



CITY ON A HILL MOVEMENT

SAFE MINISTRY FRAMEWORK

OVERVIEW

City on a Hill is committed to being a movement of churches that actively lives out our love to God and to our neighbour.

As a movement, City on a Hill, seeks to plant churches and where possible to establish a formal partnership with the local Anglican Diocese for purposes of combined mission and accountability.

We are committed to:

- operate according to biblical, Christian principles for living and for recognizing the unique value and potential of every person;
- welcoming all people, including children and their care-givers, providing a safe environment, culture and programs, including safe and secure physical, online, emotional and spiritual environments;
- our churches being faith communities where all people are welcome and participate fully;
- children and young people being fully engaged and having every opportunity to flourish and grow, without barriers that hinder or harm.

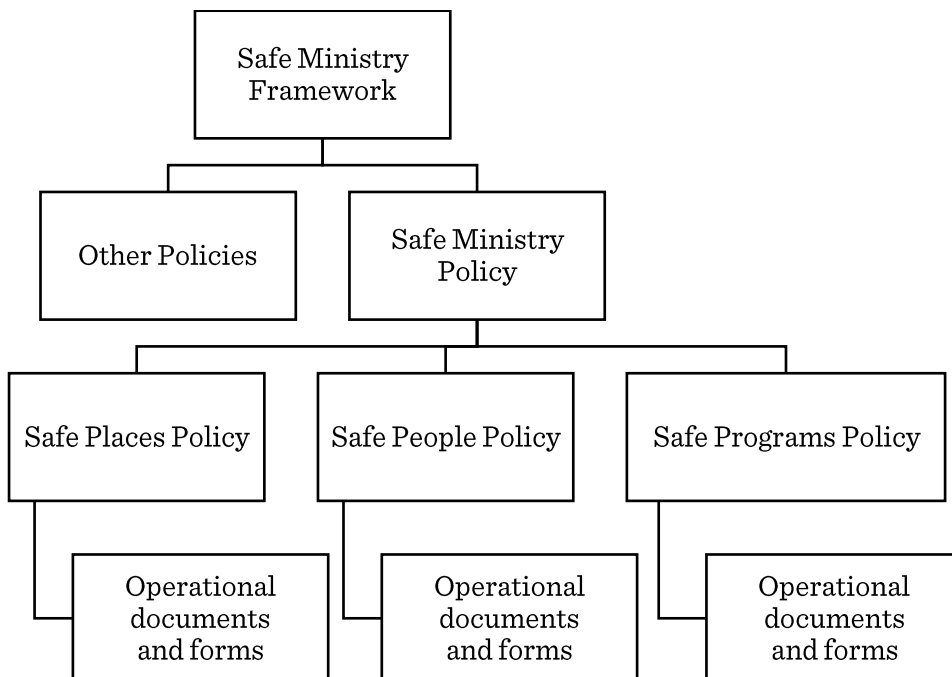
Towards these aims, we have zero tolerance for any type of abuse of any person, particularly abuse of children and vulnerable adults. We are committed to complying with all state and territory legislation related to child safety.

THE FRAMEWORK

Our Safe Ministry Framework:

- draws our commitments together, towards our objective of keeping people safe at City on a Hill.
- provides the foundation for all our policies, procedures and other operational documentation.
- forms part of our operational documentation and is designed to ensure that all those who serve with us fulfil their pastoral and organisational responsibilities, and legal obligations towards all people with the aim of providing God-honouring, life-giving, harm-free ministry.

- will be implemented by all those who serve with us acknowledging that keeping people at church safe is a shared responsibility.
- will be available to our employees, ministry leaders, volunteers, and congregations.
- takes into account all formal working arrangements (partnerships) with Anglican Dioceses where these have been established.



PARTNERSHIPS

City on a Hill churches that operate under the authority of an Anglican Diocese are subject to the policies, procedures and codes of conduct of that Anglican Diocese. This is in addition to the policies and procedures of City on a Hill. Reasonable efforts will be made to ensure that City on a Hill policies and procedures align with, and are at least as strong as, those of Anglican Dioceses that City on a Hill operate under. In situations where there is a conflict with diocesan requirements, the diocesan requirement takes precedence.

SAFE MINISTRY IMPLEMENTATION DOCUMENTATION

Our Safe Ministry Policy outlines our commitments to people’s safety and responsibilities that City on a Hill church workers have under the policy according to their role within City on a Hill. The policy is implemented



through our safe ministry procedures and operational documentation. All safe ministry documentation is available on internal staff IT platforms and select documentation is available on the City on a Hill website.

The standards contained in *Faithfulness and Service: A national code for personal behaviour and the practice of pastoral ministry by clergy and church workers*, as approved by The General Synod of the Anglican Church of Australia, is the foundation for our safe ministry policies and procedures.

SAFE MINISTRY IMPLEMENTATION ROLES

Our Board plays a key governance role in safe ministry implementation. The Risk Committee is empowered by the Board to oversee the implementation of our Safe Ministry Framework, keep it up to date and report to the Board on implementation regularly.

SCOPE

Applies to all churches and ministries affiliated with City on a Hill Movement Ltd.

REVIEW AND IMPROVEMENT

The Safe Ministry Framework will be reviewed every three years by the Movement Board to ensure that it is up to date with good practice in child protection and creating safe environments. The Movement Board will also make amendments as Australian legislation, standards and practices evolve.

APPENDIX - ROLES AND RESPONSIBILITIES

All people in roles, offices and positions within City on a Hill:

- must take all reasonable and practicable steps to prevent or avoid risks of any abuse or harm, to anyone participating in a City on a Hill ministry.
- must agree to adhere to City on a Hill codes of conduct, policies, procedures and related safe ministry documentation.
- must take part in required screening and training for their role.

See also the following documents.

- [People & Culture Committee Charter](#)
- [Risk Committee Charter](#)
- [Finance Committee Charter](#)



City on a Hill Movement Ltd Board

- Approves this policy and related safe ministry documentation for City on a Hill.
- Oversees safe ministry governance bodies and resources across City on a Hill.
- Ensures office holders have adequate resources to carry out this policy and related documentation.
- Delegates the Compliance Director to triage reports of concerns and allegations of misconduct.

City on a Hill Movement Ltd Board - Risk Committee

- On behalf of the Board, oversees the implementation of this policy and related safe ministry documentation.
- Provides a resource to the City on a Hill Movement Board on safe ministry to children and other vulnerable persons in churches.
- Reviews and makes recommendations to the City on a Hill Movement Board on codes of conduct, policies, guidelines, procedures and related safe ministry documentation.

Compliance Director

- Coordinates the development and implementation of this policy and related safe ministry documentation.
- Ensures there is a clear link to this policy and related safe ministry documentation on the City on a Hill website.
- Administers safe ministry clearances.
- Resources and supports local churches in developing and maintaining a safe ministry culture.
- Engages with relevant diocesan authorities to ensure City on a Hill practices align with diocesan policy.
- Oversees the provision of safe ministry training for City on a Hill churches
- Receives concerns complaints and allegations of misconduct and responds to the concerns in accordance with the Reporting Policy, including referral of matters to Kooyoora where appropriate.
- Manages Person of Concern plans in local churches.
- Report to insurers any matter that may give rise to a claim in the future.

Kooyoora

- Works with the Compliance Director to triage reports of concerns and allegations of misconduct.
- Assists with child protection reporting



- Coordinates and carries out investigations into misconduct at the direction of the board.

Note that Kooyoora has a different role in churches that sit under the authority of the Anglican Diocese of Melbourne. The Director of Professional Standards office (operated by Kooyoora and enacted under the Professional Standards Uniform Act) has authority to determine the fitness for ministry of individuals ministering in churches within the Anglican Diocese of Melbourne. For churches operating under City on a Hill Movement Ltd, this authority sits with the board of City on a Hill Movement Ltd.

Church Leadership Team (Local Pastors, Staff, Local Councils)

- Appoint suitable people to roles, offices, and positions.
- Ensures that no person is appointed to a role without obtaining the necessary clearances and that persons are properly trained.
- Implement, with their ministry team, this policy and related safe ministry documentation.
- Report all concerns in relation to risk of harm and any known persons of concern to the Compliance Director.
- With the Compliance Director, appoints a local Safe Ministry Officer in their church.
- Considers safe ministry as a standing item at Local Leadership Team meetings.

Local Church Safe Ministry Officer

- Assist the church leadership team with the implementation of this policy and related safe ministry documentation.
- Take direction from and liaise with the Compliance Director in all matters relating to safe ministry.
- Promote, support and encourage a culture of safety within their church, particularly for children and vulnerable adults.
- Assist in managing risk.
- Assist in persons of concern management.
- Report any concerns related to harm or potential harm.

Acknowledgement

City on a Hill partnered with Creating Safer Communities (CSC) to assist in the development of our Safe Ministry Framework and is used by permission and for the purpose of people protection in City on a Hill churches.