CCCVAT MINISTRIES LTD GUIDELINES FOR MEETINGS V2 - 01.12.22

1. **DISCLAIMER:**

   CCCVAT MINISTRIES LTD accepts no consequential liability for advice, omissions, incorrect claims or statements and links to listed sites in this document. The onus is on the entity to determine if the recommendations are suitable for their needs and act only when they are certain of this.

   These guidelines are provided as recommendation to aid churches manage One-on-One meetings.

2. **DEFINITIONS:**

   Coordinator – member of the church appointed by the Leadership, to manage One-on-One meetings.

   CCCVAT MINISTRIES LTD – is a provider of services to member churches, which are free to use, as determined by the church.

   Leadership – leaders or a board appointed by members to manage the affairs of the church.

   One-on-One - means a meeting held between two people of eighteen years of age and older, where one person or more is either an employee, volunteer, contractor or visitor.

   Host – organiser or initiator of the meeting.

3. **PREFACE:**

   CCCVAT MINISTRIES LTD has developed this guideline as an aid to govern and or manage meetings between one person and another person, where one person is either an employee, volunteer, contractor or visitor to or for the church.

   Other than as defined in various legislation relating to meetings of members and boards etc., there are no Federal or State laws governing how One-on-One meetings between

people of eighteen years and older should be conducted.

4. CONTEXT:

In view of the forgoing, churches may elect to enact or incorporate these or their own guidelines into their 'Code-of Conduct' on how One-on-One meetings should be conducted.

Church leaders are ultimately responsible for the safety of employees, volunteers, contractors, attendees and any other person on their premises. This liability does not generally extend to other entities using or hiring a facility, unless an agreement between the parties covers such protocols. These responsibilities are defined in numerous Federal and State laws, for example; Fair Work Australia, Work Health Place and Safety, Child Protection etc.

Accordingly, church leaders will be held accountable and, or liable for any misconduct which occurred in a meeting between two persons whilst on the church's premises, except persons under the control of other entities using or hiring the facility. This liability may extend to meetings held elsewhere, subject to circumstances.

To mitigate such liability, it is recommended the Leadership should implement rules governing such meetings, to protect and safeguard those participating in a One-on-One meeting and Hosts trained in such protocols.

It is the responsibility of the Leadership of the church to determine if it will permit ungoverned/unsupervised or governed/supervised One-on-One meetings, on or off-site.

5. PURPOSE:

The purpose of this guideline is to protect and safeguard people of eighteen years of age and older participating in a One-on-One meeting.

6. SCOPE:

This guideline applies to the person conducting the meeting and the person attending the meeting, where both parties are 18 years of age or more and regardless of the nature of the meeting.

Where an attendee suffers an injury or has an episode requiring the attention of another person, the health and welfare of the attendee shall take precedence over these guidelines.

These guidelines do not include meetings to deal with a dispute between parties. It is recommended disputes of this nature are dealt with in the church's 'Code of Ethics' policy.

Guidelines for meetings on a One-on-One basis involving any person less than 18 years of age, should be defined in the church's 'Child Protection Policy'

7. CHRISTIAN PERSPECTIVE:

The protection and safety of people today, has a particular emphasis because the State has legislated it. However, protecting and caring for the vulnerable is not a new idea. Justice is central to the character of God, and so as his followers, it is central for us. We should aim to follow protocols that ensure the vulnerable are looked after, so they cannot be oppressed or taken advantage of.

8. PREREQUISITES:

i. Coordinator:

a) The Leadership is to appoint a 'Coordinator' to supervise One-on-One meetings.

b) Subject to circumstances and or risk, the Coordinator shall have the authority to deny One-on-One meetings.

c) The Coordinator is to retain a record of all One-on-One meetings, which is to include;

1) Date and time
2) Venue [location or room]
3) Participants [names and phone numbers]
4) Purpose
5) Outcomes and issues, if any.

d) The Coordinator is to report any incidents resulting from a One-on-One meeting to the Leadership, as soon as he/she becomes aware of same.

e) The Coordinator is to ensure the record of meetings is readily accessible by the Leadership.

ii. Church Premises:

Ideally the church should have a meeting space;

a) With a door that has a clear window through which the meeting can be observed [This mode is acceptable where there are usually a number of people in the building at the same time of the meeting, able to observe the meeting periodically], or

b) A meeting room with a recording device. The Coordinator shall be the only person permitted access to the recordings. [It is to be noted that recording devices of this nature over-write existing recordings, when it has exhausted storage space, so therefore it is important a copy be made where the Coordinator has been altered to an incident prior to the recording device erasing the recording], or

c) An auditorium or large space. [This mode is acceptable where there are usually a number of people in the building at the same time of the meeting, able to observe the meeting periodically]

9. GUIDELINES:

a. Option 1 – Ungoverned/Unsupervised One-on-One Meetings:

a) The Leadership may permit ungoverned/unsupervised one-on-on meetings based upon its confidence in the Host and or nature of the one-one meeting, ie training etc.

b) This exemption does not extend to meetings involving a dispute between parties.

i. Notification:

c) The Leadership is to notify the Coordinator where it has granted such permission.

d) The Host is to provide the Coordinator details of the meeting, as specified item 8/i/c.

b. Option 2 – Governed/Supervised One-on-One Meetings:

a) Governed/Supervised One-on-One Meetings may proceed subject to, but excluding meetings involving a dispute between parties.

i. Notification:

b) The Coordinator, is to be informed by the Host at least seven days [ideally] prior to any One-on-One meeting.

c) In the event of an emergency or a visitor requesting a meeting on short notice, the person approached is to refer the person to an appropriate person in the church [Host], who is able to conduct the meeting.

d) The Host is to provide the Coordinator details of the meeting as specified item 8/i/c.

ii. Room Quipped with a Recording Device:

a) Where the meeting is to be held in a room equipped with a recording device [audio a or audio/visual];

1) The Coordinator must train the Host on how to use the recording device and inform the Host that he/she has access to the recording,

2) Prior to the commencement of the meeting, the Host is to inform the attendee that the session will be recorded, and by what means, for the protection and safety of the participants, subject to their permission,

3) Where permission is granted, the recording device is to be activated and both participants are to verbally state they approve of the session being recorded,

4) The Host is to inform the participant that if they have any concerns on how the meeting is conducted, they may report this to the Coordinator and this must occur in a timely manner [ideally within seven days]. The attendee is to be given the contact details of the coordinator.

5) If either participant does not agree for the session to be recorded at any time during the meeting, the recording is to be stopped, the meeting is not to proceed and the Coordinator advised of why it was stopped.

6) The recording is to be stopped at the end of the meeting.

iii. Supervised:

A One-on-One meeting may be held where the parties agree to hold it in the presence of another member of the church or person acceptable to both parties.

iv. Observed:

A One-on-One meeting may be held where the parties agree it may be observed at a distance [not in the same space], by another member of the church or person acceptable to both parties.

c. Option 3 – Incident:

In the event of an incident where an attendee suffers an injury or has an episode, the attending person, after ensuring the casualty has received proper care and attention and is no longer at risk, is to immediately report the incident to the Coordinator, who shall make a record and report the incident to the Leadership.