



SAFE MINISTRY TERMINOLOGY

This set of definitions and terminology defines the words contained in City on a Hill safe ministry documentation, including policies, procedures and codes of conduct.

Many of the definitions have been taken from *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, and the *Guidelines for Child Safety and Wellbeing*, as published by the Anglican Diocese of Melbourne.

ABUSE

All forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment, or commercial or other exploitation resulting in harm to health, survival, development or dignity, often in the context of a relationship of responsibility, trust or power.

BOUNDARIES

Socially, culturally and morally determined expectations of acceptable behaviour in human relationships. Boundaries can be spiritual, financial, physical, emotional, language, sexual and other inter-relational matters.

BIBLICAL EXPRESSION OF SEX AND SEXUALITY

City on a Hill holds to the Bible's teaching on sex and sexuality, consistent with Article 8 of the GAFCON Jerusalem Declaration:

"We acknowledge God's creation of humankind as male and female and the unchangeable standard of Christian marriage between one man and one woman as the proper place for sexual intimacy and the basis of the family. We repent of our failures to maintain this standard and call for a renewed commitment to lifelong fidelity in marriage and abstinence for those who are not married." [gafcon.org/about/jerusalem-statement](https://www.gafcon.org/about/jerusalem-statement)

BULLYING

Bullying is an abuse of formal or informal power. It is actions or verbal comments that have a detrimental effect on the wellbeing of people. It may be perpetrated by one person or a group of people (mobbing). Bullying is generally behaviour that is unwelcome and humiliating.



Bullying is behaviour directed at a person which is repeated, unreasonable and creates a risk to a person's health and safety. In extreme circumstances an isolated one off incident can be defined as bullying if there are adverse consequences to a person's health and safety.

Bullying behaviour may include:

- making derogatory, demeaning or belittling comments or jokes about someone's appearance, lifestyle, background, or capability,
- communicating in an abusive manner,
- spreading rumours or innuendo about someone or undermining in other ways their performance or reputation,
- dismissing or minimising someone's legitimate concerns or needs,
- inappropriately ignoring, or excluding someone from information or activities,
- touching someone threateningly or inappropriately,
- invading someone's personal space or interfering with their personal property,
- teasing someone, or playing pranks or practical jokes on someone, or
- displaying or distributing written or visual material that degrades or offends.

Bullying does not include:

- reasonable directives or requests to carry out tasks or duties associated with an employee's or volunteer's position,
- feedback or counselling to ensure the organisation meets its Duty of Care and Work Health and Safety responsibilities,
- appropriate counselling regarding work performance issues, or
- disciplinary action as a result of misconduct.

CHASTITY IN SINGLENESS

Means not engaging in sexual activity or intimacy with another person outside of heterosexual marriage. Sexual activity or intimacy includes sexual intercourse, intimate touching, nudity, or other activities of a sexual nature.



CHILD/CHILDREN

A child refers to anyone under the age of 18. A child who is 16 or 17 years of age may be referred to as a Young Person for certain purposes.

CHILD ABUSE

Conduct in relation to a child as defined in the definition of abuse, above.

CHILD EXPLOITATION MATERIAL/CHILD ABUSE MATERIAL

Material that describes or depicts a person who is, or who appears to be, a child – (a) engaged in sexual activity; or (b) in a sexual context; or (c) as the subject of torture, cruelty or abuse (whether or not in a sexual context) in a way that a reasonable person would regard as being, in all the circumstances, offensive. Child exploitation material can include any film, printed matter, electronic data, computer image and any other depiction.

CONSENSUAL SEXUAL ACTIVITY

The free and voluntary agreement to the act

CODE OF CONDUCT

A set of clearly-defined behavioural boundaries and expectations.

CONFLICT OF INTEREST

A conflict of interest occurs when any of a person's personal interests conflict with any of their duties or responsibilities to act in the best interests of City on a Hill. Personal interests of a person include the person's own interests, as well as those of the person's relatives and friends, or any other organisation in which the person may be involved or have an interest in. A conflict of interests may be actual, potential or perceived and may be financial or nonfinancial (for example, ethical, legal or relational – including intimate, friendship or enmity).

DISCRIMINATION

Discrimination is treating a person with an identified attribute or personal characteristic less favourably than a person who does not have the attribute or characteristic. Discrimination can be either direct or indirect.

It is unlawful to discriminate against or harass a person in employment (or in the provision of goods and services) on the basis of a protected attribute unless an exception applies. Protected attributes in Australia vary in different



jurisdictions and can include; age, disability or impairment (physical, intellectual, mental or psychiatric – visible or invisible, temporary or permanent), race, colour, descent or national or ethnic origin, religious belief or activity, (except where such activities are directly in contradiction to the Christian values of the organisation), gender identity, lawful sexual activity/sexual orientation, family, marital, parental or carer status, physical features, political opinion, belief or activity, industrial activity or membership of an industrial association, pregnancy or potential pregnancy, breastfeeding, medical record – (except where health and/or fitness would render a person incapable of safely undertaking a duty), irrelevant criminal record, employment activity, or personal association with a person who is identified by reference to any of the above attributes.

DOMESTIC ABUSE

Refers to acts of abuse in a family or domestic context. Domestic abuse may involve physical, sexual, emotional, verbal, social, spiritual, or financial abuse. Also known as family, domestic or intimate partner abuse/violence.

Witnessing domestic abuse or the consequences of this abuse is harmful to children. Exposure to domestic abuse places children and young people at increased risk of physical injury and harm and has a significant impact on their wellbeing and development.

DUTY OF CARE

To do no intentional harm. To do all that is reasonably practicable to protect from harm, and to prevent harm. Duty of care is a legal responsibility to ensure the safety and wellbeing of all who participate in programs or activities of the organisation.

EMOTIONAL ABUSE

Acts or omissions that have caused, or could cause, emotional harm or lead to serious behavioural or cognitive disorders. Includes:

- subjecting a person to excessive and repeated personal criticism;
- ridiculing a person, including the use of insulting or derogatory terms to refer to that person;
- threatening or intimidating a person;
- ignoring a person openly and pointedly;
- behaving in a hostile manner or in any way that could reasonably result in another person feeling isolated or rejected; or
- any other act or omission in relation to a person

which has caused, or is likely to cause physical or mental harm including self-harm.



FAITHFULNESS IN MARRIAGE

Means faithfully keeping marriage promises to ones spouse in heterosexual marriage, not engaging in intimate relationship with another person (including sexual, physical and emotional intimacy), and not engaging in any form of domestic abuse.

GROOMING

Refers to actions deliberately undertaken to befriend a person with the intention of engaging and influencing an adult or a child to gain their trust and lower inhibitions for the purpose of sexual misconduct or abuse of any kind.

In the case of sexual abuse of a child, an offender may groom not only the child, but also those close to the child, including the child's parents or guardians, other family members, clergy and church workers. Grooming can include providing gifts or favours to the child or their family.

In the case of sexual abuse of an adult, an offender may groom not only the adult, but also those close to them, including their children, church leaders and volunteers.

HARASSMENT

Unwelcome conduct, whether intended or not, in relation to another person where the person feels, with good reason in all the circumstances, offended, belittled or threatened. Such behaviour may consist of a single incident or several incidents over a period of time. Includes:

- sexual harassment;
- gestures or using language that could reasonably give offence, including continual and unwarranted shouting;
- **unjustified or unnecessary comments about a person's capacities or attributes;**
- a hostile work environment (e.g. putting on open display pictures, posters, graffiti or written materials that could reasonably give offence);
- unwelcome communication with a person in any form (for example, phone calls, email, text messages); and
- stalking a person.

HAZARDS

A source of danger that could result in harm if due care is not exercised.



INAPPROPRIATE GIFT

Is a gift that:

- is provided as inducement for doing or not doing something in your role as a staff member, or
- may alter your relationship with the donor, or
- may bring an expectation that your relationship with the donor may be influenced in some way.

See the Personal Gifts Policy for further information on accepting appropriate gifts.

INTERN

Interns are Ministry Leaders or Volunteers that have a more formal work and training arrangement. The difference between interns and other volunteers is that interns participate in a comprehensive training program and in return are expected to work in a more formal way in a ministry setting, putting their learning into practice.

KOOYOORA

Kooyoora is an independent company that investigates and makes recommendations related to reports referred to it. Kooyoora provides this service for all City on a Hill ministries. For ministries located within the Anglican Diocese of Melbourne, Kooyoora has additional roles as defined in the Professional Standards Uniform Act 2016. Kooyoora will also manage all regulatory reporting requirements under relevant state legislation.

MANDATORY REPORTING

The legal requirement to report to the relevant state or territory agency where there is reasonable grounds for belief that a child is at risk of significant harm (from child abuse and/or neglect).

MINISTRY LEADER

For the purpose of City on a Hill documentation, a ministry leader is someone who serves in an unpaid role where having a spiritual input into a person's life is an expectation of the role. See also the definition of Team Member.

MISCONDUCT

The unacceptable (violation) crossing of professional boundaries. Boundaries can be crossed unintentionally, negligently, or deliberately. There is a continuum of misconduct in ministry that extends from conduct that is generally considered minor through to abuse that is also criminal. This broad definition takes into account the



failure to respect, to esteem or to value a person. Misconduct incorporates disrespectful thinking and actions towards another person.

MOVEMENT BOARD / THE BOARD

The board of directors of City on a Hill Movement Ltd, which carries out oversight of the organisation, including primary duty of care, the delegation of roles, oversight of good governance and adoption and review of company documentation. Where work health & safety legislation applies, this group is also known as the persons conducting the business or undertaking (PCBU).

NEGLIGENCE

Failure to act prudently by not applying the standard of care, that a “reasonable person” would exercise in the situation, or under the same circumstances.

NEGLECT

Failure to provide the basic necessities of life where a child’s health and development are placed at risk of harm. It includes being deprived of: food, clothing, shelter, hygiene, education, supervision and safety, attachment to and affection from adults; and medical care.

PHYSICAL ABUSE

Means any intentional or reckless act, use of force or threat to use force causing injury to, or involving unwelcome physical contact with, another person. This may take the form of slapping, punching, shaking, kicking, burning, shoving or grabbing. An injury may take the form of bruises, cuts, burns or fractures. It does not include lawful discipline by a parent or guardian.

PERSON - REPORTER

The person making a report of any nature. Reporters can make reports on behalf of someone else. Complainants are regarded as reporters.

PERSON - SUBJECT OF ALLEGATION

A person or group of people against whom allegation(s) of misconduct, reportable conduct, or abuse have been made. Reportable conduct is defined in state legislation.



PERSON - ALLEGED VICTIM

A person or group of people who are victims of the misconduct or abuse alleged to have taken place.

REFERRABLE MATTER

Behaviour by City on a Hill paid staff, ministry leaders or volunteers which, if established, would on its face call into question—

- the fitness of the person to hold a role office or position, or to be or remain in Holy Orders;
- the fitness of the person, whether temporarily or permanently, to exercise ministry or perform any duty or function of the role office or position; or
- whether, in the exercise of ministry or in the performance of any duty or function, the person should be subject to any condition or restriction —

is a referable matter.

Referrable matters are required to be referred to external professional standards bodies set up by Anglican Dioceses under the relevant safe ministry canons.

REASONABLE STANDARD OF CARE

The level of care that a user may reasonably expect that office holders will take in providing any program, activity, service, or facility.

REASONABLE FORESIGHT

A responsibility that office holders need to take when planning activities for children and young people, to identify any reasonably foreseen danger/risk and take reasonable steps to prevent or avert such risk.

REPORTABLE INCIDENT

A single event or set of events where injury, harm, abuse or loss occurs. A critical incident is an event or set of circumstances resulting in significant physical or psychological outcomes or fatality for one or more people.

REPORTABLE CONDUCT

Refers to allegations or reports of behaviours deemed as being harmful to children and therefore reportable to the relevant government agency. Reportable conduct is defined in state legislation.



RISK

Exposure to the possibility of such things as economic or financial loss or gain, physical damage, injury or delay, as a consequence of pursuing or not pursuing a particular course of action. The concept of risk includes: perception that something could happen, likelihood of it occurring, and consequences if it does occur.

RISK MANAGEMENT

The process of managing exposure to potential hazards. It does this by identifying risks in order to prevent them or reduce them, and by providing funds to meet any liability if it occurs. Risk assessment looks at what might happen, whereas hazard identification looks at what is present at the venue at a specific time.

SAFE ENVIRONMENT

Safe refers to an abuse-free and harm-free environment. Such an environment is also a friendly environment, i.e. values and respects the rights of individuals. This includes the physical, emotional and spiritual environments. It assumes that foreseeable risks have been managed so as to ensure the safety of all people.

SELF - HARM

Refers to deliberately causing pain or damage to your own body, and can be suicidal or non-suicidal in intent. Self-injury is a type of self-harm and refers to deliberately causing pain or damage to your own body without suicidal intent.

Self-harm can include:

- cutting, burning, biting or scratching the skin
- picking at wounds or scabs so they don't heal
- pulling out hair, punching or hitting the body
- taking harmful substances (such as poisons, or over-the-counter or prescription medications).

SERIOUS MISCONDUCT

Conduct which, if proven to be more likely to have occurred than not (on the balance of probabilities), or admitted to, would lead to: restrictions being placed on a worker's role, or dismissal from a role or removal from a position (volunteer or paid). Includes: allegations of child abuse and neglect, sexual abuse, sexual misconduct, sexually inappropriate behaviour, financial impropriety, bullying, domestic abuse and criminal activity and other matters referred to in the Fair Work Regulation 107 definition of serious misconduct.



SEXUAL ABUSE

Means sexual assault, sexual exploitation or sexual harassment of another person.

SEXUAL ABUSE OF A CHILD

The use of a child by another person for his or her own sexual stimulation or gratification or for that of others.

Includes:

- exposing oneself indecently to a child;
- having vaginal or anal intercourse with a child;
- **penetrating a child's vagina or anus with an object or any bodily part;**
- sexually touching or fondling a child;
- kissing, touching, holding or fondling a child in a sexual manner;
- staring at or secretly watching a child for the purpose of sexual stimulation or gratification;
- **making any gesture or action of a sexual nature in a child's presence;**
- **making sexual references or innuendo in a child's presence using any form of communication;**
- discussing or inquiring about personal matters of a sexual nature with a child;
- exposing a child to any form of sexually explicit or suggestive material;
- forcing [or manipulating] a child to sexually touch or fondle another person;
- forcing [or manipulating] a child to perform oral sex;
- forcing [or manipulating] a child either to masturbate self or others, or to watch others masturbate;
- forcing [or manipulating] a child to engage in or watch any other sexual activity.

Sexual Abuse of a Child does not include:

- sex education with the prior consent of a parent or guardian;
- age-appropriate consensual sexual behaviour between peers (i.e. the same or a similar age);
- inquiries by clergy and church workers with pastoral responsibility for a child or investigation responsibility into complaints that may involve sexual abuse.

SEXUAL ASSAULT

Means any intentional or reckless act, use of force or threat to use force involving some form of sexual activity against an adult without their consent. It includes:

- having or attempting to have vaginal or anal intercourse with a person without their consent;



- penetrating or attempting to penetrate another person's vagina or anus with an object or any bodily part without that person's consent;
- sexually touching and fondling or attempting to sexually touch or fondle a person without their consent;
- kissing or attempting to kiss another person without their consent;
- holding or attempting to hold another person in a sexual manner without their consent;
- forcing or attempting to force a person to sexually touch or fondle another person; and
- forcing or attempting to force a person to perform oral sex.

SEXUAL EXPLOITATION

Refers to any form of sexual contact or invitation to sexual contact with an adult, with whom there is a pastoral or supervisory relationship, whether or not there is consent and regardless of who initiated the contact or invitation. It does not include such contact or invitation within a marriage.

SEXUAL HARASSMENT

Means an unwelcome sexual advance; an unwelcome request for sexual favours; or other unwelcome conduct of a sexual nature, in circumstances in which a reasonable person would have anticipated that the other person would be offended, humiliated or intimidated. Such behaviour may consist of a single incident or several incidents over a period of time.

SPIRITUAL ABUSE

Means the mistreatment of a person by actions or threats when justified by appeal to God, faith or religion. It includes:

- using a position of spiritual authority to dominate or manipulate another person or group;
- using a position of spiritual authority to seek inappropriate deference from others;
- isolating a person from friends and family members; and
- using biblical or religious terminology to justify abuse.

SEXUAL MISCONDUCT

Sexual misconduct is any conduct which sexualises a relationship where that sexualisation is either disgraceful, lacking in integrity or which would be regarded by right thinking members of the church as inappropriate or inconsistent with the standards expected of a church worker or member of the clergy/pastor.



Sexual misconduct includes but is not limited to:

- a married person engaging in sexualised behaviour or sexual intercourse with a person who is not his or her spouse;
- sexual assault;
- using a position of power or a church role to obtain sexual advantage;
- using an appeal to spiritual or religious matters to obtain sexual advantage;
- engaging in behaviour involving an inappropriate and overly personal or intimate relationship with, conduct towards or focus on a child or young person or a group of children of young persons;
- engaging in a sexualised relationship with a child (under 18); and
- engaging in sexual harassment.

STAFF

Staff at City on a Hill are paid staff who have entered into an employment contract with City on a Hill. Staff are entitled to the benefits outlined in the National Employment Standards. In rare circumstances a paid staff role may be performed by a person who has elected not to receive a salary.

Staff, regardless of their role, are required to be active members of a City on a Hill church and to be active in spiritual leadership

TITLED VOLUNTEERS

Titled volunteers are Volunteers who have job titles and job descriptions that closely resemble paid work. This is due to the fact that their work closely resembles paid work. Their work is often conducted during business hours, unlike other volunteers. Alternatively, they may be key volunteers who serve in ministry within a local church at a high level.

Titled volunteers may have a City on a Hill email account and thus can present themselves to the public as working for or representing City on a Hill in a way that other volunteers cannot. They may have access to IT systems and data that other volunteers do not have access to. They may also be subject to annual performance reviews.

TEAM MEMBER



For the purpose of City on a Hill documentation, a Team Member is someone who serves in an unpaid role where having a spiritual input into a person's life is not an expectation of the role. See also the definition of a Ministry Leader.

VULNERABLE PERSON

A vulnerable person refers to an individual aged 18 years and above who is less able to protect themselves against harm or exploitation by reason of age, illness, trauma, disability, or any other reason (e.g. homelessness or other social limitations).