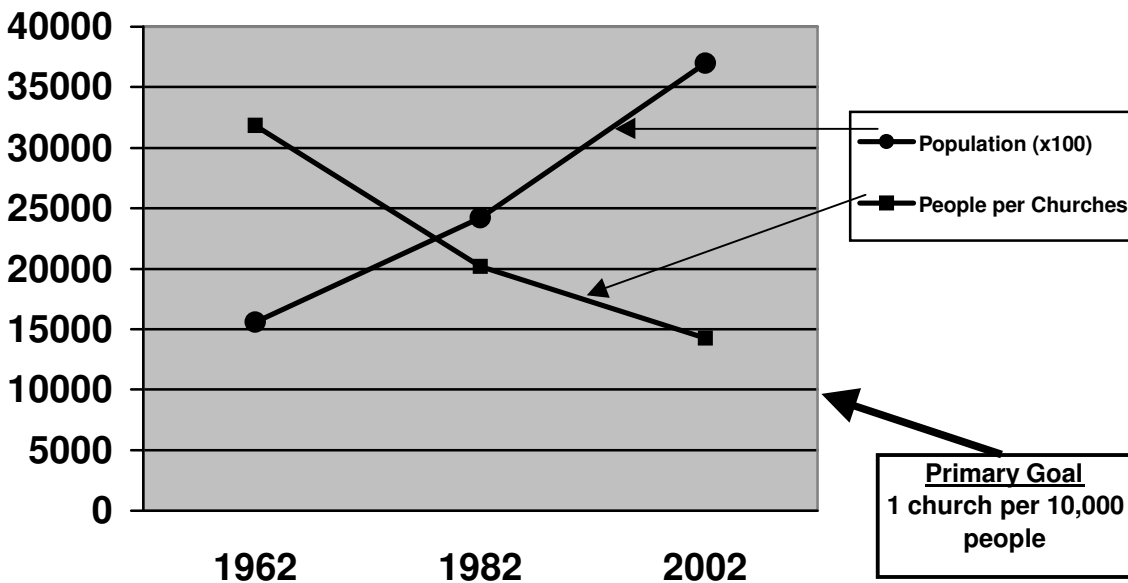
i) Goals

- Primary Goal:**
To see one AOG church for every 10,000 Queenslanders
- 2003 Goal:**
To see 325 churches in our Fellowship by May 2005

ii) Our 'Market' Penetration

The population of Queensland in 1962 was 1.55 million. We had 49 churches at that time which meant a ratio of 1 church for every 32,000 people. In 1980 there were 2.4 million people in Queensland and we had 120 churches, or a ratio of 1 church for every 20,000 people – which is good forward movement in that 20 years. But in 2002 we have 260 churches for 3.7 million, or a ratio of 1 church for every 14,000 people! We are maintaining a very positive rate of forward growth. At this point of time Queensland is growing by a net annual rate of 67,500 people and our movement by an increase of 20 churches in 12 months. By my calculations, at our current rate of church expansion, we will hit our primary goal of 1 church per 10,000 people in seven years! Diagram 1 illustrates this point.

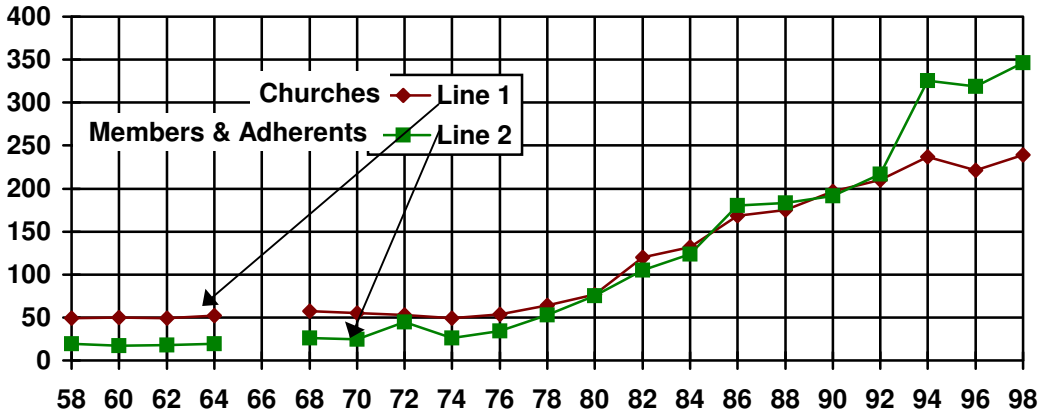
Diagram 1: Progress towards Queensland AOG Primary Goal





iii) Church Planting does produce more Disciples

**Correlation Between Number of Churches and Members/Adherents (x100)
between 1958 to 1998 within the AOG in Queensland.**



The above graph shows that church planting is not about reshuffling the pack! There is a direct correlation between growth in church numbers and growth in number of people. (Note: In 1996 the definition for what is a church was redefined and a number of 'churches' on our database were removed.)





SECTION 3: Church Planting Procedures within W/A

1. Church Planting Models used in Western Australia

There are many ways to plant a church but we have included the models most commonly used in Western Australia.

i) Cold Start

The cold start approach is the hardest way to commence a church and it is not a model we recommended for the inexperienced pastor. This approach usually commences with the pastor's family and a couple of friends, a hall is hired, advertising in the local newspaper placed and then a hope that people turn up on Sunday. There is no support from another church ... it is very much a sink or swim approach.

ii) Mother/Daughter

The mother/daughter approach is a tried and proven method within the AOG. Here a group of people is sent out from a mother church to start a new work. Experienced leadership is already in place and there is significant backing (resources and talent) from the mother church. The mother church exercises various levels of control depending on the situation but from day one the daughter church is on a pathway to being a registered assembly with the AOG in Australia.

iii) Cell Model

The cell model is still fairly new to Australia. It is a tried and proven approach overseas and there are only a small number of church plants that have commenced using this approach. Here under the authority of a senior pastor a cell leader is empowered to grow a group of cells in a particular region of a town or city. Those new cells will relate to the original cell leader and after four or so cells are developed they will come together on a Sunday and commence a new Sunday service. There are variations to this model as with the other models mentioned above.

iv) Satellite Churches

In the last few years, the concept of the "Satellite Church" has become relatively common in the Assemblies of God in Australia. The fact that the satellite concept brings security and stability to a congregation makes it an attractive proposition and in many cases it should be encouraged. It is not the only means of church planting and it is not intended that the satellite model be the only model encouraged in our movement.

As the Satellite church concept has developed, it has demonstrated that we need to develop policies to recognise the reality that these Satellite churches exist and to keep a record of their existence.





a) What is a Satellite Church?

A satellite church is a congregation that has a governance link to a supervising church in the Assemblies of God in Australia. The senior pastor and the leadership of the supervising church are recognised as the leadership of the satellite church and have governmental responsibility for it. The degree of autonomy for finances of the satellite church will vary but normally, it will operate as a cost centre within the supervising church.

A satellite church is more than a home group. In order to qualify as a satellite church, it should:

- Cater to a distinct geographic location or ethnic group
- Have regular weekend meetings
- Not have artificial size limits imposed on it (eg divide when it has 20 people)
- Have a credentialed minister responsible for it's oversight
- Exist for the purpose of reaching out into its community rather than providing pastoral care for people already attending the supervising church.

b) What is the Status of a Satellite Church?

A satellite church will be recorded on the national database as a distinct entity from a registered or unregistered church. It will be counted in all statistics as a church but it will be recognised as a part of the supervising church as far as administration is concerned.

The supervising church may choose to have all correspondence sent directly to its office or it may choose for correspondence to go to the satellite church.

The supervising church is responsible to pay National and State dues based on tithes and offerings received by the satellite church. These dues may be sent in one cheque but should be broken down to reflect the income of each satellite church.

The satellite church is the responsibility of the supervising church and the State and National Executive will only intervene in its affairs in circumstances that would warrant intervention in a registered church.

c) What are the Privileges of a Satellite Church?

Satellite churches are recognised as churches of the Assemblies of God in Australia but in a way that is distinct from registered and unregistered churches. They are included in all databases and statistics in the same way as registered and unregistered churches are included.





Satellite churches do not have a right to delegates at National or State conferences but their constituents may be added to the constituents of the supervising church in calculating its delegates for conference.

A satellite church may not be a registered church in the Assemblies of God and must return its certificate of registration if it wishes to be designated as a satellite church. If a satellite church wishes to change its status in the future it can apply to become a registered or an unregistered church if it has the approval of its supervising church. Without that approval, the State Executive will conduct a thorough investigation before granting approval for change of status. If an application is refused, an appeal may be made to the National Executive.

2. Multiple Church Policy (Queensland only)

The Assemblies of God in Australia (QLD Conference) has adopted a policy whereby no church has exclusive rights to a town or suburb. The old policy included what was called the 2-kilometre limit that meant a church was not to move or pioneer within a two-kilometre radius of existing Assemblies of God church. The new policy is outlined in Article 15 of the District Charter.

- i) It is recognised that in the Brisbane area and most of the provincial cities and large towns it will be necessary to plant additional Assembly of God fellowships within reasonable proximity to an existing Assembly of God.
- ii) It is recognised that no assembly shall enjoy an exclusive franchise to its municipality.
- iii) It is recognised that an Assembly of God minister may pioneer a new church in a municipality where an Assembly of God church already exists on the following basis:
 - The Executive or their appointee is consulted with prior to any initiation of the church planting
 - The Assemblies of God pastors closest to the planned new church are personally advised of the relevant details.
 - That no persons involved in the existing assembly/s be in any way enticed or invited to attend or become part of the new assembly without prior approval of their pastor.
 - From its inception, the minister of the new assembly shall relate regularly to the Executive or their appointee, and provide reports at the Leader's discretion until the assembly shall achieve registered status.

3. Procedures for Starting an AOG Church in Western Australia

- a) Determine which Church Planting Model you will be using





- b) Contact the Relevant Bodies**
 - The State Church Planting Director.
 - The closest pastors to where you wish to plant the church
 - Submit the Form "Notification of a Proposed New Work with the AOG in W/A"³. The State Church Planting Director will forward the notification details to the State Executive.

- c) Develop a Philosophy of Ministry**
 - The style of your church meeting
 - Your target group
 - The positioning of the church – meeting place – name of church⁴
 - Leadership Structures

- d) Management Procedures**
 - Follow through the many issues mentioned in Part D of this manual
 - Set Budgets

- e) Commence your Church**

- f) Apply for a Church Planting Grant**
 - After you have received a letter of endorsement from W/A Church Planting director forward it to the State Executive requesting a financial grant.

- g) Grow your Church and have fun!**

4. What Constitutes an Outreach Church in Western Australia?

Before a new church can be considered an outreach church and use the name 'Assemblies of God' it will need to meet the following criteria.

- The Executive or their appointee is consulted with prior to any initiation of the church planting
- The Assemblies of God pastors closest to the planned new church are personally advised of the relevant details.
- That no persons involved in an existing assembly/s be in any way enticed or invited to attend or become part of the new assembly without prior approval of their pastor.
- Meets weekly to affect its surrounding community with the Gospel of Christ with the purpose of establishing a Christian community.
- Its leader has credentials with the AOG in Australia or is in the process of applying for credentials but until the credential is issued is under the covering of a credentialed pastor.
- Has more than two families gathering at the weekly meetings.

³ See Appendix 2

⁴ It is recommended you contact the State Secretary about the name of your church to see how many other churches in your area have a similar name.





- Has received a letter of endorsement from the Regional Executive that the church is geographically located in or related to.

5. Credentials with the AOG

a) For those with No Credentials

It is a requirement that a person in charge of an endorsed AOG church has a credential with the AOG or is under the covering of a credentialed AOG minister. Your supervising minister needs to nominate you for such a credential. While the process for a credential can commence before the church starts it is usual for the credential to be issued subject to the church commencing. There are a number of forms that will need to be filled out when making application. The application process will include an interview with Church Planting Director. It is advisable to attend Regional and State functions (where possible) so as to get to know other ministers in the fellowship.

b) Those with an SMC

An SMC is always endorsed with a certain location and area of ministry. This means should you leave that area of ministry or location the credential automatically lapses. Your supervising pastor needs to talk to the regional leader about the process involved in either changing the endorsement or applying for a PMC

c) Those with a PMC

This credential covers all aspects of ministry within the State it was issued. If you are planting a church out of the State you received your credential in you need to consult with your State Leader as to how best you can have this credential 'transferred'

d) Those with an OMC

An ordained minister with the AOG in Australia has the 'authority' to plant a church where they like and whenever they like. HOWEVER, the core value of the AOG is 'cooperative fellowship' which implies that a minister who loves this movement and is keen to preserve its peace and unity will follow the procedure outlined in 'Procedures to Starting an AOG church in Western Australia'.

6. Becoming an Autonomous Assembly within the AOG

While the Assemblies of God in Australia recognises that each local assembly is autonomous it is also felt that the autonomy of a church is not to be recognised until it is big enough and strong enough to handle its own affairs.

A church is considered autonomous in its operation when it has become a registered assembly. The criteria for becoming a registered assembly are as follows (Article 10 of the National By-Laws).

a) Requirements





Requirements for a Certificate of Fellowship shall be:

- The minimum basis of 50 adult attendees.
- A functioning board of a Pastor and at least two deacons including Secretary and Treasurer, or Secretary/Treasurer, such administration having successfully functioned for at least twelve months.
- Adoption of the United Constitution of the Assemblies of God in Australia.
- An assurance of accepting responsibility for its share of National, State and District requirements.

b) How to Apply

Application shall be made to the National Executive on the prescribed form, through the State Executive or its nominee, whose recommendation shall be required.

c) Loss of Autonomy

- Where an Assembly falls below the minimum requirement of 30 adult attendees, it may be declared by the State Executive Presbytery to be an outreach work.
- Note: Exceptions to any of the foregoing requirements shall be at the discretion of the National Executive Presbytery.

7. Dues

The Assemblies of God at National and State level charges dues.

a) National Dues

- Churches: 1% of undesignated tithes and offerings
- Pastors: \$60-00 per year for OMC
- Notices sent out in January
- Pioneer works are exempt for the first two years

b) Western Australia State Dues

- Churches: 2% of undesignated offerings per year
- Pastors: \$ 20 per year (Admin levy)
- Notices sent out in Jan
- All Church Plants are free from State Dues for the first two years of operation.

8. What to do if you wish to close a Church

The AOG in Australia has embraced a 'no closure policy' which means everything will be done to keep a church open. No pastor of an AOG endorsed church has the right to close a church. Any closures will be conducted under the guidance and oversight of the regional executive if it is not a satellite church

If a situation arises where a pastor feels he or she cannot continue with the current work and the church is in danger of closing they need to inform the State Executive of the situation outlining the difficulties being faced with the work. They are also asked to work





with the Regional Leader in seeking out viable options for keeping the church open, be that bringing in a new leader or whatever.

The governance documents of the AOG give authority to the Regional Leader to take charge of any unregistered AOG church. If the Regional Leader feels that their direct input is required then the pastor needs to work in harmony with the Regional Leader or remove him or herself from the situation for the sake of the well being of the church.

Please note: A pastor who closes a church and its subsequent bank accounts in a manner that is inconsistent with the rules governing charities may find themselves in breach of the law. To protect your integrity the closure of any church must be conducted under the authority of your Regional Leader.





SECTION 4: Secular Compliance Issues

Scope, Limitations and Format

This manual outlines information relative to the administrative setup of a new church in the State of Western Australia with specific emphasis on National and State Government and other authorities' compliance requirements. This document is in no way meant to contain every form, be it Government or business, but is rather provided as a reference point.

The format to this manual answers the following questions for each heading identified.

1. Why you have to?
2. Where to get it?
3. How to do it?

Areas Covered include

1. Banking
2. Insurance
3. GST/BAS/ABN
4. Organizational Governance
5. Copyright Issues
6. Employment Policies
7. Telstra
8. Duty of Care
9. Miscellaneous Issues

1. Banking

i) Opening Bank/Society Accounts

- a) Bank accounts are an important tool in creating a sense of credibility in the way we deal with finance, both to the congregation and to the greater community. A bank account should be opened in the church name as soon as possible.
- b) An account can be opened easily by taking relevant details associated with the identification of your church body, E.g. your church's ABN, postal address and one hundred points of identification for each signatory.
- c) Your account should be accessible through a minimum of two signatories (a person authorized by the church to sign cheques). It is advised that the Pastor should not be one of the signatories unless impracticable. In the case that a Pastor is a signatory it is important that the other signatory not be a relative or spouse.





- d) When applying for an account, speak to the bank staff about BAD⁵ tax and fee exemptions. These are available to churches from most banks on request.
- e) The Assemblies of God does not recommend any particular bank. 'Shop around' is our best advice to you.

ii) Keeping Accounts

- a) Keeping good accounts of the finances that pass through your church allows you:
 - To have freedom to concentrate on the work of God rather than having to engage in long tedious discussions concerning the business of the church.
 - To make sound financial decisions from an informed base rather than from a speculative base. For this reason your accounts should be simple yet accurate, showing the journey of every dollar given to the church.
- b) Every Australian business or charity is obligated by law to have their accounts audited by an independent auditor on a yearly basis.
- c) There are many software packages available to help with your accounts: MYOB, QUICKEN, www.exonet6.com.au/, or www.pastel.com.au/ As much as these are useful products and resource sites, much also depends on the volume of accounting required and the expertise of the users. A simple Microsoft Excel or Lotus123 spreadsheet should more than suffice. (For help with Excel, a tutoring CD is available at most software outlets for under \$10.)
- d) Your spreadsheet should contain two major categories: Expenses and Income. If you do not have anyone in your church with the knowledge to set up your accounts system make an appointment with an Accountant who will willingly create a system for you and audit your books later.
- e) It is a good practice to have a monthly statement prepared for the members of your church board so that they have access to up-to-date figures and can make sound decisions.

iii) Audits

- a) As previously stated an Accountant should independently audit your accounts.
- b) The more independent the auditor is of your church the more credible their report.

⁵ Exemption from BAD tax is available through the Office of State Revenue





- c) The Auditor's report should accompany your yearly accounts and be presented to the members of the church at your Annual General Meeting (AGM).
- d) The AGM should follow (within six months of) the end of the financial year as declared by the church. Commonly, the financial year ends June 30, however if it suits the rhythm of the church, your financial year can end December 31.

2. Insurance

Insurance is an important part of today's sociological framework. Love it or hate it you cannot be without it. There are three types of insurance you will need to purchase.

- WorkCover
- Liability Insurance
- Building and Contents

i) WorkCover

- a) All employers of workers in Queensland are required to have a policy with WorkCover Queensland to insure against the cost of compensating a worker who has a work related injury.
- b) Information concerning WorkCover Queensland can be found at www.workcoverqld.com.au or by contacting 1300 362 128.

ii) Liability Insurance

This is available through Australian Christian Services 1800 646 77. This insurance is a must. To operate without this is courting trouble. The pack includes:

- Professional Indemnity
- Public Liability
- Directors' and Officers' cover.
- Personal Accident cover for Volunteers

iii) Building and Contents

These are separate issues and should be shopped for.

3. GST/BAS/ABN

The new tax system introduced to Australia on 1 July 2000 is now well and truly entrenched in our society. It is important that your church apply immediately for an Australian Business Number (ABN).

i) Obtaining an ABN

- a) The best way to apply for an ABN is via the Internet: www.abr.gov.au or through the Business Entry Point www.abr.business.gov.au.





- b) If you cannot access the Internet contact the ATO (Australian Taxation Office) and they will send you the relevant form. This should be completed and returned to the Registrar, Australian Business Register, Australian Taxation Office, PO Box 3000, Albury, NSW 2640

ii) Charity Status

According to the new tax system every church is regarded as a charity, however that does not mean that gifts to the church are automatically tax deductible. For the purpose of tax deductibility you must register. To see whether or not you qualify as a Deductible Charity contact the ATO on www.ato.gov.au and from there follow the path to NON PROFIT ORGANISATIONS then TAX INFORMATION. Information concerning DGR⁶ is available, including application form.

iii) Payment of Guest Speakers

- a) Your payment should not include a GST component because the speaker is furthering the cause of religion.
- b) Payment ideally should be upon receipt of a tax invoice supplied by the speaker containing his/her ABN.
- c) If the speaker is from and AOG church they can supply a tax invoice quoting the AOG GST Tax number which is obtainable from the National Office of the Assemblies of God in Australia (03 9837 2222). No GST is payable.
- d) Alternatively you can pay his/her church upon receipt of a tax invoice. If they are outside the AOG you may need to pay GST and claim it back.
- e) Failure to produce a tax invoice requires you, as the church, to withhold 48% from their payment and forward such to the tax department UNLESS the amount paid is less than \$50.

4. Organisation Governance

i) Registration of a Workplace

This is done in conjunction with WorkCover. After registering as a workplace through WorkCover (see Insurance Section) you will be sent forms annually asking for the number of people you are employing.

ii) Constitution

- a) Every group of people that meets as an association requires a constitution. Your constitution is a legally binding document stating the purpose, procedures and rules that govern the running of your church. It should state rules and procedures relative to:

⁶ Deductible Gift Recipient





- Membership
 - Senior Minister
 - Associate Ministers
 - Discipline
 - Officers
 - AGM's and Special Meetings
 - Income and Property
 - Sunset Clause (relating to the resignation or possible dismissal of the Pastor)
 - Non discrimination policy
 - Winding Up
- b) The AOG has a model constitution that can, with assistance, be modified to suit your local situation. Contact the State Clerk for further details.
- iii) **Legal Status**
There is a significant amount of debate around today as to whether a church should incorporate, set up Trustees or remains an unincorporated association.

The Department of Fair Trading in NSW has a well-laid out document with the Pro's and Con's of incorporation and association at www.fairtrading.nsw.gov.au/associations.html
- iv) **Registration of a Business Name**
Information relative to registration of a business name can be done through www.abr.gov.au

5. Copyright Issues.

Copyright is an important issue that needs your attention. Churches in Australia are being sued as you read this for breaching the copyright law. For the sake of your credibility and as a moral issue you cannot ignore this issue. Every time you breach copyright by reproducing a tape or video or song without registering the copy on an official log sheet for submission to the relevant Copyright authority you steal from the owner of the material who is paid a royalty. Permission to copy an audio or visual tape should be obtained from the owner, usually stated on the copy. This should be done BEFORE you copy.

Like outrageous insurance costs, copyright issues are part of the changing world in which we live and churches are required to comply with copyright laws.

- i) **Music**
- a) As of 4 March 2001 it is now necessary for people using music on telephone hold to obtain a license from Australasian Performing Rights Association,





APRA. This was due to changes to the Digital Agenda Act. Details relative to copyright law can be found at www.ipaustralia.gov.au/ip/copyright.shtml

- b) APRA also supply a License to perform in public. (APRA Church License) Contact APRA on (02) 9935 7900 or visit their web site at www.ccli.com
- c) CCLI (Christian Copyright Licensing International) are based in Sydney and offer a full range of Copyright licences. They can be contacted by phoning 1800 635 474 or visit their web site at: www.ccli.com
- d) Regular Church Copyright License (CCL)
Allows groups that meet regularly to reproduce song lyrics and OHPs created by the churches own hand **NOT PHOTOCOPIED FROM OTHER PUBLICATIONS**. It also covers recording worship services.
- e) Mobile CCL
A similar cover to the CCL designed for Mobile Ministries.
- f) Ad Hoc (Events) CCL
For events not lasting more than 14 days.

ii) **Photocopying License**

This License is again available through CCLI and covers your copying of material as needed for a worship service.

6. Employment Policies

This whole section is best left for your investigation. The information on everything covered by Employment Policies can be found at www.wageline.qld.gov.au

i) **Contracts**

It is advisable that a contract is produced for each employee. Samples can be located in the AOG Ministers Folder. For further information see Wageline above.

ii) **Hiring/Firing**

Needs to be stated clearly and agreed upon by both parties in writing.

iii) **Confidentiality Ministry Agreements**

See AOG paper on Confidentiality Guidelines by Ivan Herald, September 2000. This document is readily available through the AOG State Office.

iv) **Superannuation**

The Government requires that all employers pay superannuation on behalf of each employee. For current superannuation percentages or further information see Wageline above.

v) **Long Service**





See

http://www.wageline.qld.gov.au/conditionsemployment/leave_entitlements_longser_vice.html. This is an outstanding site that has more than sufficient information in an easy to understand format.

vi) **Fringe Benefit Tax**

a) Exemption from Fringe Benefit Tax:

A general exemption from FBT is provided where the employer is a religious institution and the employee is:

- A religious practitioner;
- A benefit is provided to, or to a spouse or child of, the employee; and
- The benefit is not provided principally in respect of duties of the employee other than:
 - Any pastoral duties or
 - Any other duties or activities related to the practice, study, teaching or propagation of religious beliefs.

b) Our credentialed pastors can still enjoy the privilege of being FBT free. However non-Pastoral staff will be subject to FBT with a grossed up ceiling of \$30,000 and an FBT rebate.

7. **Telstra**

Telstra do offer discounts on line rentals and a number of other reductions on request. In order to access these offers Telstra requires a letter of verification from the ATO regarding your charity status. Contact Telstra through their customer service line to find out what discounts are available to Charities.

8. **Duty of Care**

Duty of care is defined as:

Your obligation to care for workers and those using your place of worship

This is one of the most interesting developments to hit the Australian workforce for many years. It is a matter of urgency that you obtain and implement Workplace Health and Safety documents. Examples of these can be obtained from:

- Australian Christian Services or
- www.whs.qld.gov.au/
- www.qld.gov.au

For those working with children you will need what is called a Blue Card from the Queensland Government. Blue Card information and application form can be obtained from www.childcomm.qld.gov.au/criminal/application_forms.htm

9. **Miscellaneous Items**

i) **Church Planters resource**





<http://www.thelifehouse.cc/>

They have links to:

- Incorporation procedures
- ABN application
- Constitutional documents and models
- CCLI
- Public Liability Insurance

ii) Newsletter for Treasurers

www.churchweb.com.au offer a monthly newsletter for church administrators. This is a very helpful tool.

iii) Census Information

A specific 'social map' in graphic form is available at a reasonable cost using the latest ABS figures from Com.Profile (3861 5013 – Neil Scott)

iv) Other Issues

We live in a nation that is becoming very regulated. There are a number of other issues that will need to be addressed but the ones mentioned above will at least keep you out of trouble. It is recommended you read the National Ministers Manual for clarification on these and other issues.





10. If Noah had to build an Ark in Australia

And the Lord spoke to Noah and said, "In one year, I am going to make it rain and cover the whole earth with water until all flesh is destroyed. But I want you to save the righteous people and two of every kind of living thing on the earth. Therefore, I am commanding you to build an "Ark". In a flash of lightning, God delivered the specifications for an Ark. In fear and trembling, Noah took the plans and agreed to build the Ark. "Remember" said the Lord, "You must complete the Ark and bring everything aboard in one year. Exactly one year later, fierce storm clouds covered the earth and all the seas of the earth went into a tumult. The Lord saw Noah was sitting in his front yard weeping. "Noah!" He shouted. "Where is the Ark?" "Lord, please forgive me!" cried Noah. "I did my best, but there were big problems. First, I had to get a permit for construction and your plans did not comply with the codes so I had to hire an engineering firm and redraw the plans. Then I got into a fight with the Occupational Health & Safety Commission over whether or not the Ark needed a fire sprinkler system and flotation devices. Then my neighbour objected, claiming I was violating zoning ordinances by building the Ark in my front yard, so I had to lodge a Re-zoning Application with the City Council and it is now with the Land & Environment court. I had problems getting enough wood for the Ark, because there was a ban on cutting trees to protect the Kookaburra. I finally convinced the Dept of Conservation & Land Management that I needed the wood to save the Kookaburras. However, National Parks & Wildlife won't let me catch any Kookaburras, so, no Kookaburras. The carpenters formed a union and went out on strike. I had to negotiate a settlement with the Dept of Industrial Relations before anyone would pick up a saw or a hammer. Now, I have 16 carpenters on the Ark, but still no Kookaburras. When I starting rounding up the other animals, I got sued by the RSPCA. They objected to me only taking two of each kind aboard. Just when I got the suit dismissed, the EPA notified me that I could not complete the Ark without filing an environmental impact statement on Your proposed flood. They didn't take very kindly to the idea that they had no jurisdiction over the conduct of the Creator of the Universe. Then the Dept of Land and Water Conservation demanded a map of the proposed new flood plain. I sent them a complete set of UBD's & Gregory's. Right now I am trying to resolve a complaint filed with the Equal Employment Opportunity Commission that I am practising discrimination by not taking godless, unbelieving people aboard! The Australian Tax Office has seized my assets. Claiming that I'm building the Ark in preparation to flee the country to avoid paying taxes. I also have to wait for the registration of my ABN for the GST. I just got a notice from the Waterways Authority that I owe some kind of user tax and failed to register the Ark as a "recreational water craft". I also need a Boat Driver's Licence but they are debating about how to classify the craft. I am getting continual visits from GreenPeace, RSPCA, WorkCover, ATO and numerous other government departments. Finally, the Australian Council for Civil Liberties got the courts to issue an injunction against further construction of the Ark, saying that since God is flooding the earth, it is a religious event and therefore unconstitutional. I really don't think I can finish the Ark for another 5 or 6 years!" Noah wailed. The sky began to clear, the sun began to shine and seas began to calm. A rainbow arched across the sky. Noah looked up hopefully. "You mean you are not going to destroy the earth Lord?" "No," said the Lord sadly. "I don't have to. Government bureaucracy already has."





Appendix 1: Contact Numbers

ii) Church Planting Director

Pastor John Warwick
77 Girrawheen Ave
Girrawheen 6064
Telephone: (08) 9343 1800
Fax: (08) 9247 1830
e-mail: inwcc@inet.net.au

Church Planting Assistant

Pastor Patrick Humberstone
77 Girrawheen Ave
Girrawheen 6064
Telephone: (08) 9343 1800
Mobile: 0417991525
Fax: (08) 9247 1830
e-mail: humby@agn.net.au

iii) AOG State Office

Wayne Trompp
State Secretary
PO Box 99
Sonrise CLC
Beechboro 6063
Telephone: (08) 9377 5131
Fax: (08) 9377 5131
e-mail: tromppw@bigpond.com.au

Appendix 2: Notification for Proposed New Church with the Assemblies of God

To help us keep track of what is happening and give proper service to those people commencing new works, we request that any person seeking to commence a new work under the banner of the AOG, or wanting their church to be considered an outreach church within that movement, complete and submit the following form to State Church Planting Coordinator. This will help us process your request speedily.





Name of person who is in Charge of the New Church:

Address for all Correspondence:

Contact Numbers:

Home:	Work	Mobile:
E-mail:		

(Proposed) Name of New Church:

Meeting Details:

- Start Date or Proposed Start Date: ____ / ____ / ____
- Worship Service Location:
- Frequency of Worship Services (weekly/fortnightly/other: please state: _____)
- Day of Week Worship Service is held:
- Time for Worship Service:

Credentials:

• Do you hold credentials with the AOG? ⁷	Yes	No
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⁷ Please circle your answer.





- If yes what level of credential: OMC PMC SMC
- If no, do you wish to talk to someone about the credentialing process? Yes No.

Model:

- Will this church be a satellite of an existing AOG church? Yes No
- If yes, give the name of the AOG church and it's senior pastor:

- Will this church be a daughter church of an existing AOG church? Yes No
- If yes, give the name of the AOG church and it's senior pastor:

- Is this church related to any AOG ministry? Yes No
- If yes, state the name of the ministry and its leader and the nature of the relationship.

National Minister's Manual:

- | | | |
|--|-----|----|
| Do you have a copy of the AOG National Ministers Manual? | Yes | No |
| If no, would you like to receive a copy via mail (cost \$50-00)? | Yes | No |

Church Planting Manual:

- | | | |
|--|-----|----|
| Do you have a copy of the AOG W/A Church Planting Manual? | Yes | No |
| If no, would you like to receive a copy via e-mail (cost: Free)? | Yes | No |

Endorsement Request.

If you wish to be considered an outreach of the AOG, which entitles you to use its name and access any associated benefits you must receive endorsement from the Regional Executive in your area. We suggest that before seeking endorsement, you read the article 'Assemblies of God in Australia - Church & Ministerial Responsibilities'.

I, _____, on behalf of _____

_____ (name of church) am,

- i) seeking endorsement from my local Regional Executive to be an AOG Outreach in Qld and ask that this notification form be used as a basis for my request.
- ii) I have read the 'Assemblies of God in Australia - Church & Ministerial Responsibilities' booklet and am prepared to take on those responsibilities.

_____ / ____ / ____





Signed

Date

Please Note:

1. The local Regional Executive may request further information when considering this request.
2. Please fax or mail a copy of this form to Church Planting Coordinator 77 Girrawheen Ave Girrawheen 6064

