



Dollars & Sense

May 2017 Newsletter from the UCSA Resources Team

The Idea of Teamwork

The idea of teamwork is used widely in work settings, volunteer organisations, sports teams, schools and in the church. Jesus set us a great example, as a coach and mentor to his 12 disciples, encouraging and guiding, correcting and leading. Later in the bible we read how Paul uses the metaphor of the body as a way of describing how the church best worships, witnesses and serves together.

The Presbytery and Synod Resources team has been working on strengthening our team. At the Global Leadership Summit last October hosted by Seeds Uniting Church, management staff from the Resources team were able to hear Patrick Lencioni talk about 'The Ideal Team Player'. Realising this offered much for us as team leaders, the managers are working through Patrick's book over the next few months to look at ways we can make our teams stronger. The 'Ideal Team Player' describes the three virtues of great team players; humble (they think less about themselves and more about their team), hungry

(for the cause) and smart (they have 'interpersonal common sense'). For more information click here [The Ideal Team Player](#).

The longer I serve in this role, the more my appreciation for the teams (councils and committees) within the Uniting Church grows. The Basis of Union speaks about how the Uniting Church organises its life, using the gifts and graces God has entrusted its people for the building up of the Church. This is exercised through a series of inter-related councils (teams) united in service of the Gospel. I am thankful for the part you play in your local congregation as you share the gifts and graces that have been given to you. Equally, I continue to be grateful for the contributions of the Resources Board members and Resources team and the spirit in which they undertake their work. By contributing to our own teams and looking out for the other teams we work alongside, we make the church stronger.

Peter Battersby
Executive Officer Resources

Uniting Venues



Flexible option for church, family and youth camps at Adare.

Since its construction in late 2014, Adare's camp kitchen has hosted a number of church, family and youth camps. Centrally located within the caravan park, the 100sqm building can comfortably accommodate up to 60 guests in dining / lecture configuration and is fitted with a BBQ, fridge, microwave ovens, kettles, toasters, electric hot plates and two sinks for washing up.

The camp kitchen provides an appealing alternative for your next family or youth camp. Located adjacent grassy caravan sites and

directly opposite the Devona cabins, the camp kitchen (and variety of accommodation options) is sure to appeal to guests seeking a low cost, self catered camp experience.

Bookings can be made by contacting Adare on 8552 1657 or by email: adare@unitingvenuesa.org.au

We look forward to seeing you at Adare or any of our Uniting Venues SA sites across the state. Visit www.unitingvenuesa.org.au for further information.

Welcome to the second instalment of 'Safe-Tea Break' for 2017 - and my ongoing quest to try and demystify WHS. In this issue I'm focussing on the often controversial topic of food safety. Wherever and whatever we may be doing in the life of the Uniting Church, whether it's tea, coffee and biscuits after the service; a midweek lunch or dinner before a church meeting; selling jams and cakes to raise additional funds or providing surplus food or meals for those in need, food is never far away from the mission and activity of a hospitable and welcoming congregation. This then raises the thorny old issue of food safety and 'what do we need to do?' is a question I get asked on a regular basis.

Most congregations will have a legal duty to ensure as far as is reasonably practicable the health and safety of workers, volunteers, visitors and members of the public under the WHS Act 2012; they will also need to meet the requirements of the Food Act 2001 which references the Food Safety Standards AUS/NZ. It's important to remember that both of these Acts fall to different authorities to enforce, and it is your local city council through its environmental health department that hold the main duty for the Food Act 2001. This is important because all local councils will require 'food businesses, enterprises or activities' to notify them in order to arrange any necessary inspections.

When I start talking legal requirements, I always like to remind people of what the ultimate end goal is, as it's often easy to lose sight of that when faced with the prospect of having to meet the numerous requirements. What we're all ultimately trying to achieve is the safe and hygienic production and provision of food to those who seek to be fed.

"But we're not a food business, we're a charity"; or, "we don't sell food, we just request a voluntary donation"; or "we only do this once a year", are common phrases heard when dealing with this issue. The reality, sadly, is that food bacteria doesn't recognise this distinction therefore we do have an important role to play in ensuring that the food we supply is provided within the requirements of the law.

The good news is that there is a distinction between commercial food businesses and the expectations and requirements of smaller charitable organisations even though the end goal remains the same. There is some useful guidance available on food safety for charities available on the Food Standards ANZ website: <http://bit.ly/2qs6A4F>

The following bullet points are intended as a general guide to ensuring that food is provided safely:

- **Notifying your local council of your food activity or event** – this is a legal requirement largely when any money is received in the provision of food, therefore you should contact them to discuss their requirements. Councils enforce their own jurisdictions in different ways so it is always wise to approach them first for advice and guidance.
- **Food preparation** – again food bacteria make no distinction over where the food is produced so it's difficult to expect councils not to have concerns over food produced in people's own homes. As a congregation, a minimum expectation should be that you are satisfied that items were produced in a safe, hygienic area and manner. As a community this shouldn't be difficult to achieve as we've often been invited as guests to

each others houses for meals. It's more difficult to achieve this when we do not know those offering food or we have genuine concerns about their home environment or their methods.

- **Transportation** – food needs to be transported in a manner and in containers that restrict contamination from poor handling or contact with bacteria-carrying animals and insects, etc.
- **Temperature control** – the specific temperature and periods of time different foods must be cooked, cooled or maintained requires clear knowledge and facilities to be able to achieve this. Food must be consumed within these parameters or disposed of.
- **Food handling and hygiene** – that the facilities, training and methods employed in the production and provision of food are known and being met by food handlers. This may require separate hand washing facilities, gloves or handling equipment such as tongs.
- **Information** – people eating the food should be made aware of the ingredients that they contain, particularly where food items contain ingredients commonly known to cause allergic reactions such as nuts, gluten and dairy products. It should not be assumed that people will always ask and it's a good idea to determine any specific requirements before an event if possible. Items such as jams should be clearly labelled with a production date and the ingredients used.

Most of us have experienced food outlets either at home or overseas that have given us cause for concern about their standards or worse have actually made us ill, and most of us would either choose to walk away or avoid them in the future. We're blessed to be able to make these kinds of choices, for many sadly this is not always the case, but they too deserve the best hospitality and service we can provide.

None of this should come as a great surprise and I'm pleased to be able to confirm I generally only receive a small number of notifications relating to food safety, which hopefully means we must be doing a reasonable job of it. They have on occasion however, been pretty unpleasant and even potentially life threatening for those on the receiving end. The following is a link to the UCSA website page for further general information on food safety:

<http://sa.uca.org.au/whs/service-team-contact-details/food-safety>

If you would like to discuss this or any other WHS related matters, I work Tuesday – Thursday at the Synod office and can be contacted on wbooth@sa.uca.org.au or by phone on 8236 4214.

Wayne Booth

WHS Coordinator

Property Services – it's time for a change

God calls. God calls all of us, all the time. As Christians we have a constant call to serve and follow God in all that we do. Sometimes we're called to something and then we're called out of that to something else.

Isn't that the same in our churches ...?

I've had a sense of call to Property Services over the past 16 ½ years as Deputy Property Manager and now Property Administrator. It is a call that has sustained me during times when the requests, enquiries and workload have peaked. It is a call that has led me to explore the big picture of property and mission. This call has deepened my understanding of our church and deepened my love for the church.

But it's time for a change. I've had a sense of call to a different kind of ministry for some time and after completing a Period of Discernment (a time of intentional reflection and discernment in the Uniting Church), the Uniting Church's Selection Panel confirmed that call last year and I became a Candidate for Minister of the Word. I'm relieved, affirmed, excited, and - the feelings we have whenever we face change and face the unknown – scared! It is a bit like getting out of a boat that you know so well, learning to walk on water and climbing into a different boat where you don't have a clue where it is going... It's not something I was expecting in my fifties, a time of life when people often take overseas holidays, plan for retirement and add to their superannuation.

But we know (I and my husband, Craig) that this is God's call and what else would we do or want to do but to follow God's lead in this.

I wonder how this is similar to the church? God calls us as a church and as individual churches to new things, new ministries and new ways of being the church. Sometimes we're so busy doing church (services, programs, meetings, services, studies, working bees, outreach events, services...), that it's hard to reflect and consider God's call for us now, yet alone into the future. There are times we need some intentional reflection and discerning for God's call for our church within the context of our community and our world. As the church exists to serve God, the church participates in God's mission. This has a flow-on effect for our properties as 'form follows function', property follows mission. Mission should be the driving factor for all property decisions as property is simply a means to an end not an end in itself.

The Basis of Union describes the church as a pilgrim people, *"always on the way towards a promised goal."* The church is moving towards a future promised by God while holding to the presence of God with us now. We are a pilgrim people "on the way", linking us to the Christian tradition of pilgrimage. We are to 'travel light', just like backpackers travel around the world.

So I'm leaving Property Services in July. This is a huge change for me, 16 ½ years is a long time to serve in one place, particularly as I moved 20 times in my first 20 years of life and attended seven schools across two countries, two states and two languages. Change was constant in my early years. When one has been in a place a long time, change seems to be harder. But I wouldn't have it any other way.... we are after all, pilgrims on a journey.

It's hard to leave what I've known for so long, and I suspect I will leave on the last day in tears, but this is not so much about leaving as being called to something else, another way of serving God and the church. My relationships with many people in the church, my participation in the meetings of our church and my ongoing exploration into property and mission, will all continue.

We are delighted to welcome Trish Johnston to the Property Services team as Property Coordinator. Trish is contactable by email on tjohnston@sa.uca.org.au or by phone on 8236 4210. Trish joins us with significant experience in property administration and is a member of The Journey UC. I'm now part time (and studying part time), and the process of training and handing over responsibilities is well underway.



In this period of transition, Bron Minchin, the Property Services Administrative Assistant, finished her contract with the Synod at the end of April. Her friendly demeanor and helpfulness is missed. At the same time, Property

Services are managing a significant number of major projects which are underway across the church.

We will always aim to respond to your requests in a timely way, but ask for your patience as we navigate our way through this period of peak activity.

Lynne Aird, Property Administrator, 8236 4210 or laird@sa.uca.org.au



Matt Wilson, Manager Property and Projects

It has been a hive of activity in Insurance Services of late, as we are currently assisting a number of congregations affected by recent storm events.

With this increase in insurance claims we thought we'd explain some more common insurance terms you may encounter.

Sum insured

The sum insured refers to the maximum amount of money that you are insured for in the event that something happens. It's really important that you carefully review and calculate what this amount should be. This means determining the replacement value of all the assets applicable to the property.

Because the sum insured amount relates directly to any payment in the event of a claim, it is critical to review. Keep in mind the cost of rebuilding your property can change as building materials increase in price.

1.1.1 Premium

The premium refers to the amount of money that we pay the insurer to take on our insurance risk each year. It is calculated based on the information we have provided to the insurer. The more detailed information we give to the insurer, the more accurate the premium becomes.

1.1.2 Excess

This refers to the amount of money you are prepared to pay out of your pocket before your insurer pays your claim.

Generally speaking, if we are prepared to pay a higher excess, you will see a decrease in the amount of premium we need to pay because we are taking on more of the insurance risk yourself. An excess is an uninsurable loss.

1.1.3 Reporting the incident

This might seem obvious, but if a serious accident has taken place or if your property is essentially a crime scene — for example,

if a robbery, theft, malicious damage or vandalism has been committed, you should report this to the police. If the safety of your premises has been compromised, don't enter. Instead, act on the advice of police or other emergency services personnel. Then please advise Insurance Services as soon as possible of the situation. Even if you don't have all the information necessary, it's important to talk to us about what's happened.

In general, it is best to report what has happened as close to the event as possible. Doing so will ensure that the details of an event do not become fuzzy or difficult to remember, and it will also ensure any time limits will not be breached and any damage does not get any worse. Insurers will not pay for damage that has become worse over time because you felt something would dry out or "you'll get to it later". Please advise us earlier than later.

1.1.4 Things you should take note of

As soon as you can after a loss or event, it is important that you note as much information as possible about what's happened so that you can pass these details on to us. Obviously, the relevant details here will vary depending on what type of insurance policy you have, but in general, these are some things you should try to take note of/do as soon as possible:

- The time and date of the event
- The specific location
- A description of what happened
- An estimate of the loss
- Photos — if you can, take photos of anything you think might be relevant, but particularly any damage

If you have any other questions about insurance, please contact me or Susanne Alley in Insurance Services on 08 8236 4222 or email us at insurance@sa.uca.org.au

Tony Phillips

IT&T

IT Tip - Stop using Microsoft Vista (and definitely Windows XP!)

If your Personal Computer still uses Microsoft Vista as its operating system (this was released after XP and before Windows 7), Microsoft will be ending support on April 11th.

After this date, Vista will no longer receive:

- Security updates, (Meaning Hackers will be able to exploit any security flaws found after this date.)
- Non-security hotfixes, (Any bugs or glitches in the operating system will not be fixed.)
- Free or paid assisted support options, (Any problems you do have and want Microsoft to fix, they won't.)

- Online technical content updates from Microsoft. (Microsoft will stop any and all work on this operating system.)

How do you find out if you are using Vista?

1. Click Start - Computer.
2. From the menu bar, click System properties to view basic information about your computer.
3. Under System - System type you will find system type details.

Unfortunately there is no easy upgrade path from Vista to Microsoft's latest operating system Windows 10.

Options you might want to consider are:

- Vista to Windows 7 is an easy upgrade path if you can get a legal copy of the Windows 7 software

(including license), as you can use the "Windows Easy Transfer" tool to perform the migration.

- If you don't have a legal copy of Windows 7 available, it would most likely be better to purchase a new computer running Windows 10. As Vista was superseded back in 2009, any computer running this operating system is actually quite old and you would benefit from the performance improvements of a new computer.

More information can be found on these web links :

<http://techtalk.pcpitstop.com/2016/12/27/windows-vista/>

<https://support.microsoft.com/en-au/help/13853/windows-lifecycle-fact-sheet>

Mission and Service Fund Contributions – 2017

Overdue 2017 Mission and Service Fund Response Forms

Mission and Service Fund contributions from congregations are a vital part of the Uniting Church's work as we partner together to achieve more in 2017. So far, 72% of congregations have submitted their Response Forms. If your congregation is yet to send their completed form into the Synod office please action this as soon as possible.

Forms can be downloaded from <http://sa.uca.org.au/mission-and-service-fund>

Queries: Peter Harbison Finance Officer, Uniting Church SA (08) 8236 4282; Country Callers 1300 766 956

Audited Congregational and Linked Congregational Financial Statements

The Uniting Church in Australia Regulation 3.8.7 <http://assembly.uca.org.au/resources/regulations> requires an annual audit of congregational financial statements and lists the qualifications of auditors.

Treasurers are reminded that copies of audited financials should be sent each year to the Financial Services Team in the Presbytery & Synod office by the 30th of June. Financial Statements consist of a Balance Sheet, an Income Statement (also called a Profit and Loss) and an Audit Statement.

Queries: Peter Harbison (08) 8236 4282; Country Callers 1300 766 956.

UCSA Screening Services Unit – using the correct Police Check application form

Please ensure that persons requiring a UCSA police check use the

current application form.

The form can be viewed and downloaded from <http://sa.uca.org.au/documents/called-to-care/police-check/National-Police-History-Check-Informed-Consent.pdf>

Any stocks of old forms held should be destroyed as they can no longer be accepted.

Applicants should read and follow the instructions included on the form and ensure that original ID documents are checked and correctly witnessed by an authorised person i.e. UCA Ministers, UCA employees or members of UCA Church. (Please note that authorised persons for the purpose of this check does not include JPs or Police Officers).

Details of where an applicant is volunteering/working and also the role and duties being undertaken must also be included where indicated. This information is required in order to process the application.

This is a 'fillable form' into which you can type your details online before printing it off to sign and send in.

If you have any questions please call 08 8236 4282 or email screeningunit@sa.uca.org.au

Keeping the Synod database up to date

The Synod office maintains a database with contact information of Church Council office holders (such as Church Council Chair, Treasurer and Secretary) as well as other contacts (e.g. Safe Church, Privacy, Children and Families). Please ensure that the relevant completed form is sent to the Synod office whenever a change occurs as this will ensure that Synod communications go to the right people. Refer <http://sa.uca.org.au/online-directory-services>

Payroll

End of Financial Year 2016/17 – Payroll

Please check that the UCSA Payroll Bureau hold the correct e-mail and mailing address for all 2016/2017 Payment Summaries.

These will be emailed out towards the end of June 2017.

Timesheets and Leave Forms

Please ensure that all timesheets and leave forms are submitted to the Payroll Bureau as soon as possible and no later than the 4th day of the month.

This will greatly assist Payroll in completing the pay cycle & all other obligations on time.

Timesheets & leave forms can be scanned & emailed to payroll@sa.uca.org.au or posted or faxed.

If you have any questions, please don't hesitate to contact Payroll by emailing PayrollUCA@sa.uca.org.au or phone 8236 4241 or 8236 4242.

Return to Work SA (formerly WorkCover) levy rate

The UCSA Payroll Bureau will be notified of the new levy rate after the end of the 2016/2017 Payroll Financial Year.

The rate, if amended, will be reflected on September Tax Invoices / Payroll Statements.

Award Rate changes

Employees who are under an award-based contract may be due a rate increase from 1 July. For those whose pay is processed by the UCSA Payroll Bureau, the new rates will be implemented during the August pay run, and any backpayments for July at new rates would be incorporated.

Annual leave tracking - Ministers

Congregations should ensure that they maintain records for Ministers taking annual leave.

Synod by-laws 11.1 set out the standard guidance regarding annual leave:

11.1.6: Annual leave for Ministers shall be four (4) weeks per calendar year taken within that year by arrangement with the congregation or other appropriate body.

Long Service Leave provision – lay employees

Congregations should ensure that they are maintaining a provision for Long Service Leave for lay staff employed.

Full and part time lay personnel will be entitled to Long Service Leave under the terms and conditions of the Long Service Leave Act 1987. On completion of ten (10) years continuous service with Uniting Church SA, long service leave is allowed to be taken. Per the Uniting Church SA Personnel Handbook this is generally a minimum amount of two (2) weeks at a time convenient to both the individual and their employer.