

SAFE MINISTRY POLICY

Policy Number	SM01
Drafted by	Business Manager; and Safe Ministry & Incidents Coordinator
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1. Crossroads' Duty of Care

- 1.1 Crossroads Christian Church (Crossroads) is committed to the Biblical principle of providing safe ministry programs and actively preventing any kinds of abuse against children, youth and adults at Crossroads.
- 1.2 This policy aims to create a space:
 - a. where everyone can safely participate and contribute in appropriate ministry programs in Crossroads; and
 - b. where anyone is able to safely report any incidents of abuse or safety concerns.
- 1.3 This policy must be read in conjunction with Crossroads':
 - a. Work Health & Safety Policy
 - b. Safe Ministry Guidelines
 - c. Complaints and Incidence Reporting Policy
- 1.4 Both staff and volunteers have an obligation to respond appropriately to all reports as quickly as reasonably possible in the interest of all those involved.
- 1.5 To build and maintain a safe community for children and vulnerable adults, Crossroads is committed to ensuring that:
 - a. all leaders are appropriately screened, trained and appointed;
 - b. all programs are led and run in a safe and appropriate manner;
 - c. clear procedures are in place for dealing with incidents and safety concerns;
 - d. Crossroads maintains a culture of safe ministries, championed by our leadership;
 - e. Crossroads provides a safe physical space/environment for everyone; and
 - f. access to policies/processes is readily available and regularly reviewed by the leadership team.

2. Screening and Appointing Leaders

- 2.1 "Leaders" in the context of this policy refer to any Crossroads staff or volunteer appointed by Crossroads to wield supervising responsibilities over individuals in the church.
- 2.2 Anyone interested in holding a leadership position in Crossroads will

undergo a screening and training process prior to holding their position¹. This process is outlined in the Safe Ministry Guidelines.

2.3 Before they can serve in a Crossroads ministry, prospective leaders must:

- a. indicate their commitment to Crossroads Christian Church;
- b. have been regular participants² at Crossroads for at least six months (or have been given special approval by a Ministry Coordinator);
- c. leaders must have a current Working with Vulnerable People registration;
- d. agree in writing that they will follow Crossroads' Code of Conduct;
- e. be recommended by at least one Ministry Team Leader (or higher) of their suitability to engage in relevant church programs;
- f. must undertake relevant Safe Ministry training courses as determined by the Safe Ministry & Incident Coordinator; and
- g. the Crossroads Christian Church Council (Council) must be notified of, and endorse the appointment of, all prospective leaders prior to their appointment

2.4 Under no circumstances will a person with a criminal record of abuse of any kind, molestation, substance abuse, or similar criminal offences be allowed to be involved in a ministry involving children, youth, or vulnerable persons.

3. Championing a Safe Ministry culture

3.1 All Crossroads pastoral staff must

- a. undertake safe ministry training immediately after signing their employment contract;
- b. undertake refresher courses every two years; and
- c. actively support the Safe Ministry Supervisors

3.2 A portion of the pastoral staff review process will consist of Safe Ministry

¹ Examples of such positions in Crossroads Christian Church may include, but are not limited to, leadership or supervisory roles in Bible Studies, the music team, vision team, hospitality ministry, Kids Ministry leaders, and Youth Group leaders.

² "Regular participation" in the context of this policy is defined as the act of attending one of Crossroads' Sunday Services on a weekly basis, with the intention of being a Christ-like participating member of the Crossroads community for an extended period of time. It can be characterised by an earnest desire to encourage and strengthen the faith of Christian believers, an ongoing repentance of sin, and a continued public profession of faith in Jesus Christ.

compliance, and the Council will annually review compliance in this area.

3.3 All employees and volunteers have an obligation to:

- a. uphold safe ministry standards appropriate for their ministry role;
- b. set an example to others in Crossroads regarding Safe Ministry standards; and
- c. uphold work health and safety standards during all Crossroads activities and events.

4. Church Oversight on Safe Ministry

4.1 Crossroad's staff and volunteers must refer and adhere to Crossroads' [Safe Ministry Guidelines](#).

4.2 Crossroads must ensure that all programs and events are safe and appropriate for those who are attending. Careful consideration will be given to factors such as, but not limited to,

- a. the venue;
- b. safe ratios of supervision;
- c. appropriate child toileting practices; and
- d. parental or guardian permission; and confidentiality of records kept.

4.3 The Safe Ministry & Incident Coordinator and/or Senior Pastor must appoint Safe Ministry Supervisors in every Crossroads congregation.

4.4 A "Safe Ministry Supervisor" in the context of this policy refers to an individual with whom Crossroads has screened, trained, and appointed to handle Safe Ministry incidents. They are the first line of contact when such incidents occur (see Appendix A for a list of Safe Ministry Supervisors at each congregation).

4.5A Crossroads Safe Ministry Committee must be formed with members consisting of at least:

- a. the Business Manager;
- b. Safe Ministry & Incidents Coordinator;
- c. all Safe Ministry Supervisors;
- d. a Pastor; and
- e. a member of the Council.

5. Reporting Incidences

5.1 Concerning general reporting procedures,

- a. a report should be made against any individual using the [Incident Report Form](#) found in the Crossroads website;
- b. these reports must be kept strictly confidential and will be addressed by a Safe Ministry Committee-approved Incident Manager; and
- c. for information on how Crossroads handles complaints and incidences, please see the Complaints and Incidence Reporting Policy.

5.2 Concerning reporting criminal activity or when a child is at risk of significant harm;

- a. any situations where a child is at risk of significant harm will be reported to *Child, Youth and Families (CYF)*, in accordance with the [Children and Young People Act 2008](#).
- b. any incidents of criminal activity must be reported to Police. Note that Ministers of Religion are mandatory reporters in the ACT. More information on reporting when a child is at risk of significant harm in the ACT is available on the [ACT Government Community Services website](#).
- c. under the [Crimes Act 1900](#) (ACT), all adults in the ACT are required to notify the Police if they have a reasonable belief a sexual offence has been committed specifically against a child. Failure to report is a criminal offence under the Crimes Act 1900 (ACT).
- d. under the [ACT Ombudsman Reportable Conduct Scheme](#), Crossroads is required to notify the ACT Ombudsman about allegations of reportable conduct involving an employee, which may include certain volunteers and contractors; and
- e. if the complaint relates to the Senior Pastor, it will be redirected to a member of the Council or the Professional Standards Unit in Sydney for external oversight (See Appendix A for a list of all of Crossroads' reporting contacts).

5.3 Following best practice, the Business Manager or Accounts Manager must report any incidents to Crossroads' designated insurance company.

6. Access and review of this policy

6.1 Crossroads is obligated to provide constant public access to all Safe Ministry policies and guidelines.

6.2 All Safe Ministry-related policies, guidelines and processes must be reviewed every two years.

6.3 Crossroads welcomes feedback regarding its Safe Ministry policies and guidelines. Feedback can be sent via email to safeministry@crossroads.asn.au.

Appendices

A. Reporting Contacts

Role	Contact Name	Mobile	Email
Safe Ministry Supervisor (Belco)	Katie Tweddell	0437 437 460	SMSBelco@crossroads.asn.au
Safe Ministry Supervisor (North)	Lynne Walsh	0455 266 260	SMSNorth@crossroads.asn.au
Safe Ministry Supervisor (Lake G)	Matt van Arkel	0404 192 190	SMSLakeG@crossroads.asn.au
Safe Ministry Supervisor (City)	Chris Gan	0450356171	SMSCity@crossroads.asn.au
Senior Pastor	Marcus Reeves	0402 120 395	marcus@crossroads.asn.au
Designated Council Safe Ministry Contact	Graeme Tinney	0498 063 567	graeme@crossroads.asn.au
Professional Standards Unit (Sydney)	Advise that Crossroads is an Affiliated Member	1800 774 945	abusereport@sydney.anglican.asn.au

B. Reporting Responsibility Contact Details

Name	Phone	Further Information/Email
Child, Youth and Families	1 300 556 729	ACT Child, Youth and Families (CYF) Website
Police	If there is an immediate risk of harm, call 000.	For all other circumstances call ACT Policing on 131 444.
ACT Ombudsman	(02) 6276 3773	ACT Ombudsman Reportable Conduct Scheme
Crossroads' Insurance Company: EA Insurance <i>(FOR STAFF ACTION ONLY)</i>	(03) 9890 6851	info@eainsurance.com.au