

GUIDE TO ADMINISTRATIVE PROCEDURES, TASMANIA	3
A BASICS OF THE PRESBYTERIAN CHURCH OF AUSTRALIA	3
A1 Who are we ?	3
A2 What do we believe ?	3
A3 How is the Church governed ?	3
A4 Who belongs to the Church ?	4
A5 Detailed structure of the Church	5
A6 Where can you find us ?	6
B SESSION	8
B1 Power of the Session	8
B2 Extracts from "Serving the Church" By R.S. Byrnes (Queensland)	8
B3 Candidates for the Ministry - Procedures	9
B4 Annual Statistical Return	9
B5 Commissioners to Presbytery and Assembly	10
B6 Call to a Minister - Responsibilities of the Session	10
B7 Approval of Church Group Activities	10
B8 Elder Emeritus	10
B9 Privacy	10
C BOARD OF MANAGEMENT - SECRETARY	22
C1 Extracts from "Serving the Church" By R.S. Byrnes (Queensland)	22
C1.1 Secretarial Duties	22
C1.2 Qualities desirable in a Board of Management Secretary :	22
C1.3 Procedure in Meetings:	22
C2 Copyright	23
C2.1 Use of Music by Churches	23
C2.2 Arrangements:	24
C2.3 Rights of Composers and Music Publishers:	24
C2.4 Church uses of Music:	24
C2.5 Further Information:	24
D BOARD OF MANAGEMENT - TREASURER	27
D1 Who can be Treasurer ?	27
D2 TREASURER'S Procedures	27
D2 . 1 Collections Journal	27
D2 . 2 Bank Accounts	28
D2 . 3 Payment of Accounts	28
D2 . 4 Control of Purchasing	28
D2 . 5 Goods and Services Tax (GST)	28
D2 . 6 Reporting to the Board	29
D2 . 7 Reporting to the Congregation	29
D2 . 8 Accounting Policies	29
D2 . 9 Auditors	30
D2 . 10 Budget	30
D2 . 11 Reserves	30
D2 . 12 Other Parish Organisations	31
D2 . 13 Security of Assets	31
D2 . 14 Insurance	31
D2 . 15 Stewardship	31
D3 CONDITIONS OF EMPLOYMENT	31
D3.1 Stipend and Wages	31
D3.2 Income Tax	32
D3.3 Fringe Benefits Tax	32
D3.4 Superannuation	32
D4 Long Service Leave	33
D5 Bequests / Trusts	33
FORMS and SAMPLE FORMATS	34

	LONG SERVICE LEAVE FUND, TASMANIA	40
1	Fund	40
2	Management	40
3	Levy	40
4	Eligibility	40
5	Home Mission Service	40
6	Period of Leave	40
7	Leave before Retirement	40
8	Health of Minister	40
9.1	Compulsory Retirement	40
9.2	Death of Minister	40
10	Authority for Disbursement	41
11	Retrospectivity	41
12	Leave of Absence	41
13	Terms of Settlement - Long Service Fund	41
14	Resignation of Contributor	41
15	Reciprocal Arrangements	41
16	Discretionary Powers of B.O.I.F.	41
	E PROPERTY	42
E1	General Property Information	42
E1.1	Guide to Procedure on Property, Insurance and Related Matters	42
E1.2	Alterations to Buildings	42
E1.3	Sale or purchase or Erection of any Building	42
E1.4	Leasing of Church Property	42
E1.5	Maintenance	42
E1.6	Name of Trustee	42
E1.7	Signing of Contracts	42
E2	Local Government Act	43
E2.1	Registered and Licensed Halls	43
E2.2	Occupational Health and Safety Requirements	43
E3	Use of Property by Others	43
E4	Temporary Vacancy of Manse	43
E5	New Buildings	45
E6	INSURANCE	46
E6.1	Property Industrial Special Risks Insurance	46
E6.2	Fire Protection	46
E6.3	Historic Buildings	46
E6.4	Liability Insurance	47
E6.5	Workers Compensation Insurance	48
E6.6	Voluntary Workers Accident Insurance	48
E6.7	Ministers Personal Accident and Illness Insurance	48
E6.8	Motor Vehicle Insurance	48
E6.9	Other Insurances	48
E6.10	Theft and Vandalism	48
E6.11	Claims Procedure	49
E7	Purchase of Property	49
E8	Sale of Property	49
E9	Law Agent - Sale / Purchase of Property	50
E10	Purchase Pro forma - Instructions to Law Agent	52
E11	Sale Pro forma - Instructions to Law Agent	54
	F BOARD OF INVESTMENT AND FINANCE - TRUSTEES	55
F1	Responsibility of the Trustees	55
F2	Loans to Congregations	55
F3	Funds Managed by Congregations	55
F4	Presbyterian Emergency Fund	56

C BOARD of MANAGEMENT - SECRETARY

C1 Extracts from "Serving the Church" By R.S.Byrnes (Queensland)

C1.1 Secretarial Duties

The duties of a good secretary are not necessarily co-extensive with their work, for they will draw many functions to themselves, performing them in a helpful and tactful manner for the good of the Church. They are in a peculiarly strategic position to carry out, if they so desire, the scriptural injunction about the "second mile".

C1.2 Qualities desirable in a Board of Management Secretary :

There can be no doubt that the first and greatest qualification is devotion to Christ and the love of the Church.

The Board of Management Secretary should have some familiarity with the keeping of the records, writing minutes and conducting correspondence. Experience in these matters is possessed by so many people these days that most Managers will have little difficulty in selecting one of their number ably to discharge these duties. If the Secretary also has energy, punctuality, organising abilities, carefulness, tact, versatility, education and public-speaking abilities, the job will be that much easier.

Some Congregations are able to employ a Secretary who assists the Minister, Board Secretary and Treasurer with the administrative work of the Church.

C1.3 Procedure in Meetings:

The Chairman and the Secretary (and possibly the other members) should have before them an agenda, or list of the business, prepared beforehand by the Secretary, as follows:

1. Constitute.
2. Apologies.
3. Minutes.
4. Business arising from minutes.
5. Correspondence.
6. Business from Correspondence.
7. Finance.
8. Business arising under finance.
9. Reports.
10. Any other business.
11. Close.

Under these several headings, the following notes will be found useful:

1. Constitute: This means that the meeting, in accordance with the ancient custom of our Church, is opened, or "constituted," with prayer by the Chairman, or by another member invited to do so.

2. Apologies: Do not "apologise for Mr. Jones." It may be asked what he has done that needs apology. Present "Mr Jones's apology for absence." An apology should not be received purely because a person is absent, a reason for absence should be given.

3. Minutes: The Secretary reads these, unless they have been previously circulated, being the minutes of the previous regular meeting and special meetings.

Resolution - "The minutes of the meeting(s) held on the.....day of....., were (taken as read) read and confirmed as a true and correct record." They are not "received", not "adopted", but confirmed. They are then signed by the Chairman of the meeting then being held, and the date is entered.

4. Business Arising from the Minutes: Avoid duplication of reference. If the business is covered by correspondence or reports to be presented later in the meeting, leave the business till then.

5. Correspondence: The Secretary reads this, viz. the inward letters and copies (or summaries) of his outward letters sent since the last meeting.

An appropriate resolution is that "the inward correspondence be received and the outward correspondence confirmed."

6. Business from Correspondence: New matters brought up by the letters is here the subject of appropriate resolution.

7. Finance: The Treasurer presents in writing the statement of receipts and payments to the end of the previous month, reports the position of the bank accounts, and tables bank statements or the bank pass book in confirmation. An appropriate resolution is "That the financial statement be received." The term "adopted" as applied to financial statements should be restricted to those presented after audit, for example, those sent to the congregational meeting.

8. Business Arising under Finance: Appropriate resolutions covering anticipated spending; confirmation of routine payments made since last meeting; examination and passing of accounts, which are then initialled by the Chairman.

9. Reports: Here the Secretary and Conveners of Committees report on matters attended to, and submit questions which require decision.

10. Any other Business: This is where any manager may bring up matters "for the good and welfare" of the Church as they see it, providing such matters are appropriately the business of the Mangers.

If they are not properly the business of the Managers, they may still be brought up, but should be referred to the Session or congregation, possibly with an appropriate recommendation.

11. Close: The Benediction or other prayer by the Chairman or another.

C2 Copyright

C2.1 Use of Music by Churches

Copyright generally:- A complex topic but the following notes may be of assistance.

Music may be: *printed music
 *recorded music
 *live music

Common to all these forms of music is the "musical work" - the composition of the composer which may be accompanied by lyrics.

The first owner of the copyright in a musical work is usually the composer. A copyright owner controls a number of uses of the music for the duration of the copyright. Copyright usually lasts from the time the music is made until 50 years after the year of the composer's death. In rare cases where the music was not made public during the composer's lifetime, copyright lasts for 50 years from the work being first published, performed or broadcast.

C2.2 Arrangements:

New arrangements of musical works (even those works now out of copyright) qualify for copyright protection in their own right, for the usual copyright terms. For example, an original arrangement of an out of copyright musical work will be protected for 50 years after the year of the arranger's death.

C2.3 Rights of Composers and Music Publishers:

An owner of copyright in music controls the following uses of music:

- * reproduction - e.g. photocopying, printing, recording, copying by hand
- * publication (that is, distribution of copies to the public)
- * arrangement
- * public performance, broadcast and cable transmission

Composers usually transfer or assign their rights to certain organisations to facilitate the commercial marketing of their compositions. Composers assign their public performance, broadcast and cable transmission rights to the Australasian Performing Rights Association. APRA administers these rights on behalf of composers. Other rights - in particular, recording, sheet music and synchronisation rights - are usually assigned to a music publisher. The music publisher arranges publication and recording of the composition and pays royalties to the composer.

When music is put in to marketable form - as sheet music or a record - other copyrights are created.

C2.4 Church uses of Music:

The copyright uses of music commonly made by churches are:

- * performing live music
- * copying printed lyrics
- * playing recorded music
- * recording live music
- * copying printed music
- * copying of recorded music

The General Assembly Public Worship and Aids to Devotion Committee has established that the CCLI license covers over 70% of the material in the "Rejoice" hymnbook.

The Board of Management must consider what material is being used in the church and what their copyright obligations are. The different licensing organisations cover different ranges of hymns and material. Care must be taken to choose the appropriate body to cover your material and not just buy the cheapest license.

Photocopies of printed material are generally covered by copyright.

Tape recording of worship services is generally free of copyright (depending on the hymns being recorded) provided that the tapes are not sold for profit. The complimentary AMCOS license for recording of music in worship services stipulates that not even a charge to cover costs is to be made.

C2.5 Further Information:

If churches have any general inquiries concerning copyright, they may contact the Australian Copyright Council: Suite 3, 245 Chalmers Street, Redfern, NSW 2016 (phone: (02) 9318 1788 or

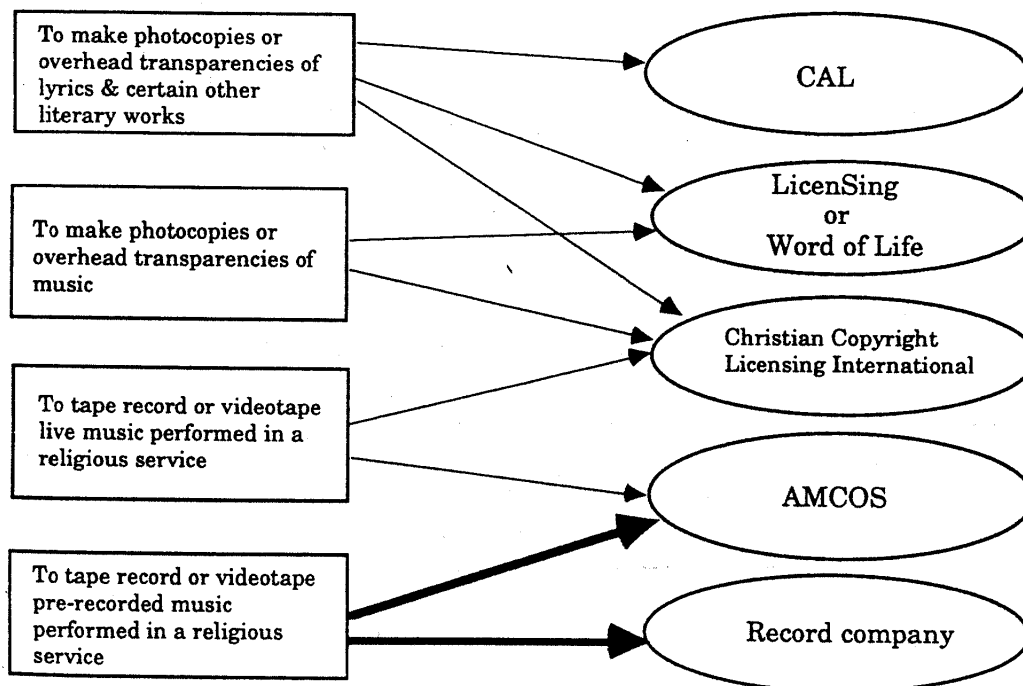
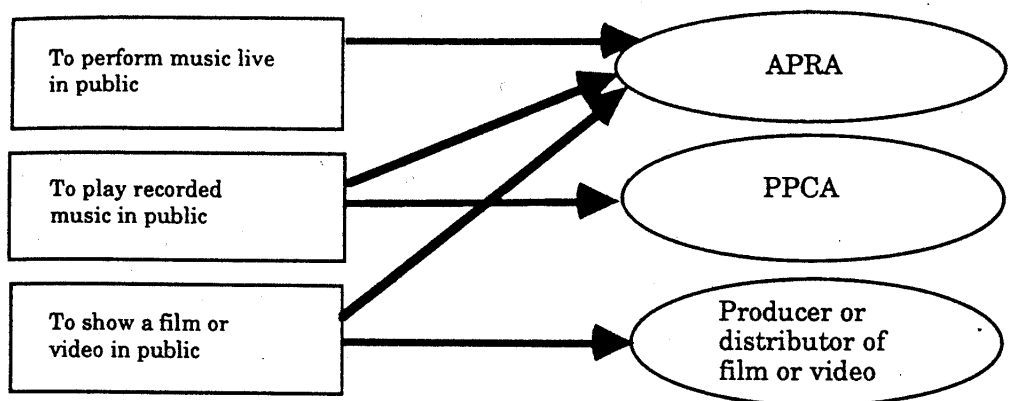
toll-free (008) 22 6103.

The Australian Copyright Council has produced Bulletin 90 "Churches and Copyright(January 1995)" which endeavours to set out the position of churches regarding copyright.

The attached chart indicates who to contact for various forms of copyright approvals.

Information and assistance is also available from:

- APRA: 6-12 Atchinson Street, St Leonards, NSW 2065. Phone: (02) 9935 7900
-regarding performance of live and recorded music
- PCCA: P.O.Box Q20 Queen Victoria Building Sydney, NSW 2000.
Phone: (02) 9267 7877 - regarding playing recorded music Fax (02) 9264 5589
- AMCOS: 6-12 Atchinson Street, St Leonards, NSW 2065. Phone: (02) 9935 7700
-regarding recording live music
- CAL: Lvl. 19, 157 Liverpool Street, Sydney, NSW 2000. Phone (02) 9394 7600
-regarding photocopying Fax (02) 9394 7601
- CCLI: PO Box 1254, Castle Hill, NSW 2154. Phone (02) 9894 5386
-regarding hymns and choruses Fax (02) 9894 5701
- LICENSING Mediacom Association Inc. P.O.Box 610, Unley, S.A. 5061.
-regarding hymns and choruses Phone (08) 8371 1399
- Word of Life International Factory 3, Lot 32 Industrial Drive, Somerville, Victoria
3912 -regarding hymns and choruses Phone (03) 9977 6106



➔ A bold arrow indicates that there is only one body which licenses this activity in relation to a particular subject matter. Two bold arrows indicate that there is more than one subject matter involved, and that permission is thus needed from two bodies in relation to the one activity.

➔ A fine arrow indicates that there is more than one body which licenses this activity in relation to the same subject matter. Two fine arrows indicate possible sources of permission: each licenses similar uses but of different works.