

REVELATION **7** NETWORK



Small Church Handbook



Revelation 7 Network
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Edition 1.2

June 2021

Updated Giving & Expenses Policy to include
reimbursements & payments of bill.

Welcome to Revelation 7 Network

We thought it would be helpful to put together this booklet to explain more about who we are and what we do. Here's what this booklet contains:

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Our Vision & Mission

OUR VISION

The Bible teaches us that God wants all men to be saved (1 Timothy 2:4) so that His glory fills the whole world (Numbers 14:20-21). Jesus is the only one qualified by God to be the savior (Acts 4:11-12).

Our vision then is to see *communities from all nations transformed by Jesus to the glory of God.*

OUR MISSION

Our mission is to, under God, grow *a network of small multicultural churches* who are committed to digging deeply into God's Word and to living it out obediently. Part of this obedience is actively working to see new people come to Christ and hopefully new churches planted.

In reflecting on this mission, we need to explain two things. Firstly, why Small Churches? Secondly, why a network?

WHY SMALL CHURCHES?

There are many ways to structure churches, each with its own benefits and limitations. We chose to go with Small Churches because in our unique multicultural context we believe they have particularly valuable benefits. Here are what we believe the top three are:

1) Dig deep into God's Word

In the Bible, the church is not a building, but rather, its people gathered by hearing God's Word to respond obediently to it. If you don't understand God's Word, how can you be a biblical church?

Our experience has shown us that often in big churches many people don't learn very deeply. This is particularly because we represent so many different cultures and languages. Even with simultaneous translation, cultural

complexities mean there are further obstacles which prevent good learning. We believe that smaller, more interactive churches help people from all nations to read God's Word meaningfully and have the opportunity to respond to it.

2) Help each other live missionally

We've found that as a church grows it gets harder for us all to be deliberately 'on mission'. It's easy to become inward focused and comfortable with each other. Larger churches are more complex with more rosters and responsibilities which take lots of attention and energy.

When things are smaller there is more flexibility to spend time deliberately focusing on reaching those around you. We are also able to structure church gatherings to include ways to help us be more obedient, such as setting concrete goals and staying accountable to each other with them.

3) Raise up more leaders from other cultures

The New Testament emphasises the importance of passing on the gospel to potential future leaders. In our multicultural context, this means developing leaders from different cultures. This is essential for two reasons. Firstly, because indigenous leaders are more effective at reaching and discipling people in their own mother-tongue. And secondly, because if we truly value multiculturalism then we need to raise up leaders to work together and learn from one another at both the church and network /organisation levels. Otherwise, our multicultural nature will remain superficial where one church dominates and other churches have little power to contribute.

However, many first-generation migrants may not be able to go to Bible college for four years due to significant financial, language or cultural barriers.

Smaller churches allow us the opportunity to train them differently in the church context through contextualised on the job learning. They also provide the opportunity for more leadership positions for people to learn in. However, this needs to be coupled with appropriate training. Which is a great way to lead into *why a network*.

WHY A NETWORK?

There are many benefits to Small Churches. However, some things are hard when you have a small church. This is where the network can help. The network is not a church or denomination, but rather an organisation that aims to equip the churches to be church planting churches.

To value the role of a network does not mean that Small Churches are not fully legitimate churches in themselves. The Bible defines a church as being a group of people gathered by God to hear his Word and respond to it. Jesus promises to be present when they meet – even if it's just 2 or 3 people. And no matter how ordinary it appears, it anticipates the heavenly gathering that Jesus has saved us to be a part of (Hebrews 12:18-24). To be legitimate, each church does need leaders who fit the biblical criteria for eldership (1 Timothy 3:1-7, Titus 1:6-9), but not special priests or rituals. Thus, each Small Church can fill these criteria (more on eldership below) but that doesn't mean they won't benefit from partnering with other churches.

Here are the main ways that we believe a network can help assist churches:

1) Leadership development

When raising multicultural leaders, we need to consider more accessible and effective ways to help them develop. We highly value theological degrees and aim to send people to theological colleges but we also see the need for interactive on-the-job training that is culturally accessible.

We also see the need to develop leaders, not only in theology but also the practical skills of church planting since this is the key way we will multiply our leadership base.

A network is able to provide this kind of training for Small Churches.

2) Preventing cultural isolation

When we meet in smaller churches and work hard to teach deeply in culturally appropriate ways, the danger is that we may lose some of our beautiful multicultural-ness and become insular. A network allows us to have monthly *all-in gatherings* (that is where all the Small Churches meet together once a month as a larger group) and give the opportunity beyond

that to create culturally diverse leadership teams to instigate other activities together (e.g. evangelistic ministries and events, kids club, youth, leadership development).

3) Assisting with resources

While Small Churches are freed up from the complex rosters that big churches have, they still can't escape them fully and have the added dilemma of having less people to fill them. For example, kids still need age-appropriate teaching, finances and budgets need to be done and evangelistic ministries and events still need to be run. The network is able to pool resources to assist Small Churches with these things and employs members to run training, youth and kids' ministry throughout the network. One example is youth ministry. Youth need peers and Small Churches don't have the kind of critical mass that is good for youth. Therefore, the network offers a youth group for those across the network.

Our Values

In order to be churches that plant other churches, we have 11 values that we want to become regular rhythms in all we do.

Foundations	
Prayerful	It is God's mission and we depend on Him in every way.
Gospel-driven	Every time we meet, we remind one another that we are totally dependent on God's grace. We work hard to explain that truth clearly.
The Great Commission is for <i>all</i> believers	Matthew 28:19 is a command for <i>all</i> Christians to make disciples. We are responsible for equipping <i>all</i> the saints for this task.
Share Christ widely	
Conspicuous lives	We seek spiritual conversations in everyday life and people can clearly recognise us as followers of Jesus.
Find felt needs	We <i>declare</i> and <i>demonstrate</i> the gospel. We identify practical needs in various communities, and try to assist creatively where we are able. This is done in a way that leads to meeting a <i>continuous stream</i> of people.
Search for 'spiritually open' people	We sow seeds <i>widely</i> through gospel presentations or DBS to identify those ready to hear more.
Multiplication (generational growth)	
Using existing networks	When meeting with a spiritually open person, we ask if they have any social or familial groups that might join us. Meeting with an individual is good, but it is preferable where possible, to keep people connected with their networks so we can help them reach them too.

Faithful and user-friendly Bible Study format	All material must be transparent, reproducible, transferable <i>in any context</i> . It also must equip people to handle God's Word faithfully.
Accountable obedience to Scripture	We set concrete goals to <i>obey</i> God's Word and <i>share</i> it with others. We take time to practice and plan how we will do this. Churches offer timely accountability to these goals.
Raising indigenous leaders	Leaders are identified by their faithfulness and fruit. They are trained on the job. We don't remove them from their networks but keep them where they are best able to reach those around them.
Multiplying churches under a network	We want to multiply Small Churches as leaders are raised with the support of the network.

Our Core Beliefs

The following statements reflect biblical truths that we as a network of Small Churches believe and won't compromise on. We would love to discuss any of these if you have more questions!

- The divine inspiration and infallibility of Holy Scripture as originally given and its supreme authority in all matters of faith and conduct.
- The unity of the Father, the Son and the Holy Spirit in the Godhead.
- The universal sinfulness and guilt of humanity since the fall, rendering men and women subject to God's wrath and condemnation.
- The conception of Jesus Christ by the Holy Spirit and his birth by the Virgin Mary.
- Redemption from the guilt, penalty and power of sin only through the sacrificial death, as our representative and substitute, of Jesus Christ, the incarnate Son of God.
- The bodily resurrection of Jesus Christ from the dead.
- The necessity of the work of the Holy Spirit to make the death of Christ effective in the individual sinner, granting him or her repentance towards God, and faith in Jesus Christ.
- The indwelling and work of the Holy Spirit in the believer.
- The expectation of the personal return of the Lord Jesus Christ.

Our Leadership Commitments

In Small Churches we encourage many levels of lay leadership. Our key value is for all people to be discipling someone. For more on this see our leadership booklet.

However, as previously stated, to be a biblically faithful church, each Small Church must have at least one elder. This elder must have:

- The **character** described in 1 Timothy 3:1-13 and Titus 1:5-9.
- Gospel **convictions** that protect the church from false teaching. This means they will have completed (or made a significant start) at least one year or the equivalent of theological study.¹ They also must commit to attending and contributing to ongoing training in the network.
- Church planting **competencies**. That is, they understand how to apply the 11 values to their context to multiply churches.²

ELDERSHIP RESPONSIBILITIES

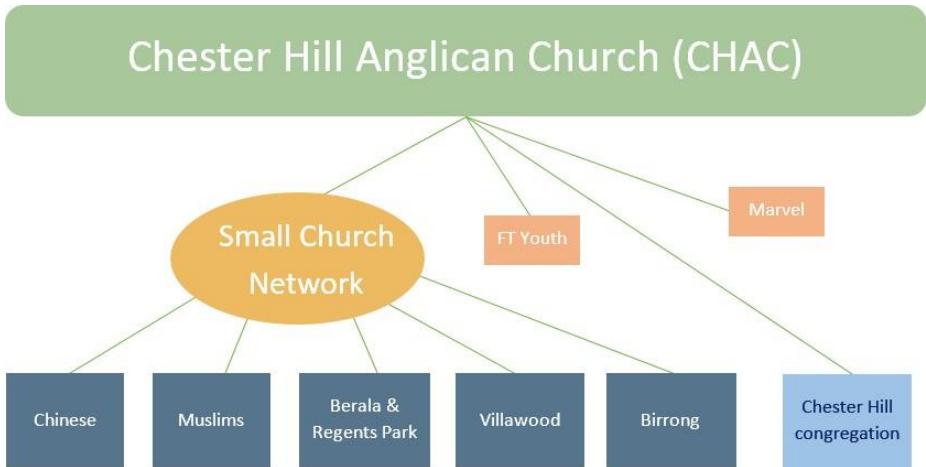
- Teach God's Word faithfully (not purely inductive studies but incorporating teaching and participatory methods), commit to prayer and regular sacraments.
- Use the three thirds process in teaching (Stop, Listen, Go method) as a way of seeking to work towards our vision and mission.
- Identify, train and coach lay leaders in their small church. Also contribute to network training.
- Ensure their church attends and contributes to monthly all-in gatherings.

¹ This study needs to be at a reformed evangelical theological institution at which the leader has studied exegesis, biblical theology and doctrine.

² This also means complying with the network's financial policies and safe practices.

Our Practices

HOW ARE THE SMALL CHURCHES & THE NETWORK STRUCTURED?



The Small Church Network is a ministry of Chester Hill Anglican Church and within this network there are 5 Small Churches governed by the network leadership team who themselves will be accountable to the CHAC Parish Council.

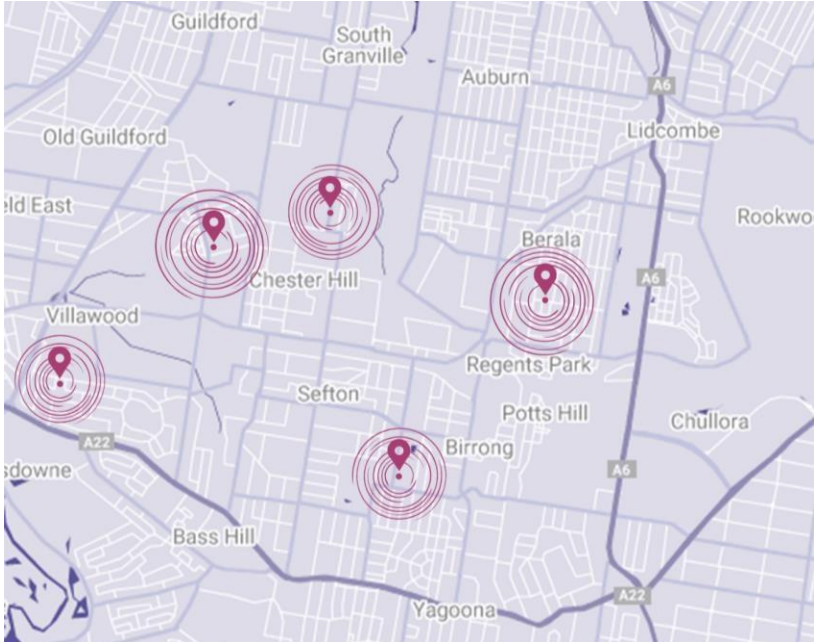
As Small Churches grow and multiply, we want these new churches to be connected into the network so as to ensure they are upholding things like biblical leadership, the authority of the Bible, teaching, training, governance requirements e.g. 'safe ministry'.

SMALL CHURCHES MAKE- UP

We have launched the network with an initial 5 Small Churches each with their own focus, whether it's cultural groups, particular communities, or physical locations:

- Muslims
- Chinese

- Villawood
- Berala & Regents Park
- Birrong/Sefton



KIDS

We really want all our kids to be growing as disciples of Jesus who are making other disciples of Jesus. This means that we want to be regularly teaching them the Bible, as well as involving them in the mission of their church. We also think it's important that kids are a part of a larger community of similar aged kids. That's why we have three main parts of our kids' ministry.

Small Church

In each Small Church we have a Safe ministry trained *Illuminate Kids* Leader who is responsible for ensuring the children are learning about and growing in their love of Jesus and helping our parents disciple their children in their

own homes as well as during the meetings. Since each Small Church is unique, reaching and focusing on specific geographical areas or cultures, the kids' program will vary accordingly. What remains the same is our commitment to include children in our church community and encourage parents to be their children's primary teacher of God's Word.

All-in Church

Once a month at our all-in gatherings, kids will be able to meet and enjoy their larger church community through the kids' spot but also a combined Kids' Church for kids 3yrs and up (0-2 years have their own class). We encourage the kids to ask and bring their friends along to these occasions.

Marvel

The Marvel program provides a wonderful missional opportunity for the kids and families of our Small Churches and broader church community to shine the light of Jesus amongst the community of Chester Hill. Coming along to *Marvel* is a great way for kids to meet together weekly, to get to know kids from the local area, invite friends along and get to know more about Jesus. We meet weekly on Fridays during school term from 3:45-5pm at Chester Hill Primary school. The children enjoy afternoon tea, play sport, a variety of games, watch a Bible skit, break into small groups and make craft. Cost is a weekly gold coin donation. All primary age children are welcome. We invite carers to stay for afternoon tea at our 'Carers Café' to meet others in the community and build friendships with options of further engagement e.g. ESL classes.

YOUTH

Youth ministry focuses on many of the same things that are important to adults, (i.e. fostering growth, accountability, evangelism, equipping, pastoral care etc.), though the emphasis will sometimes be different. Youth are still discovering their own identity, sexuality, responsibilities, are getting small doses of independence, and are in the process of constructing a worldview. All this needs to be taken into consideration and will affect how we do ministry with youth.

Youth Group

Youth generally will thrive alongside their peers rather than in a group made up of majority adults or children, though those relationships are important.

The youth in our Small Churches are encouraged to attend *FT Youth*. This is a place to gather with people who are similar age & life stage and to have fun together around different activities and games. *FT Youth* is a place where youth can share life, ask questions and express themselves more in a safe environment. The leaders of *FT Youth* work hard to teach and apply the Bible specifically to the life of our youth and are intentional about being Christian role-models

FINANCE & OFFERTORY

All financial accountability, administration and reporting will remain the responsibility of the CHAC Parish Council.

Because the Revelation 7 Network is a ministry of Chester Hill Anglican Church, offertory and any other giving is collected and managed centrally by the Parish Council. From that giving, 20% is allocated to the Revelation 7 Network. The remainder 80% is allocated according to the schedule below. (This is an approximate guide. It subject to change based on annual budgets.)

- 10% property cost
- 10% Mission donations
- 10% Resources of ministries e.g kids & youth
- 10% Administration e.g. accounting & office expenses
- 40% Staff cost

Below are 2 practical principles we support as we think about and use our finances:

- **Shared financial resources:** We recognize that the small churches' capacity to give will vary from church to church within the network. Because of that we want to encourage the practice of sharing our financial resources amongst our small churches. We do this by encouraging all small churches to contribute to the weekly offertory as they are able. This is then distributed evenly across all small churches within the network so that none are without.
- **Appreciating the bigger picture:** As we establish a culture of

sharing our financial resources (some of which comes back to each small church), we also want to encourage our members to see and appreciate the bigger picture of ministries, activities and work that happens across the network. Some of these ministries may not always directly benefit a particular small church at any given time, but we all join to support those ministries.

For example, a portion of the offertory is used to fund our youth ministry but some of our small churches may not have youth aged children in their churches, but we want members of those SC to still appreciate and recognize the importance of such work by contributing financially through giving centrally

- Refer to Appendix 1 for further details.

GOVERNANCE & ACCOUNTABILITY

Parish Council (PC) is responsible for the overall administration and governance of the property and finance of the whole Church, including the Small Church Network.

The Small Church Network has its own leadership team. Their responsibility is to plan, pray, work with Small Churches to see our vision & mission come to life under God, training and equipping of elders & leaders and act as a governing body for the Small Churches.

The Small Church Network leadership team will be required to report to the Parish Council on a regular basis.

Please refer to Appendix 1–3 for further details around governance.

FAQ

Here is a list of frequently asked questions which will hopefully help you to further understand Small Churches and the network.

How do Small Churches impact Chester Hill Anglican Church from a staffing, resource and financial perspective?

There will be no immediate implication on staffing, resources & finances of Chester Hill Anglican Church since the Small Church Network is a ministry of the church. However, there may be a reallocation of resources and staff where needed.

Who will be the pastor of these Small Churches?

Currently we have a variety of leaders from different backgrounds and nationalities. Some are ordained Anglican clergy and/or have theological training, but not all. Each fulfils the criteria seen on page 8.

How do we train our leaders to run Small Churches?

Our leadership training is multi-faceted. Each leader has received or is planning to undertake at least one year of diploma level training that includes a biblical theological framework. Then on the job all leaders have ongoing training to develop their Bible knowledge and ability to teach. They also meet weekly for training in elements of church planting and are provided with a coach. We want to be intentional to equip leaders to lead churches that plant churches not ones that become insular and inward looking.

What does a typical gathering look like?

One of the key benefits of these Small Churches is that the form of church is flexible depending on things like culture, people, needs etc. But all our gatherings follow our 3 thirds method which includes:

Stop: Worship and accountability

Listen: Studying and learning from the Bible together.

Go: Plan to do and share what we have learnt

Where will these Small Churches meet?

The short answer is anywhere! But typically, they will be meeting in people's homes or in public spaces such as parks.

How do we teach the Bible in Small Churches?

CHAC has a high view of the authority of Scripture, so we strongly affirm the place of teaching and preaching in a way that allows us to clearly hear God's Word to us. So our time in the Bible focuses on both teaching and participatory learning. It anticipates our obedience to it, and growth in Christian maturity. Often the teacher will give a short monologue as well as facilitate an interactive discussion on a Bible passage. Most weeks the church will work through a passage together using a method called CAFIYS. CAFIYS stands for *Context, Asking questions, Flow, Important words and themes, Your words, Summary sentence*.

Can I invite someone to our small church?

Small Churches are great places to invite people to come along to! However, sometimes in a multicultural context, if you meet someone who wants to learn about Jesus, it can be better to meet them and their friends and family separately with the hope that a new church will be formed around them. This is particularly the case with some cultures or people groups.

The short answer is, sometimes it will be better to invite someone into your church, and other times it will be better for you to go out. We encourage you to chat to your leader and fellow church members to decide what's best.

Each month we have an all-in larger network gathering. All members are encouraged to invite their friends to this.

What does mission and evangelism look like in a Small Church context?

The activities of mission and evangelism will look different in each church depending on the context and cultures they are trying to reach. Part of the role of your Small Church is to understand your chosen mission field and to get to know them and the best way to reach them. It might look like sharing the gospel with your colleague at work, or door knocking in your neighborhood or simply hanging out at the park to meet people and build

relationships with them.

One of our Small Churches who are trying to reach Muslims are a great example of this. They learnt about migrants and realized that providing cheap driving lessons would be a great way to connect with Muslims, show them love, and build relationships with them. So that's what they did!

How is the evangelistic focus of the Small Churches determined?

This is something each church needs to prayerfully decide together. Most churches have been spread out geographically and as each church gets to know the area, they can prayerfully decide together where they think is best to concentrate their efforts. You can choose through what God puts on your heart, what gifts you have (e.g. perhaps you speak another language!) and what opportunities arise. You don't need to worry too much – everyone needs to hear about Jesus, we just encourage groups to be intentional in the way they go about reaching others.

What does overseas mission look like with our Small Churches approach?

Jesus in our lives means reaching out to our neighbours. In today's connected world, our neighborhood doesn't stop after a few kilometres! Yes, God has given us people from many nations who have come right here to our doorstep but we remain equally mindful of the millions of people who have not heard of Jesus in lands far away. With that in mind we will do our best to support whatever link missionaries and/or Compassion children God gives us. We will keep informing ourselves of the needs around the world and consider specifically how we might meet those needs. We also pray regularly for the wider world.

How do we do pastoral care in a Small Church context?

Being a Small Church allows pastoral care to happen in a more natural way, like it might in a family, rather than depending on the professional. Everyone is responsible for loving and caring for each other. Of course, there may be times when the leader or other leaders in the network, or a professional, might be required to give further assistance.

When will the bigger All-in gatherings be held?

Small Churches will gather each week and come together once a month for a

larger all-in church service.

Will these Small Churches be autonomous?

These churches will have a high degree of autonomy as they will each be led by a biblically defined elder/pastor. However, each church leader will be accountable to the Small Church Network leaders who will in turn be accountable to the CHAC Parish Council.

They will all uphold the 11 values although they will express these in very unique ways.

What happens with offertory?

The Small Churches and the Small Church Network are all part of Chester Hill Anglican Church, therefore we have decided that offertory and giving would be collected centrally and then allocated to relevant ministries as decided by the Parish Council. (Refer to Appendix 3 for further details)

Appendix 1 :: Network Leadership Team

The network of Small Churches is led by a network leadership team which has been established for the purpose of:

- Setting the vision & mission for our network
- Working with the individual Small Churches to see our vision & mission come to life.
- Training & equipping our leaders & elders.
- Handling any governance related matters to minimize burdens on the individual Small Churches.

The team comprises of 4 individuals, each with their distinct contribution & responsibilities:

Paul Webb (Chair): Provide leadership of the overall network, elders and ministry related activities.

E.g. Pastoral care questions, access ministries, mission activities.

Beth Webb: Research, create & assess training resources & pathways and ensure they are implemented appropriately.

Hayson Lo: Lead the governance & operations of the network. E.g. finance/giving, building, policies. Orientate & keep the team focused & accountable to executing the plan to see our vision come to life.

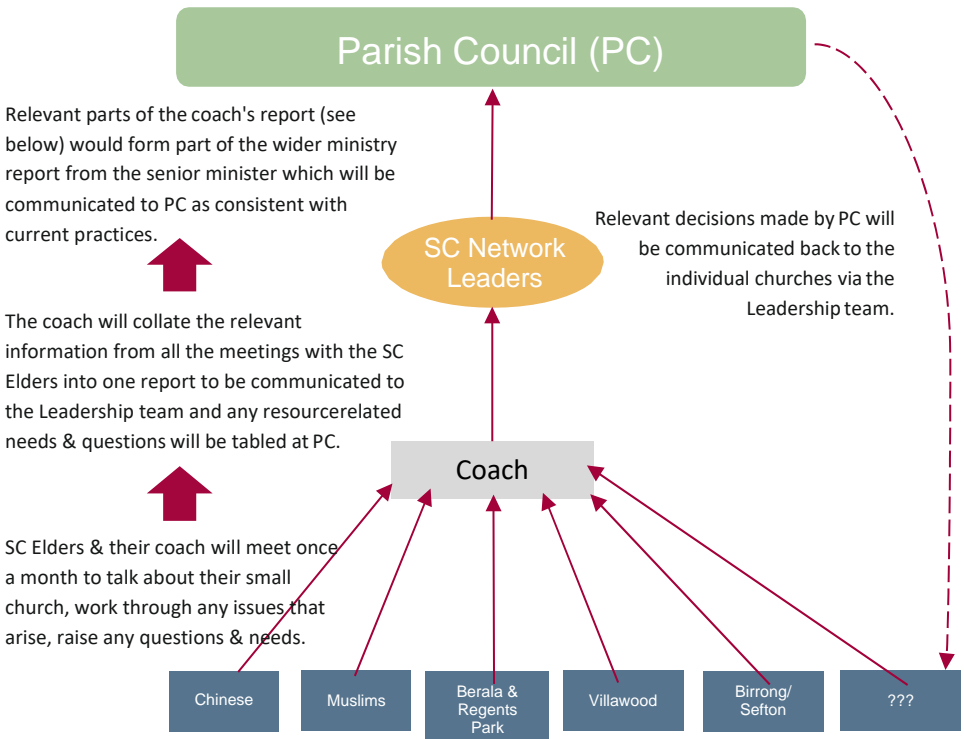
Sophia Tam: Primarily responsible for providing independent advice to the leadership team and partnership development with other Christian organizations & churches.

Appendix 2 :: Communication

While we recognize that there is already ample communication in both formal (e.g. training), and informal settings, we want to ensure that we clearly define the communication channels and what needs to be communicated to whom, as well as knowing where to direct questions as they arise.

CHANNELS OF COMMUNICATIONS

The illustration below is intended to show the more formal channels of communication which we have in place to ensure that all parties are informed where necessary while seeking to minimize an overload of unnecessary information.



WHERE DO I DIRECT QUESTIONS?

There will be many questions that arise in the life of the Small Church so below is a guide for who or where to direct the questions:

- Paul - All ministry related questions
- Beth - Training related questions
- Hayson - Finance, property & governance questions

If in doubt, contact Paul (paul@chesterhillanglicanchurch.com) and he will triage the question and point you in the right direction.

TIMING & REGULAR RHYTHMS OF MEETINGS

Below is the regular rhythms & meetings of teams that currently take place which you may find useful:

- Parish Council: first Monday of every month.
- Network Leadership Team: Once a month on the first Thursday of the month.
- Small Church Elders Training: Once a week during school terms.

Appendix 3 :: Small Church Giving & Expense Policy

The purpose of this policy is intended to outline our principles and core beliefs in regards to both giving & stewardship of such giving.

It is designed to help our Small Churches & its leaders best steward our financial resources and establish a degree of autonomy in how churches decide to use their allocated funds whilst facilitating a culture of accountability.

Following is an outline of the key principles & guidelines with which all our Small Churches must comply in regards to both giving (offertory/tithing) and the use of such funds.

TABLE OF CONTENTS

- Core principles
- Collecting Offertory
- Basic Expense guidelines
- Expense Categories
- Reimbursements
- Bill Payments
- *Divipay* Quick Start Guide

CORE PRINCIPLES

The **core principles** of this policy regarding **giving/tithing** are:

- Biblical Principles regarding giving:
 - God gave first: We are loved by a generous God (John 3:16, 2 Corinthians 8:9)
 - Renewed minds and hearts: The spirits work in our hearts will be seen in our financial priorities (1 John 3:18, Matthew 6:24)Eternal priorities: This life is brief and the one to come is eternal so we

should not store up treasures on earth but rather invest in things that will last forever (Matt 6:19-21)

- God's glory and our good: The act of giving our money away is a spiritual act by which we worship and glorify God (Philippians 4:18, Acts 20:35)
- To make disciples: We live in the age of the great commission of Jesus: to make disciples of all nations. Our finances should enable and equip our churches to make disciples who make disciples (Matthew 28:18-20, Philippians 4:15-16, 1 Timothy 5:17)
- For more detailed teaching, please watch the following videos:
 - What does the Bible say about giving? <http://bit.ly/biblicalgiving>
 - How much should we give? <http://bit.ly/howmuchshouldwegive>
 - Who should we give to? <http://bit.ly/whoshouldwegiveto>
- Each church is encouraged to give generously to a central to the Network account and from there money will be allocated to each Small Church on a monthly basis. Details for forms of offertory can be found in this link (<https://revelation7.network/give/>). We strongly recommend electronic giving to minimize any handling of cash.

The **core principles** of this policy regarding **expenses** are:

- Honesty:
 - Funds must be used within the spirit of operating the Small Church and for the benefit of others e.g. mission, supporting those in need.
 - Expenses incurred in our Small Churches should not be driven by personal enrichment (monetarily, loyalty points, etc.), either in appearance or in fact.
- Transparency: Expenses should be fully documented and submitted for required approvals where necessary.
- Accountability:
 - Expenditures must comply with all Diocesan Guidelines
 - Failure to comply with policy may result in disciplinary action, which may include removal of autonomy & ability to manage your own expense account.

- Wisdom: The Small Church Network expects all Small Church members & leaders to exercise good judgment in all expenditure decisions.

COLLECTING OFFERTORY

Members are encouraged to give electronically by direct deposits or Tithely, please refer to website for more information

<https://chesterhillanglicanchurch.com/give>

But in the case that a member gives cash offertory, please use the count sheet below and follow the instructions.

Offertory Count Worksheet

This count sheet can be found [here](#). Follow the guidelines below, copy, fill and send.

1. **Two unrelated persons** must be present to count and record the offertory.
2. Count cash using the table below, noting the count & total amount for each cash note or coin type.
3. Bank cash into this bank account:
Chester hill
Anglican Church
BSB: 062 141
Account Number: 900335
4. Send copy of bank receipt and copy of this count sheet to Ron Biddolph (woodridgec@bigpond.com)

BASIC EXPENSE GUIDELINES

- Small Church Elders must use *Divipay* and its corresponding virtual debit card to process all expense payments where possible.
- It is the Small Church Elders responsibility to ensure that all expenses are compliant with this policy.
- All expenses must be supported by relevant invoices from merchants. For expenses where an invoice cannot be reasonably obtained, other evidence such as a receipt, ticket, etc. is sufficient.
- Each Small Church will have their own virtual card via *Divipay* which will be managed by their Elder with a monthly allowance which is calculated as a 20% (2020) share of the CHAC total offertory for that month. Such amounts will be divided up evenly across all the Small Churches after a tenth of the allocated amount is taken out and held as backup funds.
- Any unspent amount will be rolled over into the following month.
- Small Churches are allowed and encouraged to subsidize or supplement another Small Church if deemed appropriate & necessary

- by the Elder in consultation with a Network leader.
- Network leader responsible for this will be Hayson Lo who has a PC designated upper limit of \$500 for any transfers.
 - A request can be made to the network leader to transfer the agreed amount from one debit card to another once agreed.
 - If expense is beyond what is available on the Small Churches virtual card, a top-up request would need to be sent to & approved by a Network Leader if deemed appropriate, conditional on funds being available in the backup account.
 - All card holders understand that they will be required to reimburse the parish for any transaction that fails to comply with this policy, or is deemed inappropriate by the Network Leadership team.

EXPENSE CATEGORIES

Divipay will categorize all expenses according to Mastercard categories and the types of expenses allowed on your account would be strictly limited to:

- Food and Drinks
- Meal
- Supermarket
- Office Equipment
- Electronics
- Printing and Stationery
- Travel
- Accommodation
- Fuel
- Parking
- Taxi
- General Expenses
- Gifts
- Marketing and Advertising
- Software
- Subscriptions
- Telephone and Internet

Expenses outside these categories will automatically be declined. But if expense is declined but deemed necessary, a case can be made to the Network leader who has administrative access (Hayson Lo) to temporarily open up the debit card to allow for that expense category.

NEW ACCOUNT SETUP

Once a new elder is appointed and a new church is established a Network leader will issue them a corporate debit card via *Divipay*.

Please refer to the instructions below from *Divipay* for a detailed guide for

setting up an account.

Reimbursements

If in the case whereby a small church member has incurred expenses on behalf of the small church and would like to be re-imbursed they will need to do the following:

- 1) Email the following details to hayson@chesterhillanglicanchurch.com and cc your small church elder in this email
 - a. Copy of Invoice
 - b. Bank account details: Account Name/BSB/Account Number
 - c. Small Church Name
- 2) Small Church Elder would need to reply with an approval before reimbursements will be processed.

Note: Payments will only be processed once a month on the 2nd Thursday of every month

Bill Payments

If in the case that small church member or elder has made a purchase in which an invoice has been issued and will be require payment direct to the vendor, they will need to do the following:

- 1) Email invoice directly to revelation7network@bills.divipay.com and cc hayson@chesterhillanglicanchurch.com.
- 2) Check that the invoice contains bank account details.
If in the case that the invoice doesn't have bank account details, please arrange the invoice to be paid via the Elders debit card and follow the reimbursement process above.

Note: Payments will only be processed once a month on the 2nd Thursday of every month



Quick Start Guide: Team Members

How to create my *DiviPay* account

To create your *DiviPay* account:

1. Open the email sent to you by *DiviPay* - the subject line is You have been invited to *DiviPay*
2. Click Create account to join team - this will take you to a page where you will be asked to enter your account information
3. Enter your First Name and Last Name
4. Enter Mobile Number - international numbers are accepted if you are not located in Australia
5. Enter your Date of birth - users joining *DiviPay* will need to be 18 years old or older
6. Enter a Password - the password that you create is case sensitive and is the same password you will use to log in to the *DiviPay* mobile app
7. Accept the Terms and Conditions
8. Click Create Account to finish

As an employee your experience with *DiviPay* will center around the mobile app. Please download the app from the Apple App Store or the Google Play Store to access your card.

How to download the *DiviPay* App from the Apple App Store

To download the *DiviPay* mobile app:

1. Open the Apple App Store
2. Tap the Search tab
3. Search for *DiviPay* and select the option called *DiviPay: Expense Management*
4. Tap the Download button
5. Authenticate the download with your passcode, thumb print or face ID
6. The *DiviPay* app will download
7. Tap the Open button

How to download the *DiviPay* App from the Google Play Store

To download the *DiviPay* mobile app:

1. Open the Google Play Store
2. Tap the Search tab
3. Search for *DiviPay* and select the option called *DiviPay: Expense*

Management

4. Tap the Install button
5. Authenticate the download with your passcode, thumb print or face ID
6. The *DiviPay* app will download
7. Tap the Open button

How to download Google Pay

To download Google Pay:

1. Open the Google Play Store
2. Tap the Search tab
3. Search for Google Pay and select the option called Google Pay
4. Tap the Install button
5. Authenticate the download with your passcode, thumb print or face ID
6. The Google Pay app will download
7. Tap the Open button

To setup Google Pay:

1. Choose English as your language
2. Tap the Arrow in the top-right corner to continue
3. Enter in your Mobile Number (this can be an international phone number)
4. Choose your Google Account and tap Continue (if you have a Google account for work choose that)
5. Enter the 6-digit SMS code sent to you to verify your phone number
6. Select your preferred payment step from either Screen Lock or Google PIN
7. Tap Continue
8. To ensure NFC is switched on open your phone's Settings
9. Tap Connections and press On

How to login into the *DiviPay* mobile app

To login to the *DiviPay* mobile app:

1. Open the *DiviPay* app
2. Enter your Email Address and Password (use the password you created when you first setup your *DiviPay* account)
3. Tap Login
4. Enter the 4-digit SMS code sent to your phone to secure your login

5. You are now successfully logged in.

If you do not see your *DiviPay* card on the app, please contact your admin to make sure that you have been added to a budget.

How to add your card to Apple Wallet

To add your *DiviPay* card to Apple Wallet:

1. Open the *DiviPay* mobile app
2. Open the Card tab
3. Tap the Settings button in the top right-hand corner
4. Tap **Add card to Apple Wallet**
5. Tap **Add to Apple Wallet**
6. The Apple Wallet add card flow will open up
7. Tap **Next** on Add to Apple Wallet screen
8. **Agree** to the terms and conditions
9. On the screen that says card verification select **Text Message** and tap **Next** in the right-hand corner
10. Apple Wallet will send a verification code via SMS - **enter the verification code**
11. Tap **Done**

You will only need to add your *DiviPay* card to your Apple Wallet once. When you're ready to make an in-store payment open the Apple Wallet app and select your *DiviPay* card

How to add your card to Google Pay

To add your *DiviPay* card to Google Pay:

1. Open the *DiviPay* mobile app
2. Open the **Card** tab
3. Tap the **Settings** button in the top right-hand corner
4. Tap **Add card to Google Pay**
5. Tap **Add to Google Pay**
6. The Google Pay add card flow will open up
7. Tap Continue
8. Enter your personal info and tap Continue (use your business address as the address)
9. Tap More and Accept & Continue on the issuer terms screen
10. Select Text Message to verify payment method

11. Enter verification code and tap Submit
12. Tap Got it on the ready to pay screen

You will only need to add your *DiviPay* card to Google Pay once. When you're ready to make an in-store payment open the Google Pay app and select your *DiviPay* card.

How to create a PIN for in-store payments

To set a PIN number:

1. Open the *DiviPay* mobile app
2. Open the **Card** tab
3. Tap the **Settings** button in the top right-hand corner
4. Tap **Set Card PIN**
5. Tap **Send** on the manage pin pop-up
6. Enter the **8-digit verification code** sent to your phone via SMS (the SMS will be sent to the phone number you initially set-up with *DiviPay*)
7. Enter a 4-digit PIN and then confirm it by entering again (this is the PIN you will use at the POS terminal when prompted)
8. Tap **Submit**

If the phone number you are trying to receive the verification code on is out-of-date you will need to update it. To update your phone number:

1. Tap the **Menu** in the top-left corner
2. Tap **Profile**
3. Tap **Edit** in the top-right corner
4. Enter your new mobile phone number
5. Tap **Save**
6. Enter the 4-digit SMS code to verify your new phone number

How to pay in-store with your *DiviPay* card

To pay in-store with your *DiviPay* card:

1. Open the *DiviPay* mobile app
2. Open the **Card** tab
3. Tap the **Budget** drop-down to select the budget you would like to pay from
4. Tap **Use budget in Apple Pay** to use the selected budget to pay in- store
5. Tap **Apple Pay** to open the Apple Wallet app
6. Tap your *DiviPay* card to select it
7. Hold your phone over the terminal to pay (you may be prompted to authenticate the payment with your thumbprint, passcode or face ID)
8. You will hear a beep and your payment will be complete

Before making a payment please check your **Available** limit to ensure that you have enough funds available to make the payment.

How to pay online with your *DiviPay* card

To pay online with your *DiviPay* card:

1. Open the *DiviPay* mobile app
2. Open the **Card** tab
3. Tap the **Budget** drop-down to select the budget you would like to pay from
4. Tap **Show Card Numbers**
5. Tap the Copy button next to the Card Number and Expiry and pastethem
6. into the merchant checkout
7. Tap the card to flip it over and display the CVC
8. Tap the Copy button next to the CVC and paste it into the merchant checkout
9. If prompted, use your own name as the cardholder name and your business address as the address

Before making a payment please check your **Available** limit to ensure that you have enough funds available to make the payment.

How to complete an expense report

To complete an expense report from the mobile app:

1. Open the *DiviPay* mobile app
2. Open the Expenses tab.
3. Tap on an incomplete expense report
4. Tap the + under Upload Tax Invoice and select your preferred method:
 - Take a photo
 - Choose a Photo from Photo Album
 - Upload a File
 - No Tax Invoice
5. GST is automatically calculated - no action needed here
6. Category is usually automatically selected - if not, please tap on the Category field and select the correct category.
7. Budget will be automatically populated for you - no action needed here

To complete an expense report from the *DiviPay* website:

1. Login to the *DiviPay* website
2. Open the Transactions page - all incomplete expense reports will appear here

3. Open the transaction that needs to be completed - use the Status filter to quickly find any incomplete expenses.
4. Upload a Tax Invoice using the following methods:
 - Drag and drop
 - Choose a file
 - Selecting "No Tax invoice"
5. GST is automatically calculated - no action needed here
6. Category is usually automatically selected - if not, please click on the Category field and select the correct category.
7. Budget will be automatically populated for you - no action needed here
8. Click Update
9. Some businesses may require staff to complete additional reporting fields like Description or Attendees. Please complete these fields to finalise your expense report.

File formats that are compatible with *DiviPay*: PDF, JPG, JPEG PNG, GIF, TIF, TIFF OR EML.

How to request a top-up

To request a top-up via the *DiviPay* mobile app

1. Open the *DiviPay* mobile app
2. Open the **Requests** tab
3. Tap the +
4. Enter **How much** additional funds you need
5. Enter **What for** so that your approver understands why you are making the request
6. Select the **Budget** that needs the extra funds
7. Tap **Request**

8. The Approvers of the budget will be instantly notified by email and push notification
9. You will receive an email and push notification as soon as your request is Approved or Declined

You can view the status of a request at any time by going to the **Request** tab and opening the **Pending** page.

How to pay for subscriptions with your *DiviPay* card

To pay subscriptions with your *DiviPay* card:

1. Open the *DiviPay* mobile app
2. Open the **Card** tab
3. Open the **Subscriptions** page
4. Tap the **Subscription** drop-down to select the subscription that you would like to pay for
5. Tap **Show Card Numbers**
6. Tap the Copy button next to the Card Number and Expiry and paste them into the merchant checkout
7. Tap the card to flip it over and display the CVC
8. Tap the Copy button next to the CVC and paste it into the merchant checkout
9. If prompted, use your own name as the cardholder name and your business address as the address

Before entering your card numbers please check your **Available** limit to ensure that you have enough funds available for the subscription.

Manual Reimbursements

We are now able to do reimbursements to people in your church that couldn't use the *Divipay* card but instead have spent their own money. The reimbursement would be taken out of your church's budget. Here's how to do it:

1. Complete & Submit the expense claim form found [here](#). Make a copy, fill and send.
2. Send form along with copies of invoice to myself and cc yourself as the church leader in the email (Hayson@chesterhillanglicanchurch.com)

Appendix 4 :: Risk Management

We ask all Small Church leaders to consider and understand the following to ensure that we minimize any risk and that those who gather with us are able to do so in a safe environment.

INSURANCE COVER FOR ACTIVITIES & GATHERINGS

Chester Hill Anglican Church's insurance policy includes public liability cover for all church activities whether onsite at the church property or offsite in individuals' homes or parks if the following are established:

- Gathering or activity is a ministry of Chester Hill Anglican Church of which Small Churches are a ministry of Chester Hill Anglican Church.
- The ministry is led by the Senior Minister which in this case is Paul Webb. This does not mean that Paul needs to be at your small church, it just needs to be demonstrated that Paul is leading the team that pastors the Small Churches.

Although the above should in theory cover gatherings in private dwellings, to be prudent we suggest that the owners of such property consider getting public liability insurance as the church's public liability insurer would only indemnify the parish and pay for compensation to third parties if the church has been proven to be legally liable to injuries to third parties. The church's insurer would not respond if for instance, the owner of the property has been proven to be legally liable for injuries to third parties.

Certificates of Currency for Public Liability

Sometimes church activities take place on premises which are not owned by the parish e.g. community centers. The owners of those premises may ask to see a copy of the parish's liability policy or request a copy of it. The ACPT **does not give copies of the policy** but issues a "Certificate of Currency".

A Certificate of Currency can be requested via Hayson Lo (hayson@chesterhillanglicanchurch.com) and Ronald Biddolph (woodridgec@bigpond.com) who will obtain it from the diocese Insurance

Manager.

- A minimum of 8 working days' notice must be provided.
- Please provide the following details in your request; name/type of event, date and precise location of the event, and precise name by whom the certificate is required.

Note that this certificate is evidence that the parish has public liability insurance only. The parish public liability insurer indemnifies the parish if a third party sustains an injury during a parish activity and if the parish is proven to be legally liable.

For more information regarding insurance please refer to <https://www.sds.asn.au/insurance#4>

SAFE MINISTRY & WORKING WITH CHILDRENS CHECK

It is a **non-negotiable** requirement that everyone who has involvement in ministering to children (anyone under the age of 18) in our churches must have:

1. a current **Safe Ministry Training Certificate**
2. a current **CLEARED status for their Working With Children's Check.**

Note: The above would include teenagers who are regularly helping with Kids Church.

The information below must be given to our Safe Ministry Representative Sue Swinfield (sue.swinfield50@gmail.com) before such person can be involved in ministering to children; example but not limited to is helping or running any kids program. Such information should be available on their Safe Ministry training certificate & their WWCC.

- Full name
- Any other name they are known by
- Gender
- Email address

- Phone numbers – more than one preferred.
- Date of birth (DOB)
- WWCC number
- WWCC Expiry date
- WWCC Verification date
- WWCC Verification result
- WWCC Verification made by
- Safe Ministry Training – date of last training (date on certificate)
- Safe Ministry Training – expiry date
- Safe Ministry Training – course name
- Safe Ministry Training – certificate number
- Ministry position e.g. Kids Church Leader
- The date they started in their role in the church
- Safe Ministry Check – Date of clearance/non-clearance

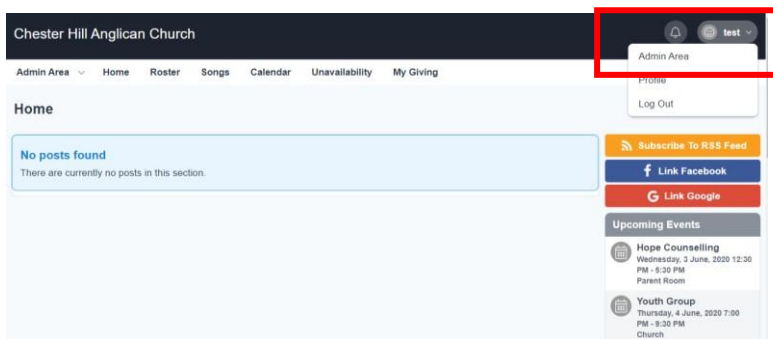
Appendix 5 :: Use of Church Property Policy

Parish council has agreed on the following regarding use of church property.

- The 9:30 congregation will have priority in using the church property on any given Sunday morning.
- All use of church property must be booked via Elvanto (refer below for instruction).
- All use of church property must comply with COVID safety plan guidelines.
- Any churches who decide to use the property must do a complete clean after each use.

ADDING AN EVENT IN THE CALENDAR + BOOKING ASSETS + LOCATIONS

1. To login refer to instructions “Elvanto Training–Access” (to request Elvanto Access please contact Hayson Lo (hayson@chesterhillanglicanchurch.com))
2. If you are in the “Members Area” you will need to hover over your name on the top right-hand corner and select “Admin Area”



3. Once in the “Admin Area”, select “Calendar” on the left-hand side

- Complete the Event Form per below. The items highlighted on the red box are the key details to include, the other is optional.

Chester Hill Anglican Church

Events / Add Event

Details

Name

Date & Time
02/06/2020 3:30 PM To 02/06/2020 4:30 PM

All Day Event

Where

Show map

Description

Locations

- Chester Hill Anglican Church
- Small Church - Seaford
- Small Church - Lu
- Small Church - Pement
- Small Church - Cheung

Assets

- Church Facility
- Back Hall
- Kitchen
- Large Hall
- Any Equipment

Save

Status: Public: Event

Calendar: CHAC Calendar

Organizer: test test

Register URL: - None -

Colour: (hasadecimal)

Who can attend? Only those invited can register for this

Show guest list? Yes No

Repeat Event: Do not repeat

- Once the form has been completed, ensure to click <SAVE>

Appendix 6 :: Contacts

Staff team

Paul Webb | 0422 844 380 / paul@chesterhillanglicanchurch.com

Beth Webb | 0479 055 006 / beth@chesterhillanglicanchurch.com

Sophia Tam | 0416 177 529 / sophia@chesterhillanglicanchurch.com

Hayson Lo | 0414 516 895 / hayson@chesterhillanglicanchurch.com

Lara Blair | 0412 894 930 / lara@chesterhillanglicanchurch.com

John Pement | 0478 036 929 / john@chesterhillanglicanchurch.com

Tom Zhang | 0413 401 621 / tom@chesterhillanglicanchurch.com

Fiona Jongsma | 0401 227 428 / fiona@chesterhillanglicanchurch.com

Hamish Sullivan | 0432 552 044 / hamish@chesterhillanglicanchurch.com

Small Church Elders

Villawood - Paul Webb | 0422 844 380 / paul@chesterhillanglicanchurch.com

Berala - Hayson Lo | 0414 516 895 / hayson@chesterhillanglicanchurch.com

Berala - John Pement | 0478 036 929 / john@chesterhillanglicanchurch.com

Chinese - Tom Zhang | 0413 401 621 / tom@chesterhillanglicanchurch.com

Arabic - Ash Seaton | 0478 921 295 / ashseaton3@gmail.com

Birrong - Ross Webb | 0468 356 630 / rnlwebb@gmail.com