



CHURCH WORKER PERFORMANCE – SHARING MINISTRY WITHIN A PARISH

See The Parochial Statute 2017-2019

1. Safe Church

- a) There is an expectation those working in a parish are able to provide a competent standard of work in line with the person's ability and the requirements of the task, unless otherwise specifically agreed. This is a principle of Safe Church.
- b) Those working in a parish must be able to provide a comprehensive understanding of Safe Church principles and practice.
- c) Those attending the church and who are members of the parish must over time, become aware of the Diocesan principles of Safe Church, the Diocesan Code of Conduct, and understand our shared commitment to ensuring a Safe Church environment.
- d) All leaders and those with positions of responsibility must sign and affirm their commitment to the Diocesan Code of Good Conduct 2017. The community must seek to live a Christian life in relationship with each other and with God, and follow the helpful examples of others in the parish as we live in community.

2. Principles of Safe Church

- a) A safe environment for those living in the parish community including the young, the elderly, the lonely, the stranger and the disabled.
- b) A strong commitment to our duty of care by the parish and diocesan leadership
- c) Willingness to accept people as they are and walk with them over time
- d) Mindful and respectful of people's personal boundaries and the community's boundaries
- e) Provision of safe buildings, surroundings and resources for use by those in our church community
- f) Accountable for our behaviour, words and actions to ourselves, each other and the Diocese.
- g) Ensure we act promptly when something is not quite right and not wait for someone else
- h) Bring concerns to the attention of the leaders for their guidance and action in a timely manner



- i) Always treat each other with respect
- j) Never work in isolation and without reference to our team
- k) Always work in a relational manner and seek restoration; understand and accept the consequences of our own actions
- l) Follow Safe Church practices at all times

3. A Church Worker is a person who is or was at the relevant time:

- a) A person employed by or contracted to a church body unless otherwise agreed by Bishop-in-Council
- b) A person holding a voluntary or paid position and performing a function with the actual or apparent authority of a Church authority or Church Body including:
 - (i) A person holding an office in this Diocese
 - (ii) A member of Synod
 - (iii) A warden or a leader of a parish or Anglican Community
 - (iv) A member of any other board, council, committee constituted by ordinance or resolution of the Synod or of a parish council or or any sub-committee of parish council
 - (v) A person employed by this church or a Diocesan agency
 - (vi) A member of a body corporate incorporated in this Diocese
 - (vii) A person in a position of trust in a Diocesan agency or ministry including worship leaders, lay pastors, youth and children's workers and other engaged in worship, welcoming and leading worship, caring for parishioners and carrying on the work of this church
 - (viii) A person volunteering in one of the ministries of a parish or Anglican Community
 - (ix) A person in another position of leadership within the Diocese
 - (x) While Clergy are church workers, this Schedule does not apply, refer instead to The Licencing Statute 2017 Schedule 6.

4. Excluded Behaviours



- a) This Schedule does not apply in cases of serious breaches of misconduct, breaches of potential or actual criminal acts and those covered by the current Professional Standards Statute 2004.
- b) In such circumstances, the Director of Professional Standards will be immediately notified, together with the Diocesan Office and the police or any other authority as required depending on the allegation and complaint.
- c) Serious concerns of misconduct or serious complaints will lead to the person or persons being stood aside immediately until a separate investigation is completed as instigated by the Diocese and a decision is made. This process is managed by the Diocese in consultation with the priest as appropriate.

5. Competency, Proficiency, Performance Support and Development

- a) Each parish must have an Oversight Committee as a sub-committee of the parish council, comprising:
 - a. the Priest-in-Charge; and
 - b. a member of parish council; and
 - c. a warden; and
 - d. the Safe Church Contact Person as a minimum membership.
 - e. Other members as agreed by Parish Council
- b) The role of this Committee is to ensure the proper processes for recruitment, selection, appointment of church workers are followed; and, there is appropriate support, training and supervision provided for those church workers.
- c) The Diocese must provide and maintain up to date Role Descriptions, contracts, and training for leaders in parishes to assist in their leadership and supervisory roles. In addition, further resources, assistance and support must be provided when required.
- d) Where a parishioner has concerns about the competency, proficiency or performance of a church worker, this must be communicated to a member of the Oversight Committee for the Committee's consideration.
- e) All matters relating to competency, proficiency and performance development are the responsibility of the Oversight Committee.
- f) No matter relating to church workers and their concerns will be handled in isolation without reference to the Oversight Committee.
- g) All individuals will be treated with respect.

6. Parish and Diocesan Support for Church Worker Competency



- a) The support process for church workers considers their competency. All performance is assessed as 'competent' or 'not yet competent'. The objective is not the judgement of individuals, but competency in a role; and the individual will always be treated with respect.

7. Assessment of Competency

In considering church worker's competency, the Oversight Committee must have regard to:

- a) Difficulty in fulfilling a clear job description or role expectations
- b) Concerns about management or interpersonal style or communications
- c) Difficulty in relationships between church workers affecting individuals and or groups
- d) Behaviours not consistent with the Code of Good Conduct expectations
- e) Other competency concerns.

8. Locally Assisted Approach

- a) The Oversight Committee is responsible for both informal and formal concerns.
- b) The Oversight Committee considers concerns where this is related to competency in a role; and where the concern relates to relationships, communications and breaches of the Code of Good Conduct.

9. Competency in tasks and roles

- a) Where a parishioner has concerns about the competency, proficiency or performance of a church worker, this must be communicated to a member of the Oversight Committee for the Committee's consideration.
- b) The Oversight Committee must consider the matter.
- c) In making a response the Oversight Committee:
 - (i) Must consider whether the concerns may be resolved by an informal process.
 - (ii) Is not required to advise the complainant with the details of the process or outcome of any consideration and action taken.
 - (iii) Must initiate a performance review where it is considered an informal process will not be effective.
- d) Where there is a performance review:



- (i) Concerns should be directed in writing, giving clear examples, evidence and witnesses and details of the concern where appropriate. Witness names should be stated together with any evidence.
- e) The Oversight Committee must advise the Diocesan Office of any performance Review.
- f) The Oversight Committee shall provide the person named in the concern, the 'Respondent' with the details of the concern in writing in a face to face meeting.
- g) The respondent must be supplied with the documentation outlining the areas which need to be addressed and the respondent must be given the opportunity to respond verbally and in writing.
- h) Any agreed changes to address the concern must be given a reasonable timeframe together with full guidance, coaching, training and support to make the necessary changes.
- i) There are occasions when this is not achieved after following this process or because it affects the priest directly.

10. Competency in relationships,

- a) Where the concerns relate to relationships, communications and a breach in the code of Conduct:
 - (i) Two members of the Oversight Committee must meet with the individual to present the concerns, to enable a response.
 - (ii) The outcome of such a meeting will be to establish a solution and resolution, agree on actions to be taken and any monitoring to be put in place.
 - (iii) Wherever possible, such concerns, solutions and restoration of relationships will be managed and supported and facilitated locally.
 - (iv) Where the concern relates to a member of the clergy, the provisions of this Schedule do not apply. Reference should be made to Schedule 6, The Licencing Statute 2017.

11. Further action

- a) Further action will be required where a church worker shows a continued inability to achieve competency in their tasks or role; or,
- b) The reported relationship competency difficulties cannot be resolved locally.



- c) Further action depending on the severity of the concerns and the position held may include some or all of the following steps:
 - (i) A further review of the role expectations and clear instructions to follow for the future.
 - (ii) Supervision amended to facilitate additional coaching and training and to ensure sufficient support to make the changes on a permanent basis
 - (iii) Written warnings (first, second, third) and issues escalated with the Diocesan office and brought to the attention of the Archdeacon if not previously involved, to advise on the seriousness of the concerns and person's apparent inability or unwillingness to change.
 - (iv) Continued commitment to seek to understand why the change is not happening and to look for solutions.
 - (v) Removal from the position temporarily or permanently, following discussions with the Archdeacon and the Diocesan office with the person involved and the members of the Oversight Committee.
- d) Where the Oversight Committee is of the view that the deficiencies of the relationship incompetency are significant, they may direct a person be stood aside from a role or task until resolution is achieved.
- e) Leadership and participation in a team ministry cannot be continued and the church worker may be stood aside from a role or a team temporarily if the relationship cannot be restored safely.
- f) Following further review, the Oversight Committee may form the view the person should be permanently removed from that role of task. This decision must be communicated to the Archdeacon and to the Diocesan Office.
- g) A review may be undertaken by the Diocese where it is felt this is appropriate to follow up on serious concerns and complaints.
- h) Where the decision is made to remove a church worker from a paid role, this must be communicated to the Archdeacon and the Diocesan office prior to the action being taken.
- i) A church worker set aside permanently or removed from a role, may request a Diocesan review. The review will be undertaken by the Archdeacon who will report to the Bishop.
- j) The Bishop will make an adjudication which will be final.



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- k) The Safe Church Contact Person will confirm any changes to the Diocesan Safe Church database.