



**CCCVaT**

*Christian Community Churches  
in Victoria and Tasmania*

**01.01.17**

**GUIDELINES V4**

**LEADERSHIP EQUIPPING GRANT (LEG)**





## **LEG GUIDELINES - V4**

### **1: BACKGROUND:**

- a. CCCVaT is an association that aids and assists churches grow the Kingdom of God.
- b. CCCVaT is the promoter and manager of this program titled Leadership Equipping Grant (LEG).

### **2: OBJECTIVES:**

The Leadership Equipping Grant (LEG) aims to assist a church develop its ministry to service its assembly and community by employing a university student to aid in this.

The second aim of the LEG is to provide the student with the opportunity to work in the ministry of a church to gain practical ministry experience with the aim of producing a better equipped leader to undertake ministry and through this, hope they will be encouraged to pursue a life in ministry.

- a. Aims for the church include:
  - i. creating a mutual commitment between the church and student for the period of the LEG; and

- ii. resourcing the church to develop its ministry.
- b. Aims for the student include:
- i. providing the student with practical ministry experience;
  - ii. mentoring and supporting the student to develop him/her spiritually and equipped for ministry;
  - iii. providing training for subjects not covered in the degree deemed essential for ministry;
  - iv. attend a conference that will enhance the skill sets of the student; and or
  - v. provide an opportunity to witness and experience mission in the field.

### **3: REQUIREMENTS - CHURCH:**

- a. The church is to:
- i. employ the student and be responsible for all regulatory payroll requirement;
  - ii. verify the age and health (physical and mental) of the student and notate this on the application form;
  - iii. determine that there is a genuine fit between the student and the ministry needs of the church;
  - iv. complete and submit the application form; and
  - v. sign the LEG Agreement prior to the commencement of the leadership equipping program.
- b. The church is to develop and document a strategy for the LEG program to include:
- i. objective of the ministry LEG program – Key Reporting Activity (KRA);
  - ii. a formal description of the role 'Position Description';
  - iii. a mentoring program to support the student; and
  - iv. a work plan with measurable outcomes for the church and student – Key Performance Indicators (KPI's), that is to be discussed and mutually approved with CCCVaT.
- All points 'b' are to be included with the application.
- c. During the term of the LEG the church must:
- i. Be a registered user of Child Safe Australia's, Safety Management Online application to manage its children's activities.
  - ii. have a compliant Welfare Health and Safety Policy (OHS), which is being effectively managed, to ensure the safety of staff, volunteers, contractors and the assembly;
  - iii. ensure the church building is compliant with all building regulations capable of being applied to the building; and

- iv. use only equipment that compiles with Australian Standards.
- d. During the term of the LEG the church is to:
  - i. Ensure the student is mentored by a suitably qualified person or mentored by a person nominated by CCCVaT.
  - ii. ensure the student is supervised by an appropriate person;
  - iii. train and familiarize the student with all relevant church policies;
  - iv. train, support and empower the student to be effective in the assigned ministry;
  - v. implement a mechanism to regularly review the student with the eldership or leadership, the feedback of which is to be discussed with the student;
  - vi. commit to developing and sustaining prayer support for the student;
  - vii. report on the progress of the student every twelve months to CCCVaT, on the prescribed forms;
  - viii. process all related employment requirements including,
    - 1. receipt and disbursement of CCCVaT's funding,
    - 2. employment reporting requirements, and
    - 3. payment of hourly rate, PAYG tax, work cover (note some work cover providers do not insure exempt benefits and as such the church will need to acquire income protection insurance, where applicable) and superannuation;
  - ix. have signed and returned the Agreement prior to the commencement of the LEG;
  - x. upon finalization of the MIG, report to CCCVaT on overall accomplishments on the prescribed form; and
  - xi. abide by the terms and conditions of the LEG Guidelines and Agreement.

### **3: REQUIREMENTS - STUDENT:**

- a. The student must be:
  - i. 18 years of age by the end of the first year of the LEG;
  - ii. an Australian citizen or resident; and
  - iii. attend the church the LEG is being undertaken in.
- b. At the time of application, the student must be enrolled in a degree with an approved and accredited biblical college:
  - i. if taking a gap year, the student is to enroll in and undertake one of the vocational courses operated by the various bible colleges; and
  - ii. the vocational course must be approved by the church.
- c. Have a Working with Children's Check, and  
<http://www.workingwithchildren.vic.gov.au/home/applications/>

- d. Have a National Criminal History Check dated within two years of the commencement date of the LEG.

[www.police.vic.gov.au/content.asp?Document\\_ID=274](http://www.police.vic.gov.au/content.asp?Document_ID=274).

- e. The student is to substantiate:
  - i. why he/she wishes to undertake the LEG program;
  - ii. what value he/she can bring to ministry of the church; and
  - iii. how he/she will benefit from the leadership equipping program?
- f. Have signed the Agreement prior to the commencement of the LEG.
- g. During the period of the leadership equipping program the student must:
  - i. attend all young leaders network meetings hosted by CCCVaT;
  - ii. attend all Pastor/Leaders Network Meetings hosted by CCCVaT;
  - iii. attend all Leadership Equipping Network [LEN] Meetings hosted by CCCVaT;
  - iv. attain acceptable results in the degree being undertaken;
  - v. abide with the terms and conditions with the LEG Guidelines and Agreement;
  - vi. report on the progress of the LEG every twelve six months to CCCVaT, on the prescribed forms;
  - vii. retain the support of the church; and
  - viii. at the end of the LEG complete the final report on the prescribed form.
- h. Must complete the degree by the end of the LEG or within two years:

## **5: FUNDING PROVISIONS:**

The general principal is that the church and CCCVaT share the employment costs of the student on a 50/50 basis.

- a. LEG's are offered for a continuous period of four years or for the length of the degree, whichever is shorter.
- b. LEG's are funded up to 1040 hours employment per annum.
- c. The hourly rate is set at approximately 60% of the BU Vic Stipend hourly rate which is based upon a 38 hour week at a maximum of 1976 hours per annum (BU VIC set rates applicable for the start of each calendar year) and paid according to:
  - i. 100% of the hourly rate for students aged 20 and over;
  - ii. 90% of the hourly rate for students aged 19 and over; and
  - iii. 80% of the hourly rate for students aged 18 and over.
- d. LEG's will fund regulatory employments entitlements on a pro-rata bases, including the superannuation guarantee levee at the prescribed rate, annual leave, sick and carer's leave, public holidays and, work-cover insurance and or income protection where required, at 1% of the hourly rate.

*Assuming a student 20 years of age, the total hourly rate includes:*

- *Hourly rate* - \$24.00 (as at 01.01.2017)
- *Superannuation Guarantee Levee* - \$ 2.28
- *Worker Compensation Insurance* - \$ .24
- ***Total hourly rate*** - **\$26.52**

*Based upon the student working the maximum of 1040 hours per annum provisioned:*

- *CCCVaT 1040 hours p/a @ the total hourly rate - 50% share* = \$ 13,790.40
- *Church 1040 hours p/a @ the total hourly rate - 50% share* = \$ 13,790.40
- ***Total combined contribution*** = **\$27,580.80**

e. Hourly rate:

- i. The church may pay the student more than the total hourly rate, the additional of which will be at the church's expense.

f. Hours of work:

- i. the church may employ the student for more than 1040 hours at its expense;
- ii. are to be determined with the church and student;
- iii. the student, in agreement with the church, may work less than the maximum funded hours, with CCCVaT's contribution adjusted accordingly; and
- iv. the church in agreement with the student may increase or decrease the hours worked per week at any time during the LEG.

g. CCCVaT will forward its share of the funding for the student to the church in advance at three-monthly intervals, subject to the church and student meeting their obligations under the LEG Guidelines and Agreement:

- i. where the student worked less hours than were afforded for any twelve month period, CCCVaT will adjust the next advance to account for the its share of the reduced hours worked; and
- ii. where the student works less hours than are afforded for the last twelve month period, the church will reimburse CCCVaT its share of the hours not worked.

h. In addition to the total hourly rate, CCCVaT will provide a maximum of \$3,000 over the life of the Agreement to:

- i. Attend a mission in Australia or overseas, subject to the following terms and conditions:
  - i. the mission is to be of a type where the student is able to witness and experience mission directly;
  - ii. is subject to the endorsement of the church's leadership team;
  - iii. is subject to CCCVaT's approval;
  - iv. CCCVaT contribution is limited to the cost of flights, accommodation and meals, all other costs are at the student's expense; and

- v. the student is to report to the church and CCCVaT on the outcomes and value of the mission trip.
- ii. And or, to undertake courses not covered in the degree considered essential for ministry, subject to:
  - i. the training is to be approved by the leadership of the church; and
  - ii. is subject to CCCVaT's approval.
- iii. And or, attend a conference that will up-skill the student, subject to:
  - i. training being approved by the leadership of the church; and
  - ii. subject to CCCVaT's approval.

## **6: FUNDING LIMITATIONS:**

- a. LEG's are available to associate churches and churches listed with the Christian Brethren Trust;
- b. A church may apply numerous times for a LEG;
- c. A church may only benefit from one LEG at a time, in the main with limited exceptions for overlaps;
- d. Church applications will be approved according to the number of LEG's and MIG's received over time, with preference to churches that have never been granted one given priority to those churches that have received one in the past or are currently receiving one or more.
- e. A student may only be granted one LEG per lifetime.
- f. CCCVaT's funding is limited to its share of the total hourly rate at the maximum hours prescribed in the guidelines over four years, plus the provision for a mission trip and training.

## **7: CONTINUING PROVISIONS:**

It is to be noted that if any of the terms and conditions prescribed in the LEG Agreement are breached, then the agreement is null and void and CCCVaT will be relieved of all responsibilities and in certain circumstances may require the church or the student to repay part or whole of the LEG.

## **8: APPLICATION PROCESS:**

- a. Application:
  - i. The church is to complete an LEG application form and forward to CCCVaT.
- b. Evaluation:
  - i. CCCVaT will check the application against requirements; and
  - ii. CCCVaT will notify the church whether the application has been approved or not.
- c. Agreement:
  - i. once approved, CCCVaT will forward the church a pre-filled LEG Agreement; and
  - ii. the church and applicant are to sign the LEG Agreement.
- d. Installments:
  - i. subject to the timely receipt of the LEG Agreement, CCCVaT will forward the first installment of the hourly rate at the agreed or maximum amount provisioned; and
  - ii. further installments at three monthly intervals will follow, subject to the terms and condition of the agreement being met.

## **9: APPLICATIONS:**

- If you have any queries regards the LEG please contact Paul Gould.
- Applications may be submitted at any time.
- CCCVaT will assess applications within one month of receipt.
- Applications are to be submitted to:

Email: Paul Gould - [office@cccvat.com.au](mailto:office@cccvat.com.au)  
Mail: CCCVaT - PO Box 521, Blackburn VIC 3130  
Telephone: 03 9894 1796