



# AIM Field Practice & Procedure

February 2014

## Australian Indigenous Ministries

Formerly Aborigines Inland Mission

Founded 1905

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## Historical Overview

**Early Gospel Outreach:** AIM is a conservative Evangelical organisation whose foundations go back to 1905. In November 1894 the Petersham Christian Endeavour Society erected a house at La Perouse near the mouth of historic Botany Bay where Miss J Watson lived and worked among the local indigenous people. Ill health forced an early resignation and Miss Retta Dixon took up the ministry in 1896. By 1899 work had spread to four other centres and the *New South Wales Aborigines Mission* was formed.

In 1905 Retta Dixon moved to the Singleton district in the Hunter Valley, where a local committee formed the *Aborigines Inland Mission of Australia*. The first AIM centre was at St Clair and a children's home was opened at Singleton. An outstation was established on the Karuah River near Port Stephens. Opportunities for ministry and numbers of workers expanded rapidly and AIM was soon reaching out to many parts of NSW. Retta Dixon married Leonard Long and by 1909, following a survey of the needs; AIM had commenced work in Queensland, with a centre established at Herberton in the far north. During the 1930s AIM began work in the "Top End" of the Northern Territory.

**An Indigenous Church:** From the very beginning ministry was aimed at establishing Aboriginal Christians to lead and guide their own people. With the benefit of hindsight, AIM would recognise that hurt was caused through continuing for too long with paternalistic attitudes. Despite difficulties many churches have grown up which, whilst not exclusively Aboriginal, do have strong indigenous social and cultural perspectives.

In the eastern states there are long established Christian fellowships. Church structure has strengthened through establishing the AIM Church Council, a council of representatives of indigenous churches. This AIM Church Council now takes responsibility for such things as the appointment of pastors, the holding of property, and oversight of an itinerant Bible School ministry based at Rockhampton, providing regular short-term intensive courses at a number of major centres.

In the Northern Territory and Western Queensland most of those ministered to are tribal Aborigines, often with low levels of literacy, and often in desperate circumstances, living in isolated places with little or no resources. In a number of the larger communities in which AIM ministers there are severely degraded social situations.

**Today and Tomorrow:** AIM continues to place its major emphasis on preaching, teaching and applying of the Word of God. Through developing good living skills, better health and education, and ability to cope with temptation and trouble, AIM is seeking to build a sound Aboriginal Christian community.

Missionaries are located at major centres like Darwin, Katherine, Borroloola, Tennant Creek and Alice Springs, and in Aboriginal communities, and outback towns, undertaking Bible teaching roles helping to evangelise and disciple believers, and to develop leadership for a strong local church. Others engage in wide-ranging itinerant ministries, visiting small groups and families and travel many thousands of kilometres every year.

AIM retains its emphasis on sending out full-time workers in evangelising, discipling, training and counselling work, ministering the Gospel of Jesus Christ. Today AIM also seeks to work with the local Aboriginal communities and government agencies to help with the provision of services to relieve some of the desperate situations. Health care and education remain areas of great need amongst indigenous Australians. AIM appoints TEAM Partners, associate workers who work, for example, as doctors, nurses and teachers in these communities. Such Christian service with a genuine long-term commitment to the people is greatly appreciated. AIM workers in Aboriginal communities encourage and support local Christians and have opportunities for building relationships through their many contacts.

There remains much to be done. Aboriginal Christians from many parts of the nation are asking for help. The emphasis now is on partnership in this work, with Aboriginal and non-Aboriginal working alongside each other to develop a sound Bible-teaching ministry as a foundation for a strong Church.

Providing and maintaining ministry, especially to isolated areas, involves great commitment in personnel and resources. There is a continuing need for specially gifted and qualified people to take on this ministry, coupled with the need for the ongoing support of the wider Christian community in this important field of mission in our own "backyard".

## Australian Indigenous Ministries Mission Statement, Objects and Statement of Faith

**Mission Statement:** AIM is a servant organisation whose mission is to plant, partner and Participate in Gospel ministry to Aboriginal people.

**Objects:**

- (a) Facilitate the spreading of the Christian Gospel to Indigenous Australians through outreach, discipling and counselling.
- (b) Bring Aboriginal believers to Christian maturity.
- (c) Encourage the establishment of local churches which follow the doctrinal basis of the Association.
- (d) Assist Indigenous churches and groups of believers to assume increasing responsibility in reaching out to, and teaching, their own people.
- (e) Assist with training an effective indigenous ministry leadership.
- (f) Encourage the formation of area church councils to oversee the ongoing life and growth of local churches.

For the purpose only of achieving the objects specified above, the Association may undertake holistic ministries, including education, training, development, relief or care programs.

**Statement of Faith:**

Australian Indigenous Ministries is an interdenominational, Protestant and Evangelical organisation affirming the following truths:

- (a) The deity of the three Persons of the Godhead: Father, Son and Holy Spirit.
- (b) The Divine inspiration and authority of the Scriptures of the Old and New Testaments.
- (c) The fall of man from his original state; that all human beings are sinners and need a Saviour.
- (d) The only way of salvation is through Jesus Christ, who died for our sins and rose again for our justification; and our eternal security as believers rests in Him alone.
- (e) The resurrection of the righteous and of the unrighteous; the everlasting joy of the redeemed and the everlasting punishment of the lost.
- (f) The personal and bodily return of the Lord Jesus Christ.
- (g) The power and presence of the Holy Spirit in this age of grace, and that God's work can only be accomplished by His obedient servants as He empowers them. The clear testimony of Scripture is that the Sovereign God gives various spiritual gifts to believers for the purposes of building up the Church. These spiritual gifts are given to meet specific needs at specific times. No single spiritual gift is a sign of the baptism or fullness of the Holy Spirit. In particular, we believe that baptism of the Holy Spirit is the experience of every believer at conversion and that evidence of the fullness of the Spirit is found in the fruit of the Spirit and not in signs such as tongues and healing.

The Association warmly embraces the truth of the Word of God as expressed in such historical Christian documents as the Apostles Creed, the 1689 Baptist Confession and the Westminster Confession of Faith.

(Extracted from AIM Constitution, see below)

# Constitution

## Australian Indigenous Ministries Incorporated

### (The Rules of Association)

#### 1 Name

The name of the Association is Australian Indigenous Ministries Incorporated.

#### 2 Definitions and Interpretation

2.1 In these clauses the following words have the following meanings:

the “Act” means the Associations Incorporation Act 1984;

“Associate member” means a member of the Association admitted as an Associate member.

the “Association” means Australian Indigenous Ministries Incorporated;

“Council” means the body which governs or has the management of the Association, the members of which are elected and appointed in accordance with these rules;

“councillor” means a member of the Council;

“financial year” means the period from 1 January in any calendar year to 31 December of the same calendar year and is inclusive of both dates;

“Member” means a Missionary member, an Ordinary member or an Associate member of the Association;

“Ordinary member” means the members, as at the date of incorporation of the Association, of the Unincorporated Association (the names of whom appear in the register of Ordinary members of the Association as at the date of incorporation of the Association under the Act) and all other Ordinary members of the Association admitted from time to time in accordance with these Rules;

“Missionary member” means a person who was at the date of adoption of these Rules a “Missionary member” of the Unincorporated Association Australian Indigenous Ministries (the names of whom appear in the register of Missionary members of the Association as at the date of incorporation of the Association under the Act) and all other persons who are admitted from time to time as Missionary members of the Association;

“the Regulation” means the Associations Incorporation Regulation 1984;

the “seal” means the common seal of the Association;

“Secretary” means:

- i. the person holding office under these rules as secretary of the Association; or
- ii. if no such person holds that office the public officer of the Association;

“State” means the State of New South Wales;

“Unincorporated Association” means the Unincorporated Association known as Australian Indigenous Ministries (formerly known as Aborigines Inland Mission).

2.2 Expressions referring to writing will, unless the contrary intention appears, be construed to include reference to printing, lithography, photography and other modes of representing or reproducing words in a visible form.

2.3 Where a word or phrase is given a defined meaning, any other part of speech or other grammatical form in respect of that word or phrase has a corresponding meaning.

2.4 Words or expressions contained in these Rules will be interpreted in accordance with the provisions of the Interpretation Act 1987 (NSW) and of the Act as in force at the date at which these Rules become binding on the Association.

### 3 **Objects**

- 3.1 The Objects of the Association are to:
- (a) Facilitate the spreading of the Christian Gospel to Indigenous Australians through outreach, discipling and counselling.
  - (b) Bring Aboriginal believers to Christian maturity.
  - (c) Encourage the establishment of local churches which follow the doctrinal basis of the Association.
  - (d) Assist Indigenous churches and groups of believers to assume increasing responsibility in reaching out to, and teaching, their own people.
  - (e) Assist with training an effective indigenous ministry leadership.
  - (f) Encourage the formation of area church councils to oversee the ongoing life and growth of local churches.
- 3.2 For the purpose only of achieving the objects specified in clause 3.1, the Association may undertake holistic ministries, including education, training, development, relief or care programmes.

### 4 **Statement of Faith**

- 4.1 The Association is an interdenominational, Protestant and Evangelical organisation affirming the following truths:
- (a) The deity of the three Persons of the Godhead: Father, Son and Holy Spirit.
  - (b) The Divine inspiration and authority of the Scriptures of the Old and New Testaments.
  - (c) The fall of man from his original state; that all human beings are sinners and need a Saviour.
  - (d) The only way of salvation is through Jesus Christ, who died for our sins and rose again for our justification; and our eternal security as believers rests in Him alone.
  - (e) The resurrection of the righteous and of the unrighteous; the everlasting joy of the redeemed and the everlasting punishment of the lost.
  - (f) The personal and bodily return of the Lord Jesus Christ.
  - (g) The power and presence of the Holy Spirit in this age of grace, and that God's work can only be accomplished by His obedient servants as He empowers them. The clear testimony of Scripture is that the Sovereign God gives various spiritual gifts to believers for the purposes of building up the Church. These spiritual gifts are given to meet specific needs at specific times. No single spiritual gift is a sign of the baptism or fullness of the Holy Spirit. In particular, we believe that baptism of the Holy Spirit is the experience of every believer at conversion and that evidence of the fullness of the Spirit is found in the fruit of the Spirit and not in signs such as tongues and healing.
- 4.2 The Association warmly embraces the truth of the Word of God as expressed in such historical Christian documents as the Apostles Creed, the 1689 Baptist Confession and the Westminster Confession of Faith.

## 5 Powers

- 5.1 Solely for the purpose of achieving the objects of the Association and not otherwise, and subject to clause 5.2, the Association has the following powers:
- (a) To subscribe to, affiliate with, amalgamate with, become a member of or otherwise co-operate with any other association or organisation, whether incorporated or not, having objects similar to those of the Association.  
  
Provided that the Association shall not subscribe to or support with its funds or amalgamate with any association or organisation which does not prohibit the distribution of its income and property among its members to an extent at least as great as that imposed on the Association by virtue of clause 27 of these Rules.
  - (b) To purchase, take on lease or in exchange, hire and otherwise acquire any lands, buildings, easements or property, real and personal; and any rights or privileges which may be requisite for the purposes of, or capable of being conveniently used in connection with, any of the objects of the Association. Provided that in case the Association shall take or hold any property which may be subject to any trusts the Association shall only deal with the same in such manner as is allowed by the law having regard to such trusts.
  - (c) To enter into any arrangements with any government or authority, whether national, state, local or otherwise, that may seem conducive to the objects of the Association or any of them; and to obtain from any such government or authority any rights, privileges, concessions or funding which the Association may think it desirable to obtain; and to carry out, exercise and comply with any such rights, privileges and concessions and to expend any such funds.
  - (d) To appoint, employ, remove or suspend such managers, clerks, secretaries, servants, workmen, contractors, agents and other persons as may be necessary or convenient for the purpose of the Association and to do so on a full-time, part-time, sessional or other basis as the Association may think fit.
  - (e) To establish and support or aid in the establishment and support of associations, institutions, funds, trusts and conveniences calculated to benefit employees or past employees of the Association or the dependants or connections of any such persons; and to grant pensions and allowances; and to make payments towards insurance; and to subscribe or guarantee money for charitable or benevolent objects.
  - (f) To construct, improve, maintain, develop, work, manage, carry out, alter or control any houses, offices, lecture rooms, recreational facilities, buildings, structures, grounds, works or conveniences which may seem calculated directly or indirectly to advance the interests of the Association, and to contribute to, subsidise or otherwise assist and take part in the construction, improvement, maintenance, development, working, management, carrying out, alteration or control of these.
  - (g) To invest and deal with the money of the Association not immediately required in such manner as may be permitted by law for the investment of trust funds.
  - (h) To borrow or raise or secure the payment of money in such manner as the Association may think fit and to secure the same for the repayment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the Association in any way and in particular by the issue of debentures, perpetual or otherwise, charged upon all or any of the property of the Association (both present and future), and to purchase, redeem or pay off any such securities.
  - (i) To make, draw, accept, endorse, discount, execute and issue promissory notes, bills of exchange, bills of lading and other negotiable or transferable instruments.
  - (j) To sell, improve, manage, develop, exchange, lease, dispose of, turn to account or otherwise deal with all or any part of the property and rights of the Association.

- (k) To take or hold mortgages, liens and charges to secure payment of the purchase price or any unpaid balance of the purchase price, of any part of the property of the Association of any kind sold by the Association, or any money due to the Association from purchasers and others.
- (l) To receive any gift of property whether subject to any special trust or not, for any one or more of the objects of the Association but subject always to the proviso in paragraph (b) of this clause 4.
- (m) To take such steps by personal or written appeals, public meetings or otherwise, as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the Association, in the form of donations, annual subscriptions or otherwise.
- (n) To print and publish any newspapers, periodicals, journals, books or leaflets that the Association may think desirable for the promotion of its objects.
- (o) To purchase or otherwise acquire and undertake all or any part of the property, assets, liabilities and engagements of any or more of the companies, institutions, societies or associations with which the Association is authorised to amalgamate.
- (p) To transfer all or any part of the property, assets, liabilities and engagements of the Association to any one or more of the companies, institutions, societies or associations with which the Association is authorised to amalgamate.
- (q) To make donations for charitable purposes.
- (r) To do all such other things as are incidental or conducive to the attainment of the objects and the exercise of the powers of the Association.

5.2 The powers set out in section 17(1) of the Act apply to the Association in addition to those provided for in this clause.

## 6 No Profits for Members

- 6.1 The income and property of the Association must be applied solely towards the promotion of the objects of the Association as set out in these Rules.
- 6.2 No income or property of the Association may be paid or transferred, directly or indirectly, by way of dividend, bonus or otherwise, to any member.
- 6.3 Nothing in this clause 6 prevents:
  - (a) the payment in good faith of:
    - (i) remuneration to any officers or employees of the Association for services actually rendered to the Association (excluding service as a councillor of the Association);
    - (ii) an amount to any member of the Association in return for any services actually rendered to the Association or for goods supplied in the ordinary course of business;
    - (iii) interest (at a rate not exceeding any rate which may at any time be fixed for the purpose of this paragraph in accordance with these Rules but not exceeding the highest rate charged by trading banks carrying on business in Australia on overdraft accounts of less than \$100,000) on money borrowed from any members; or
    - (iv) reasonable rent for premises let by any member of the Association.
  - (b) the Association from providing services or information to the members on terms which are different from the terms under which services or information are provided to persons who are not members.

## 7 Members and Classes of Membership

- 7.1 The total number of members, being the members of all classes identified in clause 7.3 with which the Association proposes to be registered is one hundred and fifty (150) but the Council may from time to time register an increase of members.
- 7.2 The:
- (a) Ordinary members of the Association (whose names appear in Schedule 1 to these Rules); and
  - (b) the Missionary members of the Association (whose names appear in Schedule 2 to these Rules),
- as at the date of adoption of these Rules, and such other persons as the Council admits from time to time to the various classes of membership in accordance with these Rules, will be the members of the Association.
- 7.3 There shall be the following classes of members in the Association:
- (a) Ordinary members;
  - (b) Missionary members; and
  - (c) Associate members.
- 7.4 A person is eligible for admission as an Ordinary member of the Association if that person is invited to apply for Ordinary membership by resolution of the Council of the Association.
- 7.5 A person is eligible for admission as an Associate member of the Association if in the opinion of the Council the person is engaged in work which brings them into substantial contact with indigenous people and if the person is a member of a local church or fellowship group in which indigenous people are also members.
- 7.6 A person is eligible for admission as a Missionary member of the Association if that person is appointed by the Association either to carry out field work for the Association or to work on other projects of the Association.
- 7.7 Notwithstanding any other provision of these Rules, an Associate member of the Association shall not be entitled to:
- (a) vote at any general meeting of the Association; or
  - (b) elect or participate in the election of a councillor of the Association; or
  - (c) nominate any eligible person for election as a councillor of the Association; or
  - (d) serve, or be elected or appointed, as a councillor of the Association.
- 7.8 The Secretary must establish and maintain a register of members of the Association specifying the name and address of each person who is a member of the Association together with the date on which the person became a member.
- 7.9 Members admitted to each class of membership of the Association (with the exception of Missionary members) shall pay such annual membership fees, if any, as are determined from time to time by the Council.
- 7.10 The annual membership fee payable in respect of each member shall become due and payable on the first day of each financial year and may be paid within two (2) months of the due date or by such other date as decided by the Council from time to time without prejudice to any rights of the member.

## 8 Admission of Members

- 8.1 Subject to the provisions of these Rules, every applicant for Ordinary membership, Missionary membership or Associate membership of the Association must submit an application for membership. The application for membership must:
- (a) be made in writing and signed by the applicant or by a duly authorised officer of the applicant; and

- (b) be in such form as the committee of the Association from time to time prescribe for use by applicants for admission to the class of membership concerned.

- 8.2 The membership application must be accompanied by the annual membership fee for the class of members to which the application relates, together with any initial membership fee determined from time to time by the Council.
- 8.3 At the next meeting of the Council after the receipt of any application for membership, such application must be considered by the Council, who must then determine the admission or rejection of the applicant. If an application is accepted by the Council then the applicant will be admitted as a member of the Association, within the class of membership for which application was made. In no case shall the Council be required to give any reason for the rejection of an applicant.
- 8.4 When an applicant for membership has been accepted or rejected for membership the Secretary must immediately send to the applicant written notice of the acceptance or rejection. If an applicant is accepted, the Secretary must enter the name of the new member in the register of members, recording the class of membership to which the new member has been admitted.

## 9 **Missionary Members**

- 9.1 Any person appointed as a Missionary of the Association shall forthwith upon their appointment lodge an application for admission as a Missionary member of the Association. No initial membership fee and no annual membership fee shall be payable by that person. The membership application shall be submitted in such form as may be prescribed by the Council from time to time.

## 10 **Liability of Members**

- 10.1 The liability of the members is limited.
- 10.2 Every member of the Association undertakes to contribute to the assets of the Association, in the event of the same being wound up while being a member, or within one year after the member ceases to be a member, for payment of the debts and liabilities of the Association contracted before the member ceases to be a member, and of the costs, charges and expenses of winding up and for the adjustment of the rights of the contributories among themselves, such amount as may be required not exceeding twenty dollars (\$20.00).

## 11 **Cessation of Membership**

- 11.1 Subject to these Rules, the membership of any member of the Association terminates if:
  - (a) the member delivers to the Secretary of the Association a written notice resigning the member's membership of the Association;
  - (b) the member dies; or
  - (c) the member fails to pay his or her annual membership fee within one year of the date on which that fee fell due for payment and the member fails to comply with any written request for payment, made by or on behalf of the Council, within three (3) months of that request being made.
- 11.2 Subject to these Rules the Council or the members in general meeting may at any time terminate the membership of a member if the member:
  - (a) refuses or neglects to comply with the provisions of these Rules or any applicable rules or regulations made by the Council;
  - (b) engages in conduct which in the opinion of the Council is unbecoming of the member or prejudicial to the interests of the Association;
  - (c) subject to clause 11.1 (c), fails to pay any debt due to the Association for a period of three (3) months after the date for payment.

- 11.3 The following procedure must occur prior to a decision of the Council or the members in general meeting under clauses 11.2(a), (b) or (c) becoming effective:
- (a) the dispute resolution procedure contained in clauses (a) and (b) of clause 12.1 must occur. The general nature of the allegations (the “dispute”) made against the member must be notified to the member and for the purposes of clause 12.1(a) this notification will be the notice of the dispute;
  - (b) where:
    - (i) the member fails to attend the mediation required by clause 12.1(b); or
    - (ii) the mediation has not occurred within six weeks of the date of notice of the dispute; or
    - (iii) the mediation fails to resolve the dispute

then the Council will determine a date for a meeting of councillors or a meeting of the membership to consider the termination of the membership of the member;
  - (c) the Secretary must give the member concerned, not less than fourteen (14) days prior to the date of the meeting that will consider the termination of the membership of the member, notice of the resolution to be considered by the Council or by the members;
  - (d) the member must be invited and permitted to attend that part of the meeting of the Council or the meeting of the members at which the resolution is considered and permitted to make submissions to the meeting in writing and orally;
  - (e) the member must be given an opportunity at the meeting to respond to any matters raised in the meeting. The Council, or the members may ask the member to leave the meeting during the Councils’ or members’ deliberations once submissions from all interested parties are complete; and
  - (f) notice of the decision of the Council or members must be given promptly to the member.
- 11.4 The name of any person ceasing to be a member must be removed from the register of members.
- 11.5 The cessation of membership by a member for any reason does not affect the liabilities and obligations of a member (whether they arise under these Rules or otherwise) existing at the date of termination or which arise or crystallise after that date out of or by reason of facts or circumstances occurring at or before that date.
- 11.6 Termination of membership does not entitle a person to any refund of all or part of any membership fee whether an initial membership fee or an annual membership fee.

## 12 **Dispute Resolution**

- 12.1 Where there is a dispute, grievance or other disagreement between a member and the Association, whether arising out of the application of these Rules or otherwise (the “dispute”), then either must, prior to the commencement of any proceedings in a court or Tribunal or before any authority or board, notify the other in writing of the nature of the dispute and the following must occur:
- (a) the member and the member and the Council must in the period of fourteen (14) days from the service of the notice of the dispute (the “initial period”) use their best endeavours to resolve the dispute;
  - (b) if the Council and the member are unable to resolve the dispute within the initial period, then the dispute must be referred for mediation in accordance with the Mediation Rules of the Law Society of New South Wales to either
    - (i) a mediator agreed by the member and the Council; or
    - (ii) if the disputants are unable to agree on a mediator within seven days of the initial period, a mediator nominated by the then President of the Law Society of New South Wales;

- (c) where:
- (i) the party receiving the notice of the dispute fails to attend the mediation required by clause 12.1(b); or
  - (ii) the mediation has not occurred within six weeks of the date of the notice of the dispute; or
  - (iii) the mediation fails to resolve the dispute;

then the party serving the notice of dispute will be entitled to commence any proceedings in a Court or Tribunal or before any authority or board in respect of the dispute.

- (e) the costs of mediation will be shared equally between the member and the Association.

12.2 The procedure specified in clause 12.1 will not apply in respect of proceedings for urgent or interlocutory relief.

### 13 **General Meetings**

- 13.1 The first general meeting must be held at such time, not being less than one month nor more than three months after the incorporation of the Association and at such place as the Council may determine.
- 13.2 An annual general meeting of the Association must be held each year in accordance with the provisions of the Act. All general meetings, other than the annual general meetings, will be called extraordinary general meetings.
- 13.3 Any councilor may whenever he thinks fit convene an extraordinary general meeting, and extraordinary general meetings will be convened on such requisition, or in default may be convened by such requisitionists, as provided by the Act.
- 13.4 Subject to the provisions of the Act relating to special resolutions and agreements for shorter notice, twenty one days' notice at the least (exclusive of the day on which the notice is served or deemed to be served, but inclusive of the day for which notice is given) specifying the place the day and the hour of meeting, and in case of special business the general nature of that business, must be given to such persons as are entitled to receive such notice from the Association.
- 13.5 All business will be special that is transacted at an extraordinary general meeting, and also all that is transacted at an annual general meeting, with the exception of the consideration of the accounts, balance-sheets, and the report of the councilors of the Association) and Auditors, the election of councilors and other officers in the place of those retiring, and the appointment and fixing of the remuneration of the Auditors.

### 14 **Proceedings at General Meetings**

- 14.1 No business will be transacted at any general meeting unless a quorum of members is present at the time when the meeting proceeds to business. Save as otherwise provided in these Rules seven (7) members of the Association, being either Ordinary members or Missionary members or both, will be a quorum. For the purpose of this clause "member" includes a person attending as a proxy of a member.
- 14.2 If within thirty (30) minutes from the time appointed for the meeting a quorum is not present, the meeting, if convened upon the requisition of members, will be dissolved; in any other case it will stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Council may determine, and, if at the adjourned meeting a quorum is not present within thirty (30) minutes from the time appointed for the meeting, the members present (being not less than five (5) will be a quorum.
- 14.3 The Chairman of the Council will preside as Chairman at every general meeting of the Association, or if there is no Chairman of the Council, or if he or she is not present within fifteen (15) minutes after the time appointed for the holding of the meeting or is unwilling to act, the members present will elect one of their members to be Chairman of the meeting.

- 14.4 The Chairman may, with the consent of any meeting at which a quorum is present (and will if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business will be transacted at any adjourned meeting other than business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for thirty (30) days or more, notice of the adjourned meeting must be given as in the case of an original meeting. Save as mentioned above, it will not be necessary to give any notice of an adjournment or the business to be transacted at an adjourned meeting.
- 14.5 At any general meeting a resolution put to the vote of the meeting will be decided on a show of hands unless a poll is (before or on the declaration of the result of the show of hands) demanded:
- (a) by the Chairman; or
  - (b) by at least two (2) members present in person or by proxy.
- 14.6 Unless a poll is so demanded a declaration by the Chairman that a resolution has on a show of hands been carried or carried unanimously, or by a particular majority, or lost, and an entry to that effect in the book containing the minutes of the proceedings of the Association will be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against the resolution. The demand for a poll may be withdrawn.
- 14.7 If a poll is duly demanded it must be taken in such manner and either at once or after an interval or adjournment or otherwise as the Chairman directs, and the result of the poll must be the resolution of the meeting at which the poll was demanded but a poll demanded on the election of a Chairman or on a question of adjournment will be taken immediately.
- 14.8 In the case of an equality of votes, whether on a show of hands or on a poll, the Chairman of the meeting at which the show of hands takes place or at which the poll is demanded will be entitled to a second or casting vote.
- 14.9 Subject to clauses 14.10 and 14.11, and regardless of the member's class of membership, a member may vote in person or by proxy and on a show of hands every person present who is a member or representative of a member will have one vote and on a poll every member present in person or by proxy or other duly authorised representative will have one vote.
- 14.10 A member shall not be entitled to exercise more than three (3) proxy votes at any general meeting of the Association.
- 14.11 A member who is of unsound mind or whose person or estate is liable to be dealt with in any way under the law relating to mental health may vote, whether on a show of hands or on a poll, by his guardian or by his trustee or by such other person as properly has the management of his estate, and any such guardian, trustee or other person may vote by proxy.

## 15 Proxies

- 15.1 The instrument appointing a proxy must be in writing under the hand of the appointor or of his attorney duly authorised in writing or, if the appointor is a corporation, either under seal or under the hand of an officer or attorney duly authorised. The instrument appointing a proxy will be deemed to confer authority to demand or join in demanding a poll. A member will be entitled to instruct his proxy to vote in favour of or against any proposed resolutions. Unless otherwise instructed the proxy may vote as he thinks fit.
- 15.2 The instrument appointing a proxy may be in the form set out in Schedule 1, or in a common or usual form.
- 15.3 The instrument appointing a proxy and the power of attorney or other authority, if any, under which it is signed or a notarially certified copy of that power or authority will be deposited at the registered office of the Association, or at such other place within the State as is specified for that purpose in the notice convening the meeting, not less than forty-eight hours before the time for holding the meeting or adjourned meeting at which the person named in the instrument proposes to vote, or, in the case of a poll,

not less than twenty-four hours before the time appointed for the taking of the poll, and in default the instrument of proxy will not be treated as valid.

- 15.4 A vote given in accordance with the terms of an instrument of proxy will be valid notwithstanding the previous death or unsoundness of mind of the principal or revocation of the instrument or of the authority under which the instrument was executed, if no notice in writing of such death unsoundness of mind or revocation as aforesaid has been received by the Association at the registered office by 5.00pm on the day before the commencement of the meeting or adjourned meeting at which the instrument is used.

## 16 **Office Bearers and Other Committee of the Association**

- 16.1 The office bearers of the Association will consist of the Chairman, the Vice Chairman and the Honorary Treasurer, all of whom must be Ordinary members of the Association.
- 16.2 The election of the councilors by Ordinary members shall be conducted in accordance with clauses 17.1 to 17.20 below.
- 16.3 The executive officers of the Association, being the General Director and the Field Director **shall** ex officio be members of the Board of the Association. Notwithstanding any other provision of the Rules, those persons shall cease to be members of the Council forthwith upon the person concerned ceasing to hold office as either the General Director or the Field Director.
- 16.4 Following each annual general meeting the Council of the Association shall consist of:
- (a) the three (3) office bearers of the Association;
  - (b) the two (2) executive officers of the Association, being the General Director and the Field Director;
  - (c) seven (7) councillors elected by the Ordinary members of the Association in accordance with Part 17 of these Rules;
  - (d) four (4) councillors elected by the Missionary members of the Association in accordance with Part 18 of these Rules; and
  - (e) any person invited by the Council, in accordance with clause 16.5, to become a councillor of the Association.
- 16.5 The Council may invite the chairman of the AIM Church Council to become a councilor of the Association, for such term as the committee of the Association of the Association may specify, but not exceeding four (4) years. Subject to that person consenting to the appointment, he or she shall become a councilor of the Association. Any person so appointed shall cease to be a councilor of the Association forthwith upon that person ceasing to be the chairman of the AIM Church Council.

## 17 **Election of Committee of the Association by Ordinary Members**

- 17.1 The seven (7) councilors of the Association to be elected by the Ordinary members shall be elected in accordance with this Part 17. The first such election shall be held at the first annual general meeting of the Association, held following the adoption of these Rules.
- 17.2 At the first annual general meeting of the Association held following the adoption of these Rules the Ordinary members of the Association shall elect seven (7) councilors of the Association, who shall serve for a term of two (2) years. The councilors of the Association so elected shall retire at the conclusion of the annual general meeting of the Association held during calendar year 2006.
- 17.3 With effect from the annual general meeting of the Association held in calendar year 2006, the councilors of the Association elected by the Ordinary members shall serve for a term of four (4) years.

- 17.4 The election of seven (7) councilors of the Association by the Ordinary members of the Association, held at an annual general meeting of the Association, will take place in the following manner:
- (a) Any two Ordinary members of the Association will be at liberty to propose and second respectively another Ordinary member for election as a councillor.
  - (b) The nomination may be made either in writing, signed by the Ordinary member nominated for election and by the proposer and seconder, or may be made orally at the Annual General Meeting, with the consent of the Ordinary member proposed to be elected.
  - (c) Balloting lists will be prepared (if necessary) containing the names of the candidates only in alphabetical order and each Ordinary member present at the annual general meeting will be entitled to vote for any number of such candidates not exceeding the number of vacancies on the Council.
  - (d) If there are not a sufficient number of candidates nominated to fill the number of vacancies on the Council, then the Council may fill those vacancies in accordance with clause 19.1.

## 18 Election of Councilors by Missionary Members

- 18.1 The councilors of the Association who have been elected by Missionary members of the Association, prior to the adoption of these Rules, shall hold office until the conclusion of the annual general meeting of the Association held in calendar year 2005.
- 18.2 At a meeting of Council held before 1 May 2005 and thereafter before 1 May in each successive fourth year after 2004 (the "Missionary member election year"), the Council shall elect two (2) election scrutineers who shall not be councilors and may not be candidates in the forthcoming election of councilors.
- 18.3 The scrutineers elected in accordance with clause 18.2 shall supervise the conduct of the election of the councilors and the counting of the ballot by the Secretary.
- 18.4 On or before the last Friday in May in each Missionary member election year the Secretary shall send to each Missionary member of the Association a notice containing the information set out in clause 18.5.
- 18.5 The notice referred to in clause 18.4 shall specify the date of the forthcoming election of councilors and shall call for nominations of Missionary members as candidates for the forthcoming election of councilors to be received by the Secretary or left at the offices of the Association not later than 4.00pm on 30 June in the year concerned.
- 18.6 A nomination of a Missionary member for election as a councilor must be in writing, signed by the Missionary member by whom the nomination is made, and being in the form of the document set out in Schedule 2 to these Rules, provided that the nomination will be accepted if it is not signed by the person nominated but is accompanied by a document recording the written consent of that person to his or her nomination.
- 18.7 At the expiration of the time for receiving nominations the Secretary shall prepare lists containing the names of all persons nominated.
- 18.8 If four (4) or less than four (4) Missionary members are nominated for election as a councilor of the Association then the Secretary shall at the next annual general meeting of the Association declare that candidate or those candidates to be duly elected as councilors of the Association.
- 18.9 If more than four (4) candidates are nominated for election as councilors by the Missionary members then the election of the four councilors to be elected by the Missionary members shall be conducted in the following manner.
- 18.10 No later than 15 July in the year in which the election of councilors by Missionary members is to be conducted, the Secretary shall send to each Missionary member within a category of members referred to in clause 18.8 a voting paper including:
- (a) a statement that the Missionary members are to elect four (4) councillors;

- (b) the names of all duly nominated candidates in alphabetical order; and
- (c) two (2) envelopes, being:
  - (i) an outer envelope marked "Voting Paper" and addressed to the Secretary; and
  - (ii) an inner envelope incorporating on its outside a leaf of paper with provision for the voter to write the voter's name, and address and signature, which shall be in or to the effect of the following form:
    - Name: (in block letters)
    - Address:
    - Signature:

A Missionary member wishing to vote shall:

- (a) mark the voting paper by making a cross opposite the name of the preferred candidate to be elected to fill the vacancy;
  - (b) place the voting paper inside and seal the inner envelope;
  - (c) legibly write his or her name, and address and sign his or her name on the leaf of paper on the outside of the inner envelope;
  - (d) place the inner envelope with the leaf of paper attached without any other matter in the outer envelope;
  - (e) seal the outer envelope; and
  - (f) send the sealed outer envelope to the Secretary.
- 18.11 All formal voting papers received by the Secretary not later than 2.00pm on the third Monday in December shall be counted in the ballot.
- 18.12 After the ballot is closed the Secretary and the scrutineers shall:
- (a) take reasonable steps to satisfy themselves regarding the integrity of the ballot;
  - (b) eliminate any invalid or informal votes; and
  - (c) count the ballot.
- 18.13 A voting paper shall be declared informal if it:
- (a) votes for more than four (4) candidates;
  - (b) is contained in an inner envelope which is not completed; or
  - (c) is ambiguous or otherwise not in accordance with these Rules.
- 18.14 If there is a doubt regarding the operation of clause 18.13 in relation to any voting paper the matter shall be referred to the Chairman for determination and the determination shall be final.
- 18.15 The Secretary and the scrutineers shall count and determine the result of the ballot conducted among the Missionary members of the Association. The four (4) candidates who receive the greatest number of votes of the Missionary members shall be declared to be elected as councilors of the Association, and those councilors shall take office at the conclusion of the next following annual general meeting.
- 18.16 If there are not a sufficient number of candidates nominated to fill the number of vacancies on the Council for councilors to be elected by Missionary members, then the Council may fill those vacancies in accordance with clause 19.1.

## 19 **Casual Vacancies**

- 19.1 The Council may appoint an Ordinary member as a councillor of the Association, pursuant to this clause. The appointment may be made, either to fill a casual vacancy or as an addition to the existing councillors so that the total number of councillors must not at any time exceed the number fixed in accordance with these Rules, and any person so appointed shall hold office until the next annual general meeting.

## 20 **Councillors - Vacation of Office**

- 20.1 The office of a councillor will become vacant if the councillor concerned:
- (a) ceases to be a councillor by virtue of the Act;
  - (b) becomes bankrupt or makes any arrangement or composition with the creditors of the councillor generally;
  - (c) becomes prohibited from being a committee member of an Association by reason of any order made under the Act;
  - (d) becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health;
  - (e) resigns office by notice in writing to the Association;
  - (f) (in the case of councillors other than those elected by Missionary members of the Association), is absent without permission of the Council from three (3) consecutive meetings of the Council.
  - (g) is directly or indirectly interested in any contract or proposed contract with the Association provided, however, that a councillor will not vacate his office by reason of his being a member of any corporation, society or association which has entered or proposes to enter into a contract with the Association if the person will have declared the nature of his interest as required by the Act; or
  - (h) in the case of a councillor elected by the Missionary members of the Association, if that councillor ceases to fulfil the requirements for eligibility for admission as a Missionary member of the Association, as specified in clause 7.6 of these Rules.

## 21 **Powers and Duties of the Councillors**

- 21.1 The business of the Association will be managed by the councillors who may pay all expenses incurred in promoting and registering the Association, and may exercise all such powers of the Association, as are not, by the Act or by these Rules, required to be exercised by the Association in general meeting, subject, nevertheless, to any of the provisions of these Rules, to the provisions of the Act, and to such rules, regulations or by-laws being not inconsistent with the above mentioned Rules, as may be prescribed by the Association in general meeting. Any rule, regulation or by-law of the Association made by the Council may be disallowed by the Association in general meeting. No resolution of or regulation made by the Association in general meeting will invalidate any prior act of the Council which would have been valid if that resolution or regulation had not been passed or made.
- 21.2 The Council may exercise all the powers of the Association to borrow money and to mortgage or charge its property or any part of its property, and to issue debentures and other securities whether outright or as security for any debt, liability, or obligation of the Association.
- 21.3 All cheques, promissory notes, drafts, bills of exchange and other negotiable instruments, and all receipts for money paid to the Association, must be signed, drawn, accepted, endorsed or otherwise executed, as the case may be, by any two (2) councillors or in such other manner as the councillors from time to time determine.
- 21.4 The councillors must cause minutes to be made -
- (a) of all appointments of officers and servants;

- (b) of the names of councillors present at all meetings of the Association and of the Council;
  - (c) of all proceedings at all meetings of the Association and of the Council.
- 21.5 Such minutes must be signed by the Chairman of the meeting at which the proceedings were held or by the Chairman of the next succeeding meeting.
- 21.6 The Council shall appoint the two (2) executive officers of the Association, referred to in clause 16.3. The Council may appoint one of the two executive officers of the Association to be executive director and resolve the remuneration, if any, payable to the executive director. Neither executive officer will vote on any resolution determining the remuneration payable to either of them.
- 21.7 The Council may resolve that they will be paid all travelling and other expenses properly incurred by them in attending and returning from meetings of the Council or an committee of the Council or general meetings of the Association or otherwise in connection with the activities of the Association.

## 22 Proceedings of the Council

- 22.1 The councillors will at the first meeting of the Council held after each annual general meeting elect from amongst their number the office bearers of the association, all of whom will hold office until the conclusion of the next annual general meeting.
- 22.2 The councillors may meet for the despatch of business, adjourn and otherwise regulate their meetings as they think fit. A councillor may at any time and the Secretary must on the requisition of a councillor summon a meeting of the Council.
- 22.3 Subject to these Rules questions arising at any meeting of the Council will be decided by a majority of votes and a determination by a majority of the councillors will for all purposes be deemed a determination of the Council. In case of an equality of votes the Chairman of the meeting will have a second or casting vote.
- 22.4 A councillor must not vote in respect of any contract or proposed contract with the Association in which they are interested, or any matter arising out of any such contract or proposed contract, and if that councillor does so vote that councillor's **vote** must not be counted.
- 22.5 The quorum necessary for the transaction of the business of the Council will be six (6) councillors, provided that the quorum must include: Either the Chairman or the Vice Chairman; and at least one of the two executive officers of the Association.
- 22.6 Where the number of councillors becomes less than the quorum required by clause 22.5 then the continuing councillors may only act so as to increase the number of the councillors to that required for a quorum or to call a general meeting of the Association.
- 22.7 The person elected will preside as Chairman at every meeting of the Council, or if there is no such person, or if at any meeting the Chairman is not present within fifteen (15) minutes after the time appointed for holding the meeting, the councillors present may choose one of their number to be Chairman of the meeting.
- 22.8 The councillors may delegate any of their powers to sub-committees consisting of such councillor or councillors as they think fit; any sub-committee so formed will in the exercise of the powers so delegated conform to any regulations that may be imposed on it by the councillors.
- 22.9 A sub-committee may elect a Chairman of its meetings; if no such Chairman is elected, or if at any meeting the Chairman is not present within fifteen (15) minutes after the time appointed for holding the meeting, the numbers present may choose one of their number to be Chairman of the meeting.
- 22.10 A sub-committee may meet and adjourn as it thinks proper. Questions arising at any meeting will be determined by a majority of votes of the members present, and in the case of an equality of votes the Chairman will have a second or casting vote.
- 22.11 All acts done by any meeting of the Council or of a sub-committee or by any person acting as a councillor will, notwithstanding that it is afterward discovered that there was some defect in the appointment of any such councillor or person acting as above, or

that the councilors or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a councilor.

- 22.12 A resolution in writing signed by all members of the Council for the time being entitled to receive notice of a meeting of the Council will be as valid and effectual as if it has been passed at a meeting of the Council duly convened and held. Any such resolution may consist of several documents in like form, each signed by one or more councilors.
- 22.13 A meeting of the Council may consist of a conference between Council members some or all of whom are in different places provided that each councilor who participates is able:
- (i) to hear each of the other participating councilors addressing the meeting; and
  - (ii) if he or she wishes, to address each of the other participating councilors simultaneously;

whether directly, by conference telephone or by any other form of communications equipment (whether in use when this Clause 22.13 is adopted or which is developed subsequently) or by a combination of those methods. A quorum shall be deemed to be present if those conditions are satisfied in respect of at least the number of councilors required to form a quorum. A meeting held in this way shall be deemed to take place at the place where the largest group of participating councilors assembled or, if no such group is readily identifiable, at the place from where the chairman of the meeting participates. Any councilor may, by prior notice to the Secretary, indicate that he or she wishes to participate in the meeting in this manner, in which event, the councilors shall ensure that an appropriate conference facility is arranged at the expense of the Association.

- 22.14 No councilor may leave any conference convened in accordance with Clause 22.13 by disconnecting his or her means of communication unless he or she has previously obtained the express consent of the chairman of the meeting and a councilor shall be conclusively presumed to have been present and to have formed part of the quorum at all times during the meeting by telephone or other means of communication unless the councilor has previously obtained the express consent of the chairman to leave the conference.

## 23 **Special Purpose Task Forces**

- 23.1 The Board may by resolution establish special purpose task forces, consisting of such members of the Association as the Council may think fit. Any such special purpose task force may be authorised by resolution of the Council to advise the Council on matters specified in the resolution or to undertake such tasks as are identified in the resolution and shall be subject to such reporting requirements to the Council as the resolution specifies.

## 24 **Secretary**

- 24.1 The Secretary will in accordance with the Act be appointed by the Council for such term, at such remuneration and upon such conditions as it thinks fit; and any Secretary so appointed may be removed by the Council.

## 25 **Seal**

- 25.1 The common seal of the Association must be kept in the custody of the public officer.
- 25.2 The common seal must not be affixed to any instrument except by the authority of the Council and the affixing of the common seal must be attested by the signatures either of 2 members of the Council or of 1 member of the Council and of the public officer or secretary.

## 26 **Accounts**

- 26.1 The Council must cause proper accounting and other records to be kept and must distribute copies of every profit and loss account and balance-sheet (including every document required by law to be attached thereto) accompanied by a copy of the Auditor's report thereon as required by the Act, provided, however, that the Council must cause to be made out and laid before each annual general meeting a balance-

sheet and profit and loss account made up to a date not more than six months before the date of the meeting.

- 26.2 The Council will from time to time determine at what times and places and under what conditions or regulations the accounting and other records of the Association will be open for inspection by members of the Association not being councilors and no member (not being a councilor) will have any right to inspect any account or book or paper of the Association except as conferred by statute or as authorised by the Council or by the Association in general meeting.

## 27 **Audit**

- 27.1 A properly qualified Auditor or Auditors must be appointed and the remuneration of that person or those persons fixed and duties regulated in accordance with the Act.
- 27.2 At least once every year, the Association's financial records must be examined either by a qualified auditor or qualified auditors who must report to the members in accordance with the provisions of the Act.

## 28 **Notices**

- 28.1 A notice may be given by the Association to any member either personally or by sending it by post to the member at the member's registered address, or (if they have no registered address within the State) to the address, if any, within the State supplied by them to the Association for the giving of notices to them. Where a notice is sent by post, service of the notice will be deemed to be effected by properly addressing, prepaying, and posting a letter containing the notice, and to have been effected in the case of a notice of a meeting on the day after the date of its posting, and in any other case at the time at which the letter would be delivered in the ordinary course of post.
- 28.2 Notice of every general meeting must be given in any manner authorised by these Rules to:
- (a) every member except those members who have not supplied to the Association an address for the giving of notices to them; and
  - (b) the Auditor or Auditors for the time being of the Association.

## 29 **Winding-Up**

Surplus assets on winding up or dissolution

- 29.1 Members have no right to any surplus assets remaining after the completion of the winding up or dissolution of the Association. Any surplus assets must be given or transferred to some other institution or company having objects similar to the objects of the Association.
- 29.2 Such an institution or company must have constituent documents that prohibit the distribution of its income and property among its members. The constituent documents must contain provisions that are substantially similar in effect to clause 3 of these Rules.
- 29.3 At or before the completion of the winding up or dissolution of the Association, the members must decide which institution or company is to receive the surplus assets of the Association. In default of any decision by the members, the Supreme Court of New South Wales may decide which institution or company is to receive the surplus assets.

## AIM Officers

**General Director:** Appointed by and reporting to the AIM Council:

- 1) Give initiative, guidance and direction to the overall work of AIM.
- 2) Speak on behalf of AIM to the wider Church.
- 3) Represent AIM at appropriate forums, and before government agencies.
- 4) Oversee the ministries of AIM representatives.
- 5) Recruit new personnel in consultation with the Field Director and Representatives.

**Field Director:** Appointed by and reporting to the AIM Council:

- 1) Give initiative, guidance and direction to the field work of AIM.
- 2) Oversee the ministries of field personnel.
- 3) Provide pastoral care and oversight to all AIM field personnel, and liaise with the AIM Church Council.
- 4) Oversee the provision of services for field personnel including accommodation, vehicle and ministry needs.
- 5) Ensure that field personnel maintain adequate levels of support.
- 6) Coordinate field visits for short-term personnel and Mission Awareness Tours.

**Office Manager:** Appointed by and reporting to the AIM Council:

- 1) Oversee the effective and efficient administration of the operation of AIM including:
  - a. General oversight of the AIM office.
  - b. Handling all correspondence & inquiries, in consultation with the General & Field Director.
  - c. Maintenance of contact with supporters and prayer support for the ministry.
  - d. Receipt of general support and oversight of running expenses.
  - e. Field personnel team support receipt and distribution.
  - f. Banking and keeping of accounts in consultation with the AIM Treasurer and Auditor.
  - g. Attention to property and vehicle maintenance and insurance matters.

**Secretary:** Appointed by the AIM Council from amongst their number:

- 1) Keep accurate minutes of all meetings and implement and/or communicate the resolutions of the Council.

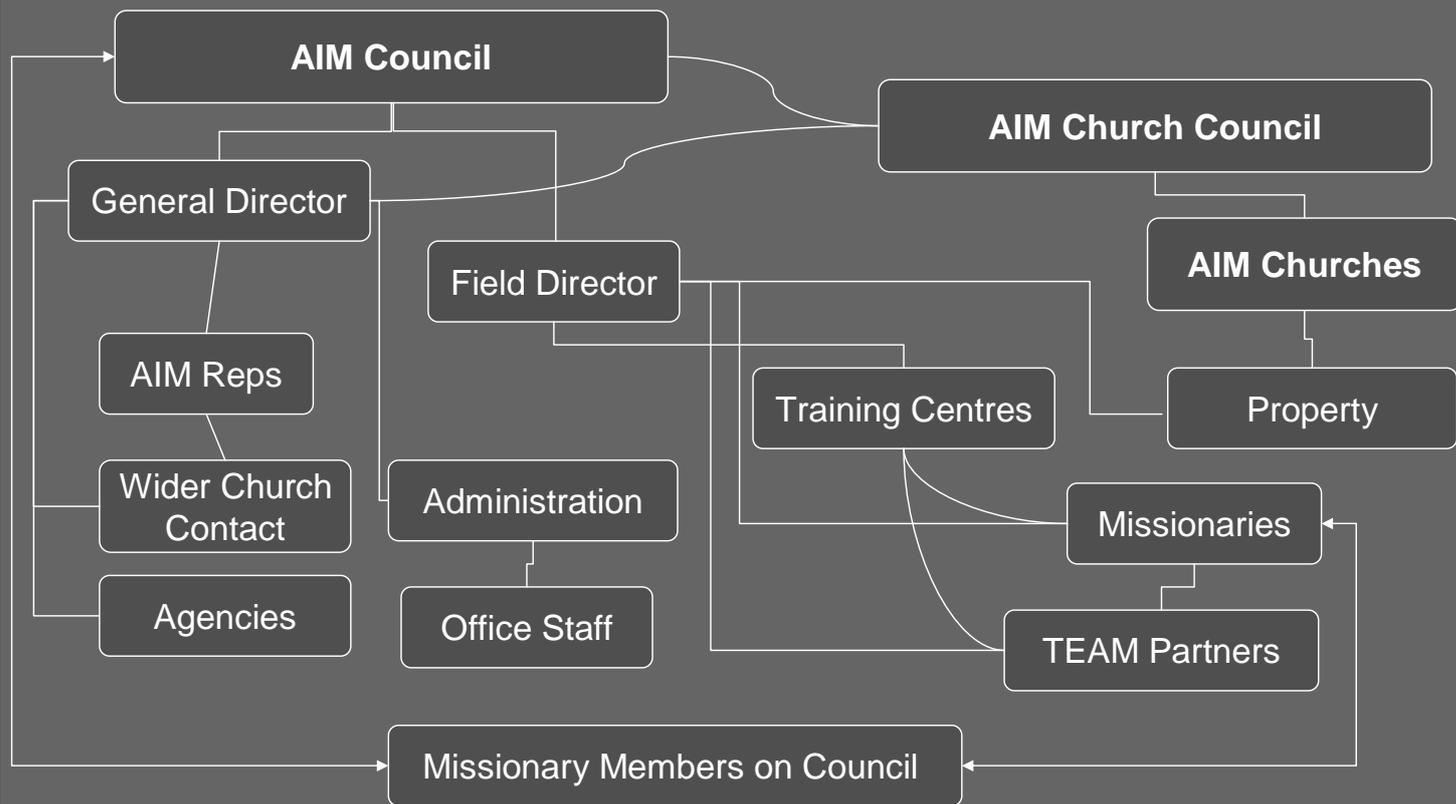
**Treasurer:** Appointed by the AIM Council from amongst their number:

- 1) Oversee the administration of all AIM financial dealings, provide regular reports to the AIM Council, and liaise and cooperate with the AIM Council appointed Auditor.

**Representatives:** Appointed by the AIM Council and reporting to the General Director:

- 1) Represent AIM and promote ministry needs and opportunities at all appropriate forums.
- 2) Recruit prayer and practical support from the wider church.
- 3) Initiate recruitment of new personnel and facilitate their application processes.
- 4) Coordinate deputation for field personnel in consultation with the Field Director.

# AIM Organisational Structure



## Missionaries

Missionaries perform the primary role in seeking to achieve the Objects of AIM, placing major emphasis on evangelism and discipleship, teaching and applying of the Word of God, and living the Christian life as an example to those with whom they minister.

### **Church Support:**

AIM sees itself as an agency of the Church, and as such seeks to develop lasting and fruitful relationships with the churches which send out missionaries to the AIM field. Missionaries must be part of a local home church, or churches, and have the blessing of the church in the ministries in which they labour. Whilst circumstances may change over time, it is important for field personnel to maintain and develop good pastoral support and interest from their home base.

### **Preparation:**

Those desiring to serve as missionaries should have undertaken a suitable course of Theological/ Bible College study at a level at least equivalent to two years full time study, with an emphasis on cross-cultural ministry. AIM has historically maintained an emphasis on Conservative Evangelicalism and a course of study from this perspective would be expected.

Consideration will also be given to those who have long-standing church membership and participation in church life, ministry and leadership, who may not have formal qualifications, but who, in the opinion of the Council, have sufficient Christian maturity and experience that suitably prepares them for a contemplated ministry.

### **Orientation:**

In preparation for service AIM, through the General Director, will set an appropriate program for orientation which would include such things as introduction to language learning, historical perspectives of Aboriginal ministry, cultural awareness matters, and short term field orientation visits wherever possible. In the first year of service a probationer would serve under to oversight and guidance of senior mission personnel.

### **Financial Support:**

Missionaries need to establish and maintain sufficient personal financial support to meet their family needs and to sustain them in their ministry. Such support may come wholly from their church or churches, from individuals or family members, from personal income from investments or rent, or a combination of any of these.

In consultation with missionaries the AIM Council, through the Field Director, will determine the level of support needed for particular ministries. There will be a base support level, together with an amount dependant on the type of ministry envisaged and the likely costs involved. Consideration is given to such things as family size and needs, accommodation available, travelling involved, ministry materials and equipment etc.

Opportunities may arise where, for necessity or ministry opportunities, missionaries may take on part-time paid employment in their local area of work. Such work can often augment a shortfall in financial support, but also offer an opportunity for further interaction and ministry development with the local indigenous communities. Such work should only be undertaken after consultation with, and with the consent, of the Field Director.

Whilst all support may not necessarily be forwarded through the AIM office, all missionaries must report to the Field Director concerning their levels of support on a regular basis to ensure that levels can be effectively maintained.

Missionaries are regarded as self-employed (non-remunerated mission workers), by AIM and must take responsibility for the payment of their own income taxes, filing of their annual returns, and making any arrangements as may be appropriate with government departments for such things as parenting allowance and health care.

Missionaries are encouraged to take out suitable superannuation to plan for their future and to make arrangements for things such as housing accommodation for their retirement. Normally missionaries would be expected to retire at the age of 65, but providing health and support permits, and ministry options are viable, then extensions may be granted by the AIM Council in three year allocations.

**Field Placement:**

A missionary is expected to serve willingly and cheerfully wherever the AIM Council directs, whilst the Council will make every effort to ensure that placements are mutually agreeable. The Council may ask a missionary to take up an appointment in any part of the field, or in a special ministry, or undertake a period of deputation work on behalf of the Mission, or give temporary help or relief as needed. Once accepted for service an applicant will be appointed for a probationary period of one year, with appointment subsequently confirmed at the end of one year's satisfactory service. Any missionary who desires relocating for any reason should notify the Field Director. Notice of any period of leave must be given to the Field Director and suitable arrangements must be made to cover any lengthy absence.

It is understood that a Missionary will normally give all of his time to the work of mission, although, if there is a need or opportunity to take on regular part-time paid work, this must be done in consultation with the Field Director.

AIM, through the Field Director, will provide pastoral care and oversight in consultation with the missionary's home church. Regular written reports are to be provided to the Council, through the Field Director. Missionaries will be required to attend all specific meetings, conferences and in-service training that might be arranged at the request of the Field Director.

## TEAM Partners

**TEAM Partners:** (Associate Members)

TEAM Partners are those who, in the opinion of the AIM Council, are engaged in or take up work which brings them into substantial contact with indigenous people, and there is opportunity to share in fellowship with an indigenous group of believers.

**Orientation:**

In preparation for service AIM, through the General Director, will set an appropriate program for orientation which would include such things as, historical perspectives of Aboriginal ministry, cultural awareness matters, and local ministry issues in consultation with the Field Director and relevant field personnel.

**Support:**

Whilst financial and accommodation needs would be met through employment there is expectation that those serving as TEAM Partners will have the recommendation of their home church to serve in such a role, together with the home church prayerful interest and support.

AIM through the Field Director, will provide pastoral care and oversight, in consultation with the member's home church. Regular reports are to be provided to the Council, through the Field Director. TEAM Partners will be invited to attend all specific meetings, conferences and in-service training that might be arranged at the request of the Field Director.

## Security Checks

All people involved with AIM whether Officers, Missionaries, Team Partners, Short-Term Workers, participants in Mission Awareness Tours, or in any other way, will be required to complete appropriate security check forms, normally as part of the application process. As legislation in this area varies from state to state, these forms will be as required by the laws for each State or Territory in which the person will be working. Requirements may vary from time to time according to government legislation.

**1) Prohibited Persons Declaration Form** (This is a form required to be completed and submitted to the AIM office where it is held on file).

**2) Police Check** (Terminology varies from State to State. This form is submitted to the appropriate authorities and may involve a fee). Forms are available from the AIM Office, and can be supplied electronically.

## Pre-Placement Applicant Field Orientation

### Preparation:

Those desiring to serve as missionaries should have undertaken a suitable course of Theological or Bible College study at a level at least equivalent to two years full time study, with an emphasis on cross-cultural ministry. AIM has historically maintained an emphasis on Conservative Evangelicalism and a course of study from this perspective would be expected.

Consideration will also be given to those who have long-standing church membership and participation in church life, ministry and leadership, who may not have formal qualifications, but who, in the opinion of the Council, have sufficient Christian maturity and experience that suitably prepares them for a contemplated ministry.

### Orientation:

In preparation for service AIM, through the General Director, will set an appropriate program for orientation which would include such things as introduction to language learning, historical perspectives of Aboriginal ministry, cultural awareness matters, and short term field orientation visits wherever possible. In the first year of service a probationer would serve under the oversight and guidance of senior mission personnel.

### Spiritual Foundations

To have a personal program of spiritual nurture, growth and development.

To have a clear understanding of AIM doctrinal position as laid out in the AIM Statement of Faith and acceptance of working within that framework.

To have an understanding of the long-held AIM perspective of unity without uniformity and recognition of freedom in areas not central to the AIM Statement of Faith, eg: Baptism.

To have understanding of the peculiar aspects of spiritual warfare likely to be encountered.

### Understanding AIM

Have an understanding of the history of AIM.

Have an understanding of the strategies and long and short-term goals of AIM

Have an understanding of the AIM Field Practice and Procedure, including how the mission functions through the operation of the AIM Council.

Understand how AIM works with other mission agencies, especially in relation to any working in the anticipated area of service.

Relationships within the mission:

The necessity of working with others in harmony in a team environment.

Understanding lines of accountability and authority.

Maintaining good lines of communication.

### Pre-Field Training

Introduction to Aboriginal Kinship – 2 day course with Don Williams

Equip Course - SIL – Language development training for intercultural workers consisting of anthropology, phonetics, language learning and language awareness.

Reading: The suggested reading list covers such subjects as: Historical culture, culture as it is today, the difference between tribal and non-tribal culture, Aboriginal spirituality and religion.



**Reading List:**

From the history of Indigenous Mission: What was done well, what was done poorly and what can we learn.

*Ten Canoes* – DVD

*The First Australians* - DVD

*One Blood* - John Harris. First published 1990 later revised. Albatross Books Pty Ltd, Sutherland.

The whole book is worthwhile. Essential chapters: 1,4,7,9. This is a large and expensive book. It may now be hard to purchase a new copy but could be available in second hand shops. It may also be obtained from good libraries. We also have a copy available for loan from our office.

*Whitefella Culture* - Susanne Hargraves. Summer Institute of Linguistics

*White Men are Liars* - Margaret Bain, AuSIL

*Take this Child* - Barbara Cummings. Aboriginal Studies Press, Canberra. 1990.

*Horizon is Where Heaven and Earth Meet* - Diana Williams, Bantam Books, Sydney.2002.  
May still be available in bookshops. May be found in libraries. Very helpful for seeing the contrast between to two cultures.

*It is No Secret. The story of a stolen child.* - Donna Meehan, Boomerang Books.  
Donna was from Western NSW and has family connections to Walgett - former church leader Mrs Ivy Kennedy was her relation. It is another insightful book into the history of the part aboriginal people and what some of them went through - which has affected them as individuals and as a group of people.

*Why Warriors lie down and die* - Richard Trudgen, Aboriginal Resource and Development Services.  
Towards an understanding of why the Aboriginal people of Arnhem Land face the greatest crisis in health and education since European Contact.

*Their Way - Towards an Indigenous Warlpiri Christianity* - Ivan Jordan, Darwin University Press.  
Also available on Web site: [http://www.vineministries.com.au/ij/ij\\_index.htm](http://www.vineministries.com.au/ij/ij_index.htm) Baptist mission HO

*Fighting for Survival - The Ngaanyatjarra of the Gibson Desert* - Liz Thompson, JB Books.  
This was one the short list of the Children's Book Council of Australia, so may be in the school library  
It was published in 1998 by Heinemann Library - an imprint of Reed Educational and Professional Publishing, 18-22 Salmon St. Port Melbourne VIC 3207

*Into Another World - A Glimpse of the Culture of the Ngaanyatjarra People* - Ameer Glass  
Copies are available from the Institute for Aboriginal Development, PO Box 2531 Alice Springs NT 0871  
or perhaps from Ameer Glass and Dorothy Hackett)

*My Place* - Sally Morgan, Virago Press Ltd.  
This book helps to bring an understanding of what some of the part aboriginal people have faced due to their being of mixed race.

*A Drop in a Bucket* - Margaret Morgan, United Aborigines Mission, 1986. No longer in print. Can be borrowed from our office.

All of the *Bill Harney Books* - if you can find them - some are available at the office.

*Daughters of the Dreaming* - Diane Bell, Spinifex Press.

*We the Aborigines* - Douglas Lockwood, Walkabout Pocketbooks

*Donald Thomson in Arnhem* - Miegunyah Press

*The Photographs of Baldwin Spencer* - Miegunyah Press

*Before the Invasion* - ISBN 0195505859

*The First Australians* - RM & CH Bernt, Walkabout Pocketbooks

*Aboriginal Culture* - Australian Commission for Unesco

*Their way* - Ivan Jordan

*Cross-Cultural Servanthood - Serving the World in Christlike Humility* - Duane Elmer, IVP

*Cross-Cultural Connections: Stepping Out & Fitting in Around the World* - Duane Elmer, IVP

*Cross-Cultural Conflicts* - Duane Elmer, IVP

Worth Reading:

1968 Boyer Lectures, *After the Dreaming* - Prof WEH Stanner, ABC press

*These were my Tribesmen* - Alan Marshall, Lansdowne Press

*Gone Bush* - Ellen Kettle MBE, FP Leonard 1967

*Desert People* - MJ Meggitt, Angus and Robertson - A really good book on culture - fairly academic

*The Last of the Nomads* - WJ Peasley, Fremantle Arts Centre Press

*The Songlines* - Bruce Chatwin, Picador

*Two at Dalywaters* - Elisabeth George, Georgian House 1946

*The Timeless Land* - Elanor Dark, Collins

## Protocol Concerning Matters of Sexual Harassment and Abuse

### **Basis for Sexual Harassment and Child Protection Protocols**

Every effort must be made to protect vulnerable people as well as the reputation of the Mission. AIM needs to be a transparent body which clearly demonstrates the nature of our Christian faith. There are those who may deliberately seek to use Christian churches and organisations to pursue evil desires. Governments have made changes to the law of the land and there are certain things that need be done to meet legal requirements.

### **Some principles:**

1. All AIM Personnel are expected to be examples and models of Christian faith and conduct. This protocol seeks to apply the standards God expects of all people. It also aims to express justice to those who have been victimised. It is the unambiguous duty of any person in ministry not to use the influence and authority of that position for personal gain, whether financial gain or in terms of sexual gratification or otherwise. It is also recognised that allegations against any AIM personnel are not to be treated lightly, and the possibility of false accusation is recognised.

2. The principles of natural justice, including "innocent until proven guilty", lie at the basis of the complaint procedure. Natural justice means that all who investigate or adjudicate must act fairly, in good faith, without bias, and in a dispassionate manner; the accused must be given the opportunity of adequately stating their case and correcting or rebutting any relevant statement prejudicial to the person's case, and no information shall be relied on which is not before the investigating body; relatives or close friends of any of the parties shall disqualify themselves from the case, so that justice is done and is seen to be done so far as it is possible for human tribunals.

Nevertheless, where initial investigation suggests there is a case to answer, the accused shall be stood down from active ministry pending the outcome. Where resignation is tendered the resignation may be accepted so far as the functions of the ministry are concerned but otherwise the procedure to establish the truth or otherwise of the allegation/s continues.

3. When listening to an accused those listening must be aware of the difference between remorse and repentance. Normally remorse is the initial expression of regret or sorrow in response to the matter being discovered. Repentance involves an often slow and deeply personal process of accepting responsibility for the consequences of one's actions.

4. Those dealing with allegations of sexual abuse and harassment need to recognise that sometimes reconciliation appears improbable and may be impossible or unwise to attempt.

5. Applications from those desiring to serve with AIM must subscribe a declaration in specified form related to past history of abusive conduct or allegations of it, and must agree to police checks being made. They must also accept the principles of this protocol and lawful amendments of it, pledge their co-operation with any investigation under it, and their readiness to attend any education process sponsored by the organization to promote ministry free from abuse.

### **Sexual harassment or abuse described:**

1. Sexual harassment, abuse or misconduct contravenes God's word and is unethical and unacceptable behaviour. It may also be unlawful according to the laws of the land, even criminal.

2. Sexual harassment and abuse covers a range of unwelcome, unsolicited, manipulative and unreciprocated behaviour that constitutes deliberate or unintended verbal or physical contact. It includes gestures, display of offensive material, comments and suggestive remarks through to physical contact such as pinching, touching, caressing, inappropriate kissing, sexual intercourse and more hostile conduct. It may be perpetrated by an individual or a group towards a person of the same or the other sex, or by an adult toward a child.

### **Initial complaint:**

It is anticipated that allegation of sexual abuse may be verbal in the first instance, although it should be made in writing as soon as practicable and must be signed. In any event, allegations however

made known, even as rumours, are not competently dealt with by local AIM personnel, but must in every case be reported to the AIM Council through the AIM Office.

If the allegation involves criminal behaviour it must be reported to the police for their investigation. No investigation is made by the AIM Council until the result of the police investigation is available. AIM encourages the complainant to report the matter to the police but if the complainant will not, then AIM will do so forthwith.

#### **Intervention Team: Preliminary Investigation**

1. An Intervention Team (IT) appointed by the AIM Council consisting of three to five practising Christians in communicant membership of a Christian Church, who are not locally associated with those involved, or relatives of any of the parties, is formed without delay. At least one must be the same gender as the complainant, and at least one must be trained or experienced in issues associated with boundary violations and misconduct and/or a professional eligible for membership of the Australian Psychological Society or the Australian Association of Social Workers or equivalent body. The Intervention Team must be formed within two weeks of receiving the complaint.
2. The Intervention Team meets with the complainant to hear the story, provide guidance and support, including copies of this protocol, and to determine if the complaint warrants further investigation. A video or audio recording should be made if the party consents and a written record is kept.
3. The Intervention Team will advise the accused of the substance of the complaint and hear a response as soon as practicably possible. A video or audio recording should be made if the party consents and a written record is kept. The IT will direct that the accused not conduct his own investigation or approach the complainant.
4. The report and recommendations of the Intervention Team are sent to the AIM Council in every case including as to whether the accused should be stood down without prejudice.

#### **Action by the AIM Council:**

1. If the complaint is deemed not to warrant further investigation the Intervention Team may recommend to the complainant an appropriate helping professional to provide support and counselling, but at the complainant's expense unless otherwise determined by the Council. The complainant has the right to refuse such a recommendation, and may appeal the decision of the Intervention Team to the AIM Council. The report is submitted to the AIM Council.
2. If the complaint is deemed worthy of further investigation the matter is taken up by the AIM Council at the earliest opportunity and the following procedure applies:  
If the complaint falls under the jurisdiction of the criminal law, and criminal proceedings are instituted the AIM Council will monitor the proceedings. If a conviction is recorded the AIM Council will dismiss the accused. This action is not of itself an acknowledgement by AIM of the guilt of the accused but recognises that an essential qualification for office (a good reputation with outsiders) is now lacking. If the complaint does not fall under the jurisdiction of the criminal law, or if it does but the police decline to proceed, or if proceedings occur but no conviction is recorded, the AIM Council proceeds to investigate the complaint. If at any stage fresh evidence of criminal sexual abuse comes to light or admissions of criminal sexual abuse are made, the police are to be informed, and the AIM Council meantime suspends further proceedings and co-operates with the police investigation.

It may appear in the course of the case that an appropriate outcome would be mediation. However, the complainant cannot be forced to enter into mediation, nor may it be appropriate for certain kinds of abuse.

#### **Finding in a Matter:**

The finding in a matter of sexual misconduct, if mediation has not made a resolution, is either not guilty, guilty, or not-proven but with serious concerns.

1. A *not-guilty* verdict means that the complaint is held to be unfounded and no action against the accused is required. The finding is made known as far as practicable as widely as was the original allegation.
2. A *guilty* verdict is based on the criminal standard of "beyond reasonable doubt".

3. It is common in sexual abuse cases for the evidence to appear inconclusive. The AIM Council will therefore decide whether it is more probable or not that the conduct complained of took place. If the evidence duly considered appears inconclusive, the AIM Council shall so resolve and then take previous history and records into account. If the accused has had complaints about him previously it may be reasonable to point to a pattern of behaviour and so make a finding of *not proven but with serious concerns*. However, this situation should be approached with extreme caution, so that the accused is not denied natural justice.

4. The AIM Council will record its finding in its ordinary minutes, providing a copy to both parties and to others interested. The complete record, kept in a record apart, will be sealed, and retained in secure form by the AIM Office.

5. When the complaint is upheld the penalty must take into account the nature of the offence and the impact on the victim/s involved. Any member of AIM, missionary, associate worker, office bearer or representative, shall be dismissed from their position for having engaged in sexual intercourse outside of marriage, or physical sexual activity with more than one person, or with a minor or a person of the opposite sex.

#### **Relationship with Parties:**

1. All contact with the victim must be pastoral in intent. The complainant must be affirmed in his or her right and freedom to make the allegations, and has the right to be kept informed of both the process being entered into and the possible outcomes, and to make a submission on the outcome. The Aim Council may suggest that the complainant enter into appropriate therapeutic counselling that is confidential to the complainant and his or her choice of therapist. Costs for counselling may be borne by the guilty party. Support and assistance for the complainant and or his or her spouse and family may be made by the Council.

2. Confronting an accused should be carried out pastorally. Genuine confession should be heard and honoured. Those ministering to the accused must remind him or her, and be reminded themselves, of the depth of God's grace and the cost of God's forgiveness in Christ. Confession is a vital first step, but it is important to recognise that confession and forgiveness does not imply restoration to any ministry. The nature of missionary activity and perceived authority, combined with the intimate access of those involved in ministry to vulnerable people facing emotional, mental and spiritual struggles, requires a high level of maturity and emotional health, especially in sexual matters. The AIM Council may suggest that a guilty party (either an accused or an accuser) enter into appropriate therapeutic counselling that is confidential to the guilty and his/her choice of therapist. Costs for counselling may be borne by the guilty party. Support and assistance for the family of the guilty party may be made by the Aim Council. The willingness of the guilty person to make such restitution as may be recommended by the AIM Council will be taken into account.

3. All contact with the Christian community involved should be carried out pastorally. The complainant must be affirmed in his or her right and freedom to make the allegations. An announcement of the results of the finding should be made. The fact that a perpetrator of sexual abuse has confessed his wrong-doing must not be used as a means of silencing those who want to express anger, pain or confusion as a result of being victimised.

## Procedures for Dealing with Allegations of Child Abuse and Sexual Misconduct

### A. Introduction

1. Sexual assaults against children are almost always pre-meditated, involving predatory acts of grooming, manipulation, self-gratification and exploitation, and occur widely across the various socio-economic areas. Child sexual assault is generally perpetrated by a male in the vast majority of cases and is more likely to be perpetrated by someone known to the child or their family (research varies but commonly finds between 85% and 95% of the time). Of those offenders known to the child most commonly the offender is not living with the child (approx 70%). Child sexual assaults involve shame, silence and secrecy and for these reasons often are not reported for many years.

2. While mindful of the possibility of baseless allegations the AIM does not condone or tolerate any acts of sexual misconduct, whether directed toward children or adults and will seek to prevent their occurrence.

3. At least once year an affirmative answer to the following questions shall be given by all missionaries, Church leaders, pastors, elders and deacons at a duly constituted meeting, and recorded in the minutes. *All AIM personnel are reminded of their obligation to keep watch over the flock of God and in particular to the care of the young and the vulnerable. Are you familiar with the Guidelines for AIM Workers? Are you faithfully keeping to them? Are you aware of your obligations under State and Church law concerning the reporting of suspected or actual cases of child abuse or child pornography?*

### B. Basic Principles

1. In the event of a disclosure or allegation that there is reasonable ground to suspect a child has been, or is being harmed the matter must be reported to the Police. In addition, any particular requirements of Federal or State law must be followed. Generally, reasonable grounds are a belief that a child may be in need of protection based on situations where:

- A child states that they have been sexually assaulted or abused.
- A child states that they know someone who has been sexually assaulted or abused (sometimes the child may be talking about themselves).
- A relative, friend, acquaintance or sibling of the child, states that the child has been sexually assaulted or abused.
- Professional observations of the child's behaviour or development lead the professional to form a belief that the child has been sexually assaulted or abused.
- Signs of sexual assault or abuse lead to a belief the child may have been abused.

At this stage allegations of child sexual assault when the alleged victim is still under 18 years of age, must not be investigated further by AIM personnel and neither the child/young person nor the accused should be questioned. The matter involves criminal behaviour and, like other criminal offences, must first be investigated by the Police as soon as possible.

2. Where the victim is now an adult, AIM encourages the offence to be reported to the Police but where adult victims do not wish to proceed or be identified because of the victim's fear of not being believed, or being not comfortable with, or trusting of, authority figures, or because of a sense of isolation by their own fear, shame and self-persecution, an alternative process of reporting to the Police in a non-confronting way without having to give a detailed statement and/or which will facilitate the passing on of information regarding alleged offenders and offences to police should be used, subject to any applicable State legislation.

3. Whether or not the offence is admitted at the time the offence comes to notice, the alleged offender is suspended from AIM privileges as an interim measure until Police investigations (if applicable) are completed. If no admissions are made the suspension is not disciplinary but for good order pending establishing the facts one way or another. Any Police investigation has priority. If clear admissions are made they should be secured in writing, and AIM may proceed with appropriate discipline in accordance with the Field Practice and Procedure.

4. The accused person must have no further contact with the person making the accusations until the investigations have been completed. This is especially important if the offence alleged is one involving a minor or minors. In such a case, the accused person must have no further official contact with, or control of, any minors.

5. It is possible that charges arising from the Police investigation may not be proved to the satisfaction of the civil court. Nevertheless, the standards of conduct required by the Word of God are to be maintained by AIM. Irrespective of any other action that may be taken, AIM reserves the right to exercise its own powers of discipline over personnel, according to the Field Practice and Procedure.

a. Allegations against any AIM personnel must be dealt with by the AIM Council. The allegation should go immediately to the Council Secretary who will inform the other members of the Council and arrange with them to conduct a preliminary investigation into the matter, with Police investigation having priority as in 1 above.

5. The AIM office shall ensure AIM personnel are kept up to date with the legal requirements in their State with regard to offences of child abuse, and shall assist in the clarification of procedure or securing of legal advice as may be necessary.

## Guidelines for Visitors, Short-Term Workers and Mission Awareness Tours

### Visitors:

Many on the AIM field work in remote and isolated situations and visits from friends and relatives are often a welcome way of encouragement and sharing in fellowship. There needs to be care taken however, that such visits do not become a burden on the missionary or worker such that their ministry might be effected. Personal invitations or requests for visits need to be monitored to ensure as little disruption to family life and ministry as possible.

### Guidelines:

- Restrict visits to times which are best suited to your local situation.
- See that visitors are encouraged to provide their own food and/or meet costs.
- Where possible visitors should not stay on AIM property, but use local caravan parks etc.
- Clear indication should be given about length of stay and degree of local involvement.
- Visits by other than family, friends or church supporters of field personnel will only be arranged in consultation in advance with the AIM office and with the full agreement of the local worker. AIM does not encourage or expect field personnel to accept visitors who simply call in.
- It must be understood that visitors to AIM centres are there under the direction and oversight of relevant AIM personnel. All visitors whose visits are organised through the AIM office will be asked to complete forms which include an understanding of this requirement.
- Any visitors contemplating involvement with children must have appropriate clearances.

### Short-Term Workers:

AIM may appoint short term workers from time to time for various purposes. Such short term would usually be for a period from a week or two or up to three months. The AIM office will process applicants and make appointments in consultation and cooperation with any local field personnel involved, such that any ministry will be intended for the mutual benefit of all. Such appointments would include:

- Opportunity for mature Christians with appropriate experience to provide ministry in areas which cannot be otherwise supplied, or to fill specific needs.
- Requests from the AIM office for personnel to spend time at an AIM centre when it is considered desirable for such applicants to gain experience which may lead to full time service. Where circumstances allow and with the agreement of field personnel, and particularly with single applicants, such short term personnel may be accommodated in the homes or on the premises of AIM personnel. Short term workers in this situation will operate at the direction and under the oversight of local AIM personnel, in consultation with the AIM office. Any short term worker contemplating involvement with children must have appropriate clearances.

### Mission Awareness Tours:

MATs have been a really productive way of connecting people with the needs and opportunities for service with AIM. AIM tours will be developed and coordinated from the AIM office in consultation with field personnel likely to be involved. If there is inquiry for non-AIM tours to visit AIM centres then these must be coordinated in consultation with the AIM office.

When a tour is on site at an AIM centre participants are primarily under the oversight of the tour leaders/facilitators and local involvement and any matters of concern should be directed through the tour leadership. All tours will be encouraged to be completely self sufficient so as not to be a burden on AIM personnel. Where possible groups should be accommodated off site in caravan parks etc.

## Property, Local Income and Expenses

Missionaries are to ensure that AIM property where they minister and live is kept in the best condition possible. Homes, church buildings and grounds should be kept clean and tidy, both for the comfort of those who live and gather there, as well as a witness to the community.

Every effort should be made to keep up with minor repairs. Matters beyond the ability of the missionary should be referred to the Field Director for action. Repairs and breakdowns needing immediate urgent attention can be organised by the missionary and referred as soon as possible to the Field Director.

Where a missionary has oversight of a church building and/or mission house there should be encouragement to local believers to contribute toward the upkeep and maintenance of property. Services and gatherings should include opportunity for participants to contribute an offering.

Local groups of believers, whether formed formally into a church or not, should be encouraged to operate their own bank accounts to cover local ministry costs. Offerings should be collected, counted and recorded by at least two persons, and the amount recorded in a book. Annual financial reports should be provided to the Field Director for report to the AIM Council.

Monies raised should be set aside for property care and maintenance and insurance premiums.

## Church Development

Part of the Objects of AIM is to encourage the establishment of local churches which follow the doctrinal basis of the AIM and to assist Indigenous churches and groups of believers to assume increasing responsibility in reaching out to, and teaching, their own people; and to encourage the formation of area church councils to oversee the ongoing life and growth of local churches.

A number of AIM centres have formed local churches and an AIM Church Council. With input from indigenous leaders there have been constitutions established to give guidelines to the operation of local churches and the AIM Church Council. Both of these constitutions are included below as examples:

## Sample Church Constitution

NAME: The name of the Church shall be: \_\_\_\_\_

DOCTRINAL STATEMENT: The Church agrees with the Statement of Faith of Australian Indigenous Ministries as being in accord with the Word of God:

- (a) The deity of the three Persons of the Godhead: Father, Son and Holy Spirit.
- (b) The Divine inspiration and authority of the Scriptures of the Old and New Testaments.
- (c) The fall of man from his original state; that all human beings are sinners and need a Saviour.
- (d) The only way of salvation is through Jesus Christ, who died for our sins and rose again for our justification; and our eternal security as believers rests in Him alone.
- (e) The resurrection of the righteous and of the unrighteous; the everlasting joy of the redeemed and the everlasting punishment of the lost.
- (f) The personal and bodily return of the Lord Jesus Christ.
- (h) The power and presence of the Holy Spirit in this age of grace, and that God's work can only be accomplished by His obedient servants as He empowers them. The clear testimony of Scripture is that the Sovereign God gives various spiritual gifts to believers for the purposes of building up the Church. These spiritual gifts are given to meet specific needs at specific times. No single spiritual gift is a sign of the baptism or fullness of the Holy Spirit. In particular, we believe that baptism of the Holy Spirit is the experience of every believer at conversion and that evidence of the fullness of the Spirit is found in the fruit of the Spirit and not in signs such as tongues and healing.

AIM warmly embraces the truth of the Word of God as expressed in such historical Christian documents as the Apostles Creed, the 1689 Baptist Confession and the Westminster Confession of Faith.

- PURPOSE:
1. To be a local centre of worship and fellowship in accordance with New Testament teaching and practice.
  2. To provide training in the things of God to bring people to Christian maturity.
  3. To minister to the spiritual needs of the local community and to reach out to the unsaved with the gospel of Jesus Christ.
  4. To support ministry and mission work in Australia and overseas.

Particular emphasis will be placed on ministry and outreach to indigenous Australians whilst warmly welcoming all who would join in fellowship.

MEMBERSHIP: Church membership shall consist of baptised believers in the Lord Jesus Christ who have been accepted into membership by the elders and whose names have been added to the church roll, and who maintain a consistent Christian life. Membership may be made by transfer from another church after interview with the church elders.

BAPTISM: A believer desiring to be baptised should arrange to meet with the elders for interview. If the elders are satisfied that the applicant makes a genuine profession of faith then the applicant shall be baptised before the gathered church and his name entered onto the church roll as a member. Baptism may be rightly administered by immersion, pouring or sprinkling as deemed appropriate by the elders.

LORD'S SUPPER: The sacrament will be celebrated as often as determined by the Church elders. Invitation to participate in the Lord's Supper should include the Biblical warning regarding personal examination: 1 Corinthians 11:27-29.

CHURCH GOVERNMENT: Whilst the Church shall have oversight of its own affairs, it shall participate fully in co-operation and fellowship with the AIM Church Council and Australian Indigenous Ministries.

*Annual Meeting:* The Church will meet annually to hear reports on progress and plans etc. and receive an annual audited financial account. There must be at least one quarter of Church members present and no business can be dealt with unless this number is present. At least fourteen days' notice shall be given to members for the date of the annual meeting. The pastor or an appointed elder will chair the meeting.

*Officers:* *Elders:* Suitably Biblically qualified men should be appointed as elders. They will be responsible for the spiritual oversight of the local church and together with the Pastor will make up the eldership team. Elders are elected by the vote of the membership of the church and confirmed by the eldership team. Meetings should be held as often as necessary to give proper oversight and normally chaired by the pastor or senior elder. A *Church Secretary* should be appointed from among the elders to keep a record of all meetings and to handle correspondence.

*Deacons:* Suitably Biblically qualified men should be appointed as deacons to care for the property and welfare matters of the church and its members and community. Deacons are elected by the vote of the membership of the church and confirmed by the eldership team. Meetings should be held as often as needed to carry out the proper functions and chaired by the pastor or senior deacon.

A *Church Treasurer* should be elected annually from amongst the deacons.

Elders and Deacons are normally elected as permanent appointments and would continue until retirement, relocation or removal under discipline.

*Records:* The Church Treasurer shall keep a Record Book of all offerings. Together with another deacon, immediately after each Church service, he shall count the offering taken and record the amount in this book (both people to initial the amount written in). A Bank Account shall be opened in the full name of the Church, and the method of its operation will be determined by the Church. An annual audited financial statement shall be presented to the Church by the Treasurer at the annual meeting of the congregation. The Church shall annually appoint an auditor to check all books connected with Church finance.

*Pastor:* Church members call the pastor to serve the Church. Before making any call, the matter should be referred to the AIM Church Council. The Church Council shall examine the pastor as to his suitability and the church as its ability to support and sustain the pastor. The services of the pastor can be terminated by mutual agreement with two month's notice or otherwise in consultation with, and with the agreement of, the AIM Church Council.

RESPONSIBILITIES OF MEMBERS: All Church Members should do their very best to:

1. Have a life and testimony that brings honour to the Lord and His Church.
2. Have regular times for private prayer and Bible study.
3. Attend worship and fellowship meetings as arranged by the Church.
4. Generally support the various efforts of the Church in the advancement of the Gospel of Christ in the community.
5. Contribute systematically and sacrificially to support the Church and its Pastor, together with the work of mission in Australia and overseas.

DISCIPLINE: If a member falls into sin the pastor and/or elders shall seek to restore such a person. If the matter continues for a time then the member should be disciplined by being excluded from participation in the Lord's Supper, and from any formal participation in church activities and ministries. If the member shows no desire to repent after counseling, and remains in his sin, then his name shall be removed from the Church roll. After any subsequent repentance and desire for restoration a former member

should be interviewed by the elders and his fitness to be restored to membership examined. If deemed appropriate then membership can be restored and the persons name added to the membership roll.

PROPERTY: All real property owned by the Church shall be held in trust by the AIM trustees: Australian Indigenous Ministries Pty Ltd.

CHANGES: Any addition or alteration to this Constitution shall be made only by a vote of two-thirds of the members present at a meeting called for this purpose. At least fourteen days' notice shall be given of such a meeting.

## Sample AIM Church Council Constitution

### 1. NAME

The name of the organisation shall be: The AIM Church Council  
(In this document referred to as the AIMCC or the Council).

### 2. PURPOSE

The AIMCC will be a Council of representatives of AIM Churches, to work in partnership and association with Australian Indigenous Ministries (AIM) in seeking to evangelise Australian indigenous peoples and their descendants, and others as appropriate, and to disciple Aboriginal believers to Christian maturity through:

- a. Encouraging the establishment of local Aboriginal churches which follow the doctrinal basis of AIM, and through fostering fellowship between these churches.
- b. Providing a network of encouragement and support for local churches.
- c. Training leadership for local churches and making recommendations as to suitability of pastors and elders for these churches.

### 3. STATEMENT OF FAITH

The AIMCC accepts the AIM statement of faith:

- (a) The deity of the three Persons of the Godhead: Father, Son and Holy Spirit.
- (b) The Divine inspiration and authority of the Scriptures of the Old and New Testaments.
- (c) The fall of man from his original state; that all human beings are sinners and need a Saviour.
- (d) The only way of salvation is through Jesus Christ, who died for our sins and rose again for our justification; and our eternal security as believers rests in Him alone.
- (e) The resurrection of the righteous and of the unrighteous; the everlasting joy of the redeemed and the everlasting punishment of the lost.
- (f) The personal and bodily return of the Lord Jesus Christ.
- (i) The power and presence of the Holy Spirit in this age of grace, and that God's work can only be accomplished by His obedient servants as He empowers them. The clear testimony of Scripture is that the Sovereign God gives various spiritual gifts to believers for the purposes of building up the Church. These spiritual gifts are given to meet specific needs at specific times. No single spiritual gift is a sign of the baptism or fullness of the Holy Spirit. In particular, we believe that baptism of the Holy Spirit is the experience of every believer at conversion and that evidence of the fullness of the Spirit is found in the fruit of the Spirit and not in signs such as tongues and healing.

AIM warmly embraces the truth of the Word of God as expressed in such historical Christian documents as the Apostles Creed, the 1689 Baptist Confession and the Westminster Confession of Faith.

#### 4. DUTIES      The AIM Church Council has responsibility:

- a. To receive regular and annual reports, including audited financial reports, from the various member churches and ministries under its oversight.
- b. To run conferences, conventions and camps to further the teaching of the Word of God and for the mutual fellowship and encouragement of participants.
- c. To promote the work of the Gospel amongst indigenous Australians by arranging meetings with the wider church and other appropriate organisations to encourage the prayerful and financial support of its ministries.
- d. To ensure good stewardship of property and resources of member churches and ministries.
- e. To oversee the operation of the AIM Church Council Bible College in cooperation with AIM.
- f. To interview and examine those that an AIM church is considering calling as a pastor, as to their qualifications and suitability, and to hear from the church as to how it will support the pastor.
- g. To deal with any matter of discipline concerning a pastor or elder referred to it by a local church or which otherwise comes to its attention.
- h. To initiate church extension and outreach ministries in cooperation with AIM.

#### 5. MEMBERSHIP

Membership is open to all constitutionally established AIM churches, and other groups and fellowships as determined by the AIMCC in consultation with AIM. Continuing membership is dependent on adherence to the AIM Statement of Faith and the payment of annual fees as determined by the Council.

Each member church will be represented by two delegates, appointed by the church, preferably the pastor and one elder.

Other groups and fellowships will be represented by no more than two delegates at the invitation of the Council.

The names of delegates are to be presented to the Council Secretary at the start of each meeting.

Membership is extended to a representative of the AIM Council and the Principal of the AIMCC Bible College.

Others may attend Council meetings and participate by invitation, but will not have voting rights.

#### 6. OFFICERS

The executive officers of the Council will be:

Chairman, Vice Chairman or Chairmen as determined by the Council, Secretary and Treasurer.

These officers will be elected for a three year period at the first meeting of the relevant year, from among the appointed delegates, or as may be determined by the delegates. Executive officers must be members of a member church or AIM, and have been so for at least six months.

The Chairman will chair all meetings or nominate a substitute if unable to attend. The Chairman will represent the AIMCC at AIM Council meetings and other forums as appropriate.

The Secretary will keep a regularly updated list of names and addresses of members and delegates. The Secretary will keep an accurate record of all meetings with minutes of each meeting being confirmed by the Council at the subsequent meeting.

The Treasurer will keep a record of all monies received and expended on behalf of the Council.

The Council will authorise appropriate officers and other approved persons to open and operate bank accounts in the name of the AIMCC for approved purposes.

An auditor will be appointed annually to audit all monies handled by the Treasurer, and an annual financial statement will be published,

The Council may appoint other officers to help it carry out its purpose.

#### 7. MEETINGS

The Council should meet at least twice per year, with at least fourteen days notice of meetings being given to all members. Urgent matters may be dealt with by the executive officers with such decisions being referred to the next ordinary meeting for ratification. At least 2/3 of appointed delegates must be in attendance for any meeting.

#### 8. WINDING UP

If the AIMCC should lapse through lack of interest or cease operation for any reason all real property and any monies held by the Council are to become the property of Australian Indigenous Ministries.

#### 9. CONSTITUTION AMENDMENT POWER

The AIM Church Council has power to amend the Constitution. At least one month's notice in writing must be given to the Council Secretary who will notify all members and delegates of the proposed changes before any amendment is presented to a meeting of the Council. To be successful the proposed amendment must receive a two-thirds majority vote of the members present.