



FAITH WORKS INTERNATIONAL

HEALTH SURVEY

This is a list of questions about how your organisation is set up and what you have in place. Depending on the size of your organisation will determine what you need to have as essentials in your legislative requirements within Australia.

All your information will be kept private. We do not distribute, sell, or otherwise provide this information to anyone. Your details are only for us to understand your request for engagement of our services and to make contact with you.

Based on the needs of your ministry, a consultant from our team is assigned to be your ministry's primary contact. An initial on-site visit can be scheduled. This two-day visit may include observing weekend service environments and meeting with the leadership team to discuss staffing structure, systems and various ministry strategies. From the results of this survey and your request for engaging our services, we will review your structure and set up. We then can make suggestions on how we can help.

Last name		First	Middle	Date:
Home address:			Home Phone: ()	
City:	State:		Post code:	
Email address:		Web address:		

Church name:			
Church address:			Office Phone: ()
City:	State:		Post code:
Email address:		Web address:	

Name of Senor Pastor:

Leadership structure: Congregational rule Board rule Other _____

Organisational structure: Association LTD None Other _____

What insurances do you have?

Types of Insurance	Have	Need	Yearly Cost
1. Industrial Special Risks			
Material loss or damage			
Fire, Theft & Perils			
Theft of property & money, fidelity guarantee			
Machinery / Electronic breakdown			
Consequential loss			
2. Liability Insurance			
General Liability			
Product Liability			
Molestation / sexual abuse			
Property in care, custody & control			
Voluntary workers cover			
3. Personal Accident Voluntary Workers			
4. Professional Indemnity			
5. Associations Liability			
Directors and Office Bearers			
6. Personal Accident & Illness - Pastors			
7. Automotive Insurance			
8. Glass Insurance			
9. Workers' Compensation Insurance			
10. Health Insurance			
11. Life Insurance			
12. Building			
13. Contents			

Do you have in place?

- A RISK MANAGEMENT STRATEGIES FOR KIDS AND YOUNG PEOPLE Yes No
- WORKPLACE HEALTH AND SAFETY DOCUMENT Yes No
- CODE OF CONDUCT FOR EMPLOYEES AND VOLUNTEERS Yes No
- NON-REPORTABLE FRINGE BENEFITS FOR MINISTRIES DOCUMENT Yes No
- AN AUDITOR Yes No
- CCLI (Christian Copyright Licensing International) Yes No
- A CONSTITUTION Yes No

Is your trading name registered? Yes No

Are you a Non-Profit organisation? Yes No

Are you registered for as a group employer? Yes No
(only if you are going to employ people)

Are you registered for tax exemption? Yes No

Do you want to be registered as a PBI? Yes No

Are you establishing a Superannuation Fund? Yes No
(only if you are employing people)

Do you have ABN or ACN? Yes No

Are you registered for GST? Yes No

Are you sending money overseas? Yes No

If so do you have an ECS (External Conduct Standards document)? Yes No

Do you understand how to complete the self-assessment for ACNC? Yes No

Do you a bank account? Yes No

What is your organisational leadership structure?

List the departments you have or would like in your organisation;

FOUNDATIONAL MEMBER DETAILS

We the undersigned consent to become members of the Company:

Name:

Address:

Signature

Date of birth:

Email:

Phone:

Name:

Address:

Signature

Date of birth:

Email:

Phone:

Name:

Address:

Signature

Date of birth:

Email:

Phone:

Name:

Address:

Date of birth:

Email:

Phone:

Signature

Name:

Address:

Date of birth:

Email:

Phone:

Signature

Name: Trevor Bartley

Address: 47 Laidley Plainland Rd

Plainland QLD 4341

Date of birth: 31/12/1963

Email: trevor@bartleybooks.com

Phone: 0412 380 444

Signature

Dated the..... day of 2020.

CONSTITUTIONAL DOCUMENTS

If you do not have a constitution, we can help in setting you up with the right documents. Establishment fees for a new ministry Constitutional Document include By-laws (addressing Congregational Membership and the Privacy Act 2000 requirements), Registration with ASIC and the completion of the ABN registration form, ready for lodgement to be recorded on the ABN Register after specific compliance details have been included on the form by the Company Secretary.

There are two ways to document a ministry by using the Special Purpose Company Limited by Guarantee process, and this is reflected in how the name is recorded:

Standard type: Faith Works International - Plainland Ltd

Costing:

a) Preparation and submission of all documentation	\$1,587.00 (No GST)
Registration fees	<u>\$ 408.00 (No GST)</u>
Total	<u>\$1,995.00</u>

b) Preparation of all documentation to become an DGR (Deductible Gift Recipient)

Total	<u>\$1,500.00</u>
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Other information;

- a) The Constitution supplied has the basic Faith Works International Ltd approved objects; you can make any amendment to these clauses as needed for your specific organisational preferences.
- b) This Constitution templet includes the Faith Works International Ltd Statement or Tenets of Faith.
- c) Completion of information detail forms of Company Foundation Members and Directors.
- d) The minimum numbers of Company Members are five (5) but if possible use more say up to ten (10).
- e) The minimum number of directors for **ATO compliance is five (5)**, and they are chosen from the Company membership (refer [d] above). One of the directors shall become the company secretary.

The other very important matter is the board MUST not be family-controlled.

A set-up pack of all the necessary forms will be emailed to you upon request.

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