

HEALTH SURVEY

This is a list of questions about your organisation, its set-up, and what you have in place. The size of your organisation will determine which essentials you need for your legislative requirements in Australia.

All your information will be kept private. We do not distribute, sell, or otherwise provide this information to anyone. Your details will help us understand your request to engage in our services when we contact you.

Based on your ministry's needs, a consultant from our team is assigned as your ministry's primary contact. An initial on-site visit can be scheduled. This two-day visit may include observing weekend service environments and meeting with the leadership team to discuss staffing structure, systems and various ministry strategies. We will review your structure and setup, based on the results of this survey and your request to engage our services. We can then make suggestions on how we can help. Then there will be an engagement letter and fee sent to the main contact person.

Last name		First	Middle	Date:
Home address:			Phone No.:	
City:	State:		Postcode:	
Email address:		Web address:		

Ministry name:		
Ministry address:		Office Phone: ()
City:	State:	Postcode:
Email address:	Web address:	

Name of Senior Pastor/Leader:

Leadership structure: ☐ Congregational rule ☐ Board rule Other _____

Organisational structure: ☐ Association ☐ LTD ☐ None Other _____

What insurance do you have?

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

Do you have these in place?

- A RISK MANAGEMENT STRATEGY FOR KIDS AND YOUNG PEOPLE ☐ Yes ☐ No
- WORK HEALTH AND SAFETY DOCUMENT ☐ Yes ☐ No
<https://www.safeworkaustralia.gov.au>
- CODE OF CONDUCT FOR EMPLOYEES AND VOLUNTEERS ☐ Yes ☐ No
- NON-REPORTABLE FRINGE BENEFITS FOR MINISTRIES DOCUMENT ☐ Yes ☐ No
- AN AUDITOR ☐ Yes ☐ No
- CCLI (Christian Copyright Licensing International) ☐ Yes ☐ No
- A CONSTITUTION ☐ Yes ☐ No

Is your trading name registered? ☐ Yes ☐ No**Are you a Non-Profit organisation?** ☐ Yes ☐ No**Are you registered as a group employer?** ☐ Yes ☐ No
(only if you are going to employ people)**Are you registered for tax exemption?** ☐ Yes ☐ No**Do you want to be registered as a PBI?** ☐ Yes ☐ No**Are you establishing a Superannuation Fund?** ☐ Yes ☐ No
(only if you are employing people)**Do you have ABN or ACN?** ☐ Yes ☐ No**Are you registered for GST?** ☐ Yes ☐ No**Are you sending money overseas?** ☐ Yes ☐ No**If so, do you have an ECS (External Conduct Standards document)?** ☐ Yes ☐ No**Do you understand how to complete the self-assessment for ACNC?** ☐ Yes ☐ No**Do you have a bank account?** ☐ Yes ☐ No**What is your organisational leadership structure?**

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

FOUNDATIONAL MEMBER DETAILS

We, the undersigned, consent to become members of the Company:

Name:

Address:

Date of birth:

Director ID:

Email:

Phone:

Signature

Name:

Address:

Date of birth:

Director ID:

Email:

Phone:

Signature

Name:

Address:

Signature

Date of birth:

Director ID:

Email:

Phone:

Name:

Address:

Signature

Date of birth:

Director ID:

Email:

Phone:

Name:

Address:

Signature

Date of birth:

Director ID:

Email:

Phone:

Name: Trevor Bartley

Address: 19 Charing Cross Rd

Signature

Joondalup WA 6027

Date of birth: 31/12/1963

Email: trevor@bartleybooks.m

Phone: 0412 380 444

Dated the..... day of 2025.

CONSTITUTIONAL DOCUMENTS

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

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

Standard type: Faith Works International Ltd

Or as an Association. This one is limited by the State in which your ministry is located.

Costing:

a) Preparation and submission of documentation	\$2100.00
Registration fees	\$ 597.00
Total	<u>\$2,697.00</u>
b) Preparation of all documentation to become a DGR (Deductible Gift Recipient)	
Total	<u>\$1,900.00</u>

Other information;

- The supplied Constitution has the essential Faith Works International Ltd. approved objects; we suggest you amend these clauses to suit your specific organisational preferences.
- This Constitution template includes the Faith Works International Ltd Statement or Tenets of Faith.
- Complete the information detailing 'Company Foundation Members and Directors.'
- The minimum number of Company Members is five (5), but if possible, use more, say up to ten (10).
- The minimum number of directors for **ATO compliance is three (3); however, we suggest you have a minimum of five (5)**, and they are chosen from the Company membership (refer [d] above). One of the directors shall become the company secretary.

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

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

Click the link below to pay the engagement fee; copy and paste it if the button does not work. The engagement fee is a minimum of \$500.00 <https://www.bartleybooks.store>

If you only want to register your interest and start discussions, you can pay a \$150.00 registration fee.