**Guide to the template policies**

**Background**

The Baptist Association of NSW and ACT (the Association) has developed a general suite of template policies concentrating on People Management in order to support Baptist churches in NSW and ACT with their complex compliance needs.

We note that these have been developed for broad use in Baptist churches in NSW and ACT which are very diverse in size and nature and as such, it is important that the church reviews and makes amendments to these templates to suit their church’s individual situation and needs.

The suite of policies is a suggested minimum only and are not intended to be a complete set, again due to the diversity of our churches. As such we recommend that the policies developed by your church reflect the individual risks and situations of your church setting.

The Association is currently working on the harmonisation of our Safe Ministry Policies with the People Management policies as there is a lot of cross over. As such, there are currently some gaps in the policies for example Hiring Policy, Code of Conduct etc. We will release these as they are completed which is expected to be in 2025.

**How to use the templates**

There are sections in the template documents in red which will need to be updated with your church details. The logo in the header will also need to be updated.

In addition, it is important that the church reviews and updates the whole document (whether its red or not) to ensure that it is relevant and addresses the specific circumstances of the church.

Also, within some of these documents, there are comments with further advice and information to consider.

We hope that this resource is easy to use and creates efficiencies for your Church.