

2 CHAPTER TWO: PERSONNEL

2.1 General

2.1.1 Categories of Staff

Everyman's has three different categories of personnel. They are:

2.1.1.1 Representatives (REPs)

An Everyman's Representative is accredited by the Department of Defence to provide morale and welfare support, with a Christian perspective, to Australian Defence Force personnel and their families, veterans, and Australia's allies. Representatives are usually appointed to military units, bases or locations. There are three types of REPs:

- Full-time Representatives (REPs):

personnel engaged for more than 30 hours per week on average with work at Everyman's being their primary vocation. They are entitled to a range of benefits from Defence including subsidised housing and some removal costs. These are detailed in Chapter 5 of this manual and the Philanthropic Manual (PHILOMAN).

- Part Time Representatives:

personnel who work a minimum of 20 (6 hour) days each year for Everyman's. They are not entitled to the same benefits from Defence as a Full-time Representative. They are not posted outside of their local area and work on an ongoing and regular basis.

- Authorised Unaccredited Representatives (AUR's)

personnel given permission by Defence to come onto a base under the supervision of an accredited REP for a limited period of time (3 months) pending formal accreditation. This period might also be used by both Everyman's and the AUR to seek God's will for, or against, formal appointment as a REP. The AUR's are not to wear any kind of camouflage uniform during this period of time.

Office staff are personnel employed by EWS and usually work in Head Office on administration only.

2.1.1.2 Volunteers

Volunteers are people who offer their time on a base or at Headquarters. They work under supervision of office staff or a REP. These people have no official status and are to be treated like any other civilian visitor to that military base.

2.1.2 Accreditation

All Representative Probationary Evangelical Ministry staff must be accredited by the Australian Defence Force and are normally commissioned by the Church through a local fellowship.

2.1.3 Doctrinal Statement

All Staff, Board and Members of the organisation must subscribe to the EWS Doctrinal Statement in Chapter 1 of EWS Policy & Procedures (1.3.6) and centre their activities within the organisation to that Statement. Because of the nature of this ministry, there can be no emphases on particular doctrinal or denominational beliefs.

2.2 Recruitment and Appointment

2.2.1 Prerequisites

The role of an Everyman's Representative is not an easy one. A prospective Representative must display a real sense of calling and commitment to the task. The following conditions are required to be met before he can expect to be considered for appointment:

- Subscribe to the EWS Doctrinal Statement in Chapter 1 of EWS Policy & Procedures (Annexure A_2.2.1A)
- Have a passion for evangelism, teaching and service
- Satisfactory completion of the EWS Theological Questionnaire (Form F_2.2.1B)
- Be able to give evidence of their gifting by testimony of others through regular and active service in a local church and can include work within approved independent missions that fall within the framework of EWS's Doctrinal Statement. Para church organisational service can also be reviewed and considered.
- Be prepared to adhere to the EWS Code of Ethics (Annexure A_2.2.1C)
- Satisfy the CCOMM that they are of reasonable health and fitness to carry out the Duties of a Representative (Annexure A_2.2.1D)
- Be willing to submit to a security check and be found eligible for at least Baseline clearance
- Hold a "Working With Children Check/Working with Vulnerable People" clearance in the state of EWS volunteering
- Commit to a Christian oriented welfare program designed to meet the holistic needs of the person (physical, mental and spiritual) who is made in the image of God

- Be prepared to abide by the decisions and achieve the goals set by the Board of Everyman's and subsequent directives given by senior field staff and management.
- Be prepared to work within the disciplines of the Service to which he/she is attached, the guidelines of the current ADF writings regarding Everyman's operations, Unit Standing Orders and the EWS Policies & Procedures Manual.
- Serve a probationary period of twelve months as a Probationary Representative, (PROBREP) including undertaking twelve months on base supervised training, the internal **Everyman's Evangelism Course**, and suitable ADF courses such as Workplace Health & Safety (WHS), Annual Defence Mandatory Training and Safe Ministry Training, Suicide Awareness and Ethics etc. and other courses as set by the Board.
- Be financially independent, or have raised 50% of their annual Personal Support (50% of the National Minimum Wage, \$20.33/\$772.60 per week at 1/07/2021)
- Be willing to be posted anywhere within Australia or overseas as directed by the Board of Everyman's

2.2.2 Age Stipulations for Service

The role of each Everyman's REP requires a level of physical fitness, mental acuity and spiritual maturity that must be sound and effective in order to meet the requirements of Defence Philanthropic service. Each REP must be capable of engaging with sponsor unit Commanding Officers with a high level of respect and operational effectiveness. General health and age constraints can play a significant part in a REPs ability to meet the ongoing demands of the role. To protect both the organisation and the REP, the CCOMM and the Board of EWS will determine the level at which the effects of deteriorating health and age of a REP has a negative impact on the overall mission of Everyman's within the Defence environment.

To that end, age terms of service within EWS are: 20 to 60 years (refer to 2.2.6 for extensions of service beyond the age of 60).

It is considered a young adult would not have the life experience, or the maturity that comes with it, to become a REP until at least the age of 20. It is also considered that after the age of 60 a REPs ability to meet the ongoing demands of the role may be compromised by the effects of age and deteriorating health.

2.2.3 Application Procedure

On receipt of an inquiry for employment with Everyman's as a full-time or part-time Representative the following steps are to be followed:

An informal interview by phone, or email with the CCOMM or COMM will be conducted to ascertain the interested person is a person of Christian faith, actively involved in their church. Details of this interview will be recorded using the EWS Confidential Interview form (Form F_2.2.3H).

An interested person may be brought onto a base as a visitor, escorted at all times by an accredited REP to discuss the details of a REPs work and to better understand the physical environment in which the REP works. This would normally be a once off occurrence.

At a point where the person believes they are being called into this ministry, the EWS Theological Questionnaire (Form F_2.2.1B) is sent out, to be completed and returned to EWS HQ and its responses examined and deemed sound at CCOMM level prior to any application proceeding further.

EWS HQ sends the applicant:

- Application for a Welfare Representative (Form F_2.2.3A)
- Safe Ministry Check – Screening Questionnaire (Form F_2.2.3B)
- Volunteer Driver Information Form (Form F_2.2.3C)
- Personal Particulars Form (Form F_2.2.3D)
- Everyman's Welfare Service Doctrinal Statement (Annexure A_2.2.1A)
- Everyman's Welfare Services Code of Ethics (Annexure A_2.2.1C)
- Core Values of Everyman's (Annexure A_2.2.3E)
- Duties of a Representative (Annexure A_2.2.1D)
- EWS Voluntary Spiritual Appointment (Form F_2.2.3F)

The application is to be completed by the applicant & returned to EWS HQ along with required supporting documents.

- Recent set of 4 passport size photos of applicant
- Recent photo of applicant & family/spouse
- Copy of Government issued "Working with Children Check/Working with Vulnerable People" card or approval notice.
- Police check
- Brief account of Christian conversion

On receipt of the Application Form, it is filed in the New Staff Enquiries folder and the CCOMM contacts the referees using the EWS Confidential Reference form (Form F_2.2.3G)

The CCOMM, or delegate, is to arrange an interview with the candidate, and spouse, if applicable and to determine the nature of service the applicant is capable of contributing to the ministry. Health and fitness for service will be continually monitored by EWS HQ, and the level of service adjusted for the REPs concerned, by EWS HQ, as required throughout the period of the REPs service.

The CCOMM brings a recommendation to the Board for approval with supporting documents available on request (application form, referees reports, theological questionnaire and relevant information from the confidential interview).

Acceptance for service with Everyman's is dependent upon successful acceptance by Everyman's and accreditation by the Australian Defence Force. A staff file is raised once accreditation has occurred.

2.2.2 Military Accreditation Procedure

Following acceptance by Everyman's Board, the CCOMM advises ADFSS. The CCOMM then initiates an Application for Accreditation in accordance with the Defence Philanthropic Manual (Philoman) which may take up to 12 months to complete. The procedures are as follows:

The CCOMM completes page 1 of the Application - Australian Defence Force Accreditation for a Philanthropic Representative (Application for Accreditation)

- EWS provides sponsoring unit with partially complete Application for Accreditation.
- Sponsoring unit CO completes page 2 of Application for Accreditation
- CCOMM lodges the Accreditation Request including two passport photos
- ADFSS assess the application and approves/rejects accreditation. If approved, ADFSS inform the Representative, the sponsoring unit and the CCOMM.
- ADFSS will arrange for the allocation of a PMKeyS ID number and issue authority for the Representative to get an ADF Philanthropic identification card.
- If rejected, the applicant may, in writing, seek to have the decision reconsidered by ADFSS, provided they do so within 14 days from the date the CCOMM informed them of the rejection advice.

At this stage of the application procedure, it may be considered valuable for the applicant to become an AUR under the direct supervision of an accredited REP (see 2.1.1.1 above).

2.2.3 Appointment and Induction

Once a REP is accredited:

- A staff file is raised, Induction Tracking List and EWS Uniform Issue forms are prepared.
- The following forms are issued:
 - EWS Employment Advice Welcome Letter, signed by the CCOMM (Form F_2.2.3A)
 - EWS Volunteer Driver Information (Form F_2.2.3C)
 - EWS Policy & Procedures Sign Off form (Form 2.2.3E)
 - EWS Personal Support Signature & Bank Acct Details Form (Form F_2.2.5I)
 - the Superannuation Choice Form (generated from MYOB) and
 - the Tax File Number Declaration Form (from the ATO, if appropriate)
 - EWS Engel Scale (for reference only) (Annexure A_2.2.3J)
- The forms are completed and returned to EWS HQ.
- The REP commences to read the Policies and Procedures Manual (and the sign off form is to be completed within the probationary period)
- The Staff Induction Tracking List (Form F_2.2.5G) is issued and a copy retained on the Personnel File at HQ
- Establish an EWS Uniform issue (Form F_2.2.5H)
- EWS HQ will arrange:
 - EWS Uniform issue (as detailed in Chapter 12)
 - Name Badge
 - Business Cards
 - Visa Card (if necessary)
 - Deployment of vehicle (if necessary and a vehicle available)
 - Address Labels
 - Website Log-in
 - Everyman's Evangelism course enrolment as required

- The new REPs supervisor will arrange:
 - Issue of ID Card
 - DPE Email Address
 - Issue of Defence Uniform (see Chapter 12)
- Probation. Representative will complete an initial 12 month Probationary Period
- A newly successful applicant is normally appointed to the rank of REP PROBATIONARY (no collar bars during the 12 month probationary period). See paragraph 2.2.9 below, for the rank structure.
- A Commissioning Service is normally arranged (see Chapter 9).
- The applicant is posted to their sponsoring unit
- EWS HQ will oversee general on-going training consisting of evangelism as set out in the EWS Policies and Procedures. The Evangelism training is to be completed in the probation period.

2.2.4 Probationary Representatives (PROBREP)

Upon ADF accreditation, all new staff will initially be appointed as Probationary Representatives. This is intended as a temporary initial training appointment only.

It is expected that PROBREPs will have attained the following competencies by the end of the 12-month probationary period, upon which they will be promoted to REP by the CCOMM.

To be elevated to REP, the PROBREP must attain six basic operational competencies.

1. To have read in full the EWS **Policies and Procedures** document, signed them, and then forwarded the signed document to the CCOMM.
2. Have satisfied your nearest local EWS team leader that you are called and equipped for the Everyman's ministry, and that you always exhibit the required Christian courtesy and grace towards all ADF personnel, and towards all EWS colleagues.
3. Have satisfied the Administrative Support Officer (ASO) that you are proficient in all REPs basic routine financial accounting, the necessary computer skills associated, and monthly reporting to EWS HQ.
4. If you are a vehicle custodian, you will have demonstrated to your immediate supervisor and to the CCOMM, your basic proficiency in the care, timely servicing, and maintenance of EWS vehicles.
5. For all PROBREPs who have not completed any formal theological training, to have completed the **Everyman's Evangelism Course**. (*By "formal training" we mean you must have a minimum of a Diploma in Christian theological training from an established and registered Australian Theological training institution*).

6. The PROBREP will be issued, to keep, a copy of A Soldier's Friend, by Stacey Kruck, to be read during the probationary period.

For PROBREPs who have failed to reach all the aforementioned basic competencies by the end of the 12 month probationary period, a further period of "grace" may be negotiated by them with the CCOMM to allow the said REP extended opportunity to complete their competencies.

If at the end of a further 12 months, the PROBREP has still not satisfied the CCOMM that all basic competencies have been achieved; the EWS Board and the CCOMM reserve the right to withdraw the PROBREP from the ministry for a period of personal reflection regarding their perceived calling to EWS.

The PROBREP may then reapply for the ministry again after another 12 months subsequent to their initial withdrawal from Everyman's, if they wish to re-attempt attaining a REPs position.

Whilst notifying the Board of the appointments of all new REPs is always mandatory for the CCOMM, the CCOMM has individual operational discretion with promoting PROBREPs to REPs.

2.2.5 Review of Service

The CCOMM will conduct a review at regular, but random, intervals during a REPs service. This will be an opportunity for both parties to discuss the REPs effectiveness in their accredited role.

A further review will be conducted for all REPs upon reaching the deemed retirement age of 60.

At the CCOMM's discretion, and in consultation with the Board, a REP who continues to perform his/her duties at the level of proficiency required, and whose service has been deemed an on-going necessity in the maintenance and furtherance of the ministry, can be formally invited to continue in their Defence Accredited role beyond the retirement age of 60, for an indefinite period of time, and subject to ongoing review, as considered appropriate by the CCOMM. Any necessary additional conditions pertaining to the continuing role can also be defined at this time. The CCOMM reserves the right to grant retirement at any time after this, when the CCOMM determines the REP no longer has the level of physical fitness, mental acuity and/or spiritual maturity needed to meet the requirements of Defence Philanthropic service.

2.2.6 Retirement

Upon retirement, the CCOMM will provide a certificate of service and letter of recognition as considered appropriate. Following retirement as an accredited REP, the CCOMM can elect to invite a continuance of that worker's contribution to EWS at a level other than a Defence accredited Philanthropic as may be required at that time.

2.2.7 Tenure

Representatives can transfer between full time and part time service on discussion and agreement of the CCOMM and their sponsor unit. The minimum hours required to maintain ADF accreditation for both full time and part time is listed in the EWS Policy & Procedures 2.1.1.1

All service must be documented on the REPs Time Sheet (Form F_6.2) and reported to CCOMM on the REPs Monthly Report (Form F_2.2.4A)

2.2.7.1 Re application by previously serving REPs.

Provided a previously serving REP returns within a two-year period from the date of their previous resignation, he will be able to retain any rank held above Representative in the previous serving period. All previously serving REPs who reapply after a two-year period must recommence at Representative rank.

2.2.8 Rank

Welfare Representatives do not hold a military rank within the ADF. Instead, they are appointed to distinct Philanthropic Everyman's rank that is to be respected and operate fully within the service of the Everyman's ministry.

The Everyman's rank structure is as follows:

- Probationary Representative (PROBREP)
- Welfare Representative (REP)
- Senior Representative (SNRREP)
- Assistant Commissioner (ACOMM)
- Commissioner (COMM)
- Chief Commissioner (CCOMM)

Accredited staff are not entitled to normal compliments paid to officers of the Australian Defence Force. EWS Representatives must never under any circumstances, demand from ADF personnel (including recruits) any type of salute, or verbal officer identification such as "Sir"

Officer addresses or salutes offered voluntarily by ADF staff to EWS REPs are always to be gratefully acknowledge, and the salute respectfully and accurately returned (if wearing headdress) to the ADF member as per ADF procedure. As soon as possible the REP must inform the person who saluted that as a Philanthropic REP they are not entitled to a salute and take the opportunity to share who they are and that they are there to care for and support the soldier, sailor, airman or aviator because they are followers of Christ.

Rank markings for Philanthropic Representatives are displayed at (Annexure A_2.2.9E)

The duties of each level within EWS are outlined in:

- PROBREP
- REP (Annexure A_2.2.1D)
- SNRREP (Annexure A_2.2.9A)
- ACOMM (Annexure A_2.2.9B)
- COMM (Annexure A_2.2.9C)
- CCOMM (Annexure A_2.2.9D)

2.2.9 Promotion

Promotion is not a right for Representatives rather it is based on service, need, experience and capabilities. Rank is relevant to position, responsibility and qualifications. The number of years served in EWS, does not in itself qualify a REP for promotion. Promotion is generally reserved for full time staff.

For promotion to SNRREP, it is expected that a REP will have completed at least two years service.

Candidates must also demonstrate conspicuous levels of:

- Efforts towards the propagation of the Gospel
- Resilience in challenging times
- Sound local ministry leadership
- Consistent Respect and Consideration for fellow REPs
- Ability to pro-actively seek out and initiate ministry outreach opportunities without relying solely on sponsor unit requests
- Aptitude for resolving local matters with minimal reliance on EWS HQ or the CCOMM

For promotion to ACOMM, a SNRREP will normally have had several years' service as a SNRREP before being appointed. Some ACOMM appointments are to fill a special role within the organisation and personnel may be appointed if they have the skills to fulfil these roles without serving for an extended period as REP and SREP.

Promotion to COMM is made in exceptional circumstances where sufficient staff are present and the need for a senior member of the organisation is required.

All promotions, apart from PROBREP to REP that is determined independently by the CCOMM, are Board appointments on the basis of a recommendation from the CCOMM.

The CCOMM is appointed by the Board.

2.2.9.1 Team Leaders

Team Leaders are normally appointed at the CCOMM's discretion to establish a single point of contact for the CCOMM and for the local ADF Command on the base where he/she is sponsored. Team Leader can be a short, or long term, temporary appointment in the case where there is a need for leadership, but where promotion to SNRREP might be deemed premature for the REP concerned. During their term of appointment, Team Leaders will assume the status of a SNRREP on their sponsored base only, until the term of that Team Leader's appointment is deemed by the CCOMM to be no longer necessary. An officially appointed SNRREP who is visiting a Team Leader's base will automatically assume seniority over the Team Leader and all REPs, in all matters relating to EWS, for the duration of the SNRREPs visit.

2.3 Celebratory Return Dinner

For all returning REPs who have served on overseas operations or in Australia in excess of 3 months continuously away from their homes, a Celebratory Return Dinner is to be held. Chapter 11 Para 1.5 provides detailed policy.

2.4 Day To Day Issues

2.4.1 Accountability

The REP has to balance various accountabilities and responsibilities. The REP is directly accountable to the Area Team Leader (if appointed) and then to the CCOMM. Refer to EWS Organisational Chart. (Annexure A_2.4.1A)

The EWS Board appointed Area Team Leader must inform the local ADF Commander that he is to be the sole Point of Contact for any issues the local unit wishes to raise with EWS, if that Co-ordinator serves on the same base as other REPs.

The nuances of these relationships are detailed below.

2.4.2 Unit Responsibilities

The REP or appointed team leader REP only, in the case of more than one REP on staff on a base, will normally inform the 2IC or XO of his unit of matters relevant to the operation of Everyman's in that unit, for example, closure of centre, permission to have visitors on Base, field exercises, etc.

The REP is to understand the military culture, rank and function of their unit.

The REP is responsible for any military staff that may be allotted to him from time to time and will supervise work carried out in the Everyman's Centre. REPs should never abuse or misuse such a privilege, always addressing the ADF member assisting with the utmost care and courtesy regardless of their rank or position, being mindful of any opportunity to witness the grace of Christ to that member.

2.4.2.1 Unit Standing Orders

Unit Standing Orders (sometimes referred to as Standing Orders, USOs or SOs) should be read and understood by the REP when joining a unit.

2.4.2.2 Routine Orders

Routine Orders (RO's) may be published by e-mail or hardcopy and should be read weekly. REPs must ensure their name is included on any relevant Distribution Lists.

2.4.2.3 Security

A REP is liable under the Commonwealth Securities Act and must handle information in his possession in a responsible manner. REPs must be wise and discerning. Any breach of security will be swiftly dealt with and could incur:

- Penalties under Security Laws
- Disrespect for Everyman's
- Dishonour of the name of Christ and Everyman's
- Termination/Discharge

The REP is responsible for the security of all equipment and buildings under his control and must make suitable alternative official arrangements with the unit if he cannot be present at the designated times.

2.4.3 Relationships with Chaplains

The REP should recognise and be proud of the unique contribution they have to make, even though some areas of expertise may overlap with other professions. REPs should be aware and acknowledge that the Chaplain has the primary responsibility for the conduct of Religion in the Defence Force.

The Chaplain's task is often a lonely role and it is important that Everyman's staff encourage Service Chaplains. This can be done by attendance, when possible, at Chapel on base; meeting with them for prayer; assisting in practical ways while on exercise or operations, etc. The Chaplain should be invited to attend relevant Everyman's functions.

2.4.4 Reports

Nothing stimulates the Christian public more than to support the work in prayer and finance than an up-to-date report on the work and opportunities for service or witness in an EWS Centre or an Operations location. Monthly Reports (Form F_2.2.4A) are to be completed on needs, progress and achievements and dispatched to the CCOMM at EWS HQ by the 7th of the following month.

2.4.5 Family Life/Work Life Balance

It is expected that a full time REP will work no less than 30 hours a week and no more than 40. When new in the work it is tempting to work more than 40 hours. A REP must learn to balance his/her time between responsibility to the Lord and His work, his/her spouse and family. It is easy to become so involved in the work that one can lose a sense of balance and fairness toward home responsibilities. Likewise, family cares can distract one from honouring the commitment to the ministry for God. Early in one's ministry, one must learn to balance priorities between ministry commitments and family. Often it is helpful to learn from senior Welfare REPs in how to deal with this matter.

All REPs whether full or part time, should seek to build a work discipline that allows for times of recreation, family and real ministry. Full time staff members are required to take at least one day off each week. It is often tempting to ignore this simply because the work is there. However, a day of rest is a Scriptural principle for good reason. REPs need to be disciplined in this area so that the family will be able to rejoice within the ministry and feel part of the team, not alienated and resentful. Senior staff directives to take appropriate time off for family and rest must be observed by all staff.

2.4.6 Community Relationships

Involvement in the local Defence and civilian community is a valuable tool for ministry and recreation. However, a happy balance must be maintained in light of the commission to separate and special ministry. To be "commissioned" by the Church is to be "set apart" for specific ministry and the lifestyle that accompanies that commission and ought not to be disrupted by unnecessary distractions. Careful planning is needed.

Membership at a local Church is mandatory, but involvement in responsibilities that may cause a tension between the REPs EWS commission, and his church should be avoided. Positions of leadership in the local church (ie. Pastor, Deacon, Sunday school leader, etc) are usually discouraged, as it may draw the REP away from his/her primary calling.

2.5 Disciplinary action

Upon the receipt of a formal complaint regarding a REP, either written or verbal, the CCOMM in full consultation with the Board of EWS, reserves the right to require the REP in question to stand down from duty immediately pending an investigation as to the substance of the complaint. The time and duration of the stand down will be fully determined by the CCOMM in consultation with the Board, until such time as the investigation results have:

1. satisfied the CCOMM and Board of EWS as to the REPs innocence of the complaint, or
2. indicated a REPs real contribution to the complaint in question, which has been determined as factual, either in part or fully

The CCOMM in consultation with the Board of EWS, reserves the right to initiate measures as deemed necessary so as to ensure a constructive (or favourable) outcome is accomplished for both EWS and REP, if it is found that the REP has engaged in behaviour warranting the complaint. These outcomes may include posting to another location and/or removal of the REP concerned from an Accredited Philanthropic Representative role to a non-accredited volunteer status within EWS, or dismissal.

For issues that are considered minor, a conversation with the staff may be appropriate. A record of this conversation is to be kept and may be considered part of any subsequent formal disciplinary action.

The normal procedure for formal disciplinary action is a three-step process which includes:

- First formal notice in writing,
- Second formal notice in writing,
- Notice to the staff of dismissal.

Written notice will include details of the issue and, where feasible, evidence. It will be issued by an EWS Representative who is more senior than the member receiving the disciplinary action. If issued by an ACOMM or above it may include disciplinary actions, such as a suspension of duties for a period of time, if appropriate. In such cases these actions will be included with the formal notice in writing.

Every effort will be taken to ensure that notice of a disciplinary measure, whether formal or informal, will be given at an appropriate time, in a calm manner and, if possible, with a witness present.

Conduct which may lead to disciplinary action includes, but is not limited to:

- Poor timekeeping and unreliability
- Not following EWS policies and procedures
- Breaches of the Code of Ethics (Annexure A_2.2.1C)
- Inappropriate handling or use of EWS equipment or other property

- Rudeness, obvious deliberately offensive non-verbal demeanour, or hostility towards any person
- Intoxication through alcohol or other substances during working hours
- Disobeying lawful directions given by supervisors
- Publicly bringing EWS into disrepute.

2.5.1 Termination

Some conduct may be tantamount to 'gross misconduct', in this instance a staff member may be dismissed without prior warning.

Conduct which may be classed as gross misconduct may include, but is not limited to, undertaking any of the behaviours listed in the Code of Ethics as inappropriate or engaging in conduct that is prejudicial to the interests of EWS.

Authority to terminate staff rests with the CCOMM who is to provide written notice of termination following due process of written warnings and notice of termination or following gross misconduct. Termination will take effect immediately.

EWS area managers are to ensure the hosting unit commander is informed of any such termination and its reasons at the earliest opportunity.

2.5.2 Appeals

All staff have the right to appeal against disciplinary action and they are to do so to the staff's superior who issued the notice. In the case where the CCOMM has issued the notice the staff may appeal to the Board in writing.

All appeals must be made in writing within three weeks of the disciplinary action. Appeals made to the Board are to be sent to the Chairman (marked 'Confidential'). The Board's decision on all matters is final.

Should an appeal result in a change of the disciplinary action, or removal of it, this will be confirmed in writing to the staff.

2.6 Resignation

When a Staff Member wants to resign, they must notify the CCOMM in writing, 4 weeks prior to the expected termination date.

2.7 Final Administration

Upon resignation or termination, the Staff Member is to return the following to EWS:

- All EWS property such as cars, files, credit cards, passwords etc
- All uniforms and equipment paid for by EWS
- Their Military ID cards which the CCOMM/Supervising REP will then return to ADFSS.

Upon resignation or termination, the Staff Member is to return to their sponsoring unit all military keys, uniforms & equipment on issue from the sponsoring unit before termination takes effect.

An exiting REP will be issued with an EWS Certificate of Service - Termination (Form F_2.7) which will list a record of postings, awards, medals & commendations, following provision of evidence that acquittals, both ADF and EWS have been satisfactorily completed.

The CCOMM is to advise ADFSS of resignation or termination of any Representative.

ANNEXURE 2.2.1 - CODE OF ETHICS

Introduction

Everyman's Welfare Service is a Christian Organisation seeking to glorify God. We hold the Bible as the written and inspired revelation of God, and its principles as authoritative in matters of faith, ethics, and conduct. Staff are assumed and accountable, to pursue lives of holiness and righteousness both personally and in their ministries. The greatest asset which we as an organisation have, is the integrity of our staff. Our style of ministry strongly links life and message together, calling us as staff to godliness of character and biblical depth. As such, we will strive to be Christ-like people and consequently the Bible will be the foundation of our Code of Ethics.

The purpose of this Code of Ethics is not to try to determine rules for every possible situation and circumstance, rather it is designed to encourage ethical reflection and behaviour. To that end the following represents the behaviour which will be evidenced by Everyman's staff¹ and Board Members who are conducting themselves in an ethical manner.

While we recognise that we all fall short, the standards set out below have their origin in the ideals which we espouse. They are an expression of our desire to be mutually accountable and to walk in integrity before God and a watching world.

Biblical Principles

Key biblical principles for EWS

- Mark 12:29,30 - Our top priority is to keep God central in all we do.
- Mark 12:31 - Our second priority is to love our neighbour as ourselves. Love will characterise all we do, especially when we have been mistreated - 1 Pet 4:8.
- Galatians 5:22,23 - The fruit of the Spirit will characterise us.
- Colossians 3:9 - We will be honest in all we do and say.
- Philippians 2:3,4 - Humility must be a hallmark. We must think more highly of others than ourselves and look out for them. We will admit our mistakes, learn from them, repent of sin and be transparent.
- Ephesians 4:29 - We will speak graciously about others, building them up.
- Ephesians 4:32 - We will be kind and forgiving to each other remembering Christ's example.

¹ The word "staff" includes Accredited Representatives, Associates, administration staff and unpaid volunteers.

Policy Principles

The principles underlying this Policy are:

- Our reading of the Scriptures which leads us to identify certain practices as inconsistent with that calling.
- The exercise of grace and a commitment to provide accountability and help towards recovery and restoration.
- Recognition that there are degrees of moral violation which call for variations in response. As called for, disciplinary action up to and including dismissal may be taken.
- Self-disclosure is expected, as appropriate, to one's supervisor.

While we envisage that in most situations, issues will be appropriately addressed locally, severe failures call for an organisational response. As required, action will be taken by the CCOM and the Board of Directors consistent with Scriptural principles, civil law, and policy up to and including termination of appointment.

Inappropriate Behaviours

Particular behaviours which we believe are inappropriate for those who live in accordance with the Scriptures are as follows. This list is not exhaustive:

- Sexual immorality (such as premarital sex, adultery, homosexual behaviour or use of pornography);
- Abuse of addictive substances such as, but not limited to, illegal drugs and alcohol;
- Bitterness or unforgiveness
- Lack of integrity;
- Involvement in abusive relationships (sexual, physical, or other abusive behaviour)

Responsibilities of Welfare Representatives

The Welfare Representative is a key person in EWS, and they have additional responsibilities, primarily because they are welfare professionals. The Welfare Representative is a person who professes faith in the Lord Jesus Christ and has relevant theological and professional training, and field education. He or she has the requisite values, attitudes, knowledge, and skills to work autonomously, or with a team, to promote Christ, and to relieve or restore the social functioning of individuals and families within the Australian Defence Force, Veterans, and Australia's allies from a Christian perspective.

The Welfare Representative, as a professional practitioner in the field of welfare and community work, is concerned to promote the worth and wellbeing of all individuals regardless of racial origin, sex, age or social status or other individual differences.

Welfare Representatives have a range of responsibilities to various groups and individuals.

Responsibilities to Clients and Client Groups

The Welfare Representative is placed in a unique relationship to other persons because of employment and profession. Obligations arise from that relationship - to safeguard the dignity of the client, to maintain the integrity of the practitioner and to recognise the value and worth of all persons involved in the welfare work practice.

Confidentiality. The Welfare Representative shall regard all information concerning clients disclosed during practice as confidential, except where:

With the client's permission referrals are to be made and other professional consultation is sought.

Failure to disclose information would breach the terms of the Welfare Representative's employment (such exceptions threat of suicide or confession of a civil crime, must be notified to the client).

Accountability. In exercising certain powers and using information, the Welfare Representative is accountable to both EWS and to clients. However, special accountability to clients in preserving their dignity and autonomy is acknowledged.

Respect. The Welfare Representative has an obligation to treat clients with respect, to promote maximum self-worth and dignity, regardless of racial origin, sex, age, social status or other individual differences, and to safeguard and promote the capacity for free choice by the client.

Social Justice and Equity. Welfare Representatives are concerned with issues of social justice and equity for clients including access to quality services and the opportunity for maximum client participation in service delivery.

Well Being. The Welfare Representative has an obligation to utilise all available skills and knowledge to promote the wellbeing of individuals, groups, and communities.

Responsibilities to Colleagues

As a professional person the Welfare Representative has responsibilities to colleagues and can be expected to:

- Respect the practitioner skills and conceptual abilities of colleagues;
- Provide loyalty and support to colleagues where this does not contradict the principles of this code of ethics;

- Share knowledge, skills and insights with colleagues;
- Speak well of others, encouraging them especially concerning their giftedness, roles, and ministries
- Bring to the attention of colleagues unprofessional or unethical conduct, and if unresolved, to refer the matter to the CCOM;
- Refrain from any personal behaviour which may damage the profession.

Responsibilities to EWS

As staff of EWS the Welfare Representative is expected to:

- Carry out the duties and responsibilities outlined as terms of employment;
- Assist in promoting the stated aims of EWS in terms of policy, procedure and practice;
- Distinguish in public statements or behaviour whether acting as an authorised spokesperson of EWS or in a private capacity;
- Use professionally approved channels to express criticism of employment practices which are detrimental to the profession;
- Be accountable to EWS for the full discharge of duties.

Responsibilities to the Profession

Welfare Representatives have responsibilities to their profession. They have to:

- Maintain proper standards of practice and uphold principles and ethics of the code at all times.
- Maintain and develop their standards of knowledge, skill and learning as welfare professionals.
- Promote understanding of the role and skills of professional welfare and community work.

Responsibilities of Everyman's Welfare Service

EWS will contribute to the knowledge, attitudes and skills of its staff and positively promote social wellbeing in the community.

By the application of sanctions, EWS will move to protect individuals and communities against incompetent and unethical practices.

In the event of unprofessional or unethical conduct by a Welfare Representative being unresolved, a review of alleged incompetent or unethical practices will be conducted by the CCOM who may recommend sanctions including removing eligibility for, or employment with, EWS.

Procedures

Inappropriate Behaviours

Often, we as individuals are the only ones who know that we have failed to meet these standards, principles or behaviour. If a candidate for a Staff position has been involved in inappropriate behaviours or activities such as those listed above which may still have present effects on his or her life and Christian testimony, or should the person recognise a weakness in this area, it is expected that the candidate will declare their situation for advice and counsel. All such information shall be treated with proper discretion and utmost confidentiality. Our goal is to help establish people of integrity and sincerity toward optimal effectiveness and service. At the same time our goal is to maintain the integrity of EWS in our formal leadership.

Any Staff becoming involved in inappropriate behaviour or activities such as those listed above should disclose this to the appropriate supervisor and pursue personal help and restoration. It is at the supervisor's discretion whether the matter is disclosed to the CCOM depending on factors such as the nature of the violation, whether it was a one-time occurrence or a pattern, whether the person has repented and altered their behaviour, whether they were discovered or self-disclosed, and whether others have been affected or become aware of the issue.

Staff who are aware of any such behaviours by other Staff should encourage them to stop the behaviour, deal with the issues involved and seek appropriate help. If, after acknowledging inappropriate behaviours, no steps are taken to change, the matter should be disclosed to their supervisor. In instances where Staff suspects immoral behaviour by other Staff, the suspecting Staff should first talk to the person involved. If the person acknowledges the immoral actions, they should again be encouraged to stop, deal with the issues and seek appropriate help. If the individual denies the suspected behaviour but the staff person has strong evidence to support their suspicions, the Staff person should disclose it to the appropriate supervisor and otherwise maintain confidentiality with respect to the information. If there is a need to report to law enforcement or other authorities, this should be coordinated with the appropriate supervisor. Importantly, any criminal matter is to be passed to the relevant authority as soon as practically possible.

Sexual misconduct, in its more subtle forms, can also be a misuse of authority and power which breaches a trust relationship. Even if someone else initiates or invites sexual attention in a relationship, it is always the responsibility of the Staff to maintain personal purity and respond in a manner reflecting scriptural principles of sexual conduct. Where a violation of this policy has taken place, it is the responsibility of the Staff involved to make direct contact with their supervisor in order

to establish procedures for resolution. Disciplinary action as appropriate may also be undertaken in accordance with Chapter 2.

Where any person alleges that they have been harmed by a wrongful act of a Staff, the CCOM in consultation with a representative of the Board of Directors will sensitively, discretely, and resolutely investigate the allegation to establish legitimacy of the claims. If evidence supports the claims they will ensure: pastoral care of victim; protection of other victims or potential victims; discipline of the perpetrator according to Biblical and legal principles with the purpose of restoration, if possible. In no way is this process to hinder the normal process of law enforcement. If deemed necessary, relevant law enforcement personnel are to be informed as soon as practical.

Conflict Resolution

EWS is committed to building a “culture of peace” that reflects God’s peace and the power of the gospel of Christ in our lives. As we stand in the light of the cross, we realize that bitterness, unforgiveness and broken relationships are not appropriate for the people whom God has reconciled to himself through the sacrifice of His only Son (John 13:34-35; Eph. 4:29-32; Col. 3:12-14).

Therefore, we look to the Scriptures and the Holy Spirit for guidance on how we can respond to conflict in a way that will honor God, promote justice, reconcile relationships, and preserve our witness for Christ. As God gives us His wisdom and grace, we are committed to actively teaching and encouraging one another to trust God and seek His help in living out the following principles of peacemaking and reconciliation:

Personal Peace-making

Whenever we are faced with conflict, our primary goal will be to glorify God with our thoughts, words and actions (1 Cor. 10:31).

- We will try to get the “logs” out of our own eyes before focusing on what others may have done wrong (Matt. 7:3-5).
- We will seek to overlook minor offenses (Prov. 19:11).
- We will refrain from all gossip, backbiting and slander (Eph. 4:29-32). If we have a problem with others, we will talk to them, not about them.
- We will make “charitable judgments” toward one another by believing the best about each other until we have facts that prove otherwise (1 Cor. 13:7).
- If an offense is too serious to overlook, or if we think someone may have something against us, we will seek reconciliation without delay (Matt. 5:23-24; 18:15).

- When we offer a word of correction to others, we will do so graciously and gently, with the goal of serving and restoring them, rather than beating them down (Prov. 12:18; Eph. 4:29; Gal. 6:1).
- When someone tries to correct us, we will ask God to help us resist prideful defensiveness and to welcome correction with humility. We will seek to listen to others' concerns nondefensively in order to accurately understand, and have verified by them, that we have understood their concerns in terms of content, feelings and meaning. We will attempt to appreciate how those who have concerns about us feel and why they feel the way they do. (Ps. 141:5; Prov. 15:32).
- When others repent, we will ask God to give us grace to forgive them as He has forgiven us (Eph. 4:32).
- When we discuss or negotiate substantive issues, we will look out for others' interests as well as our own (Phil. 2:3-4).

Assisted Peace-making

When two of us cannot resolve a conflict privately, we will seek the mediation of wise people in EWS and listen humbly to their counsel (Matt. 18:16; Phil. 4:2-3). If our dispute is with an EWS leader, we will look to other EWS leaders for assistance.

When informal mediation does not resolve a dispute, we will seek formal assistance from our leaders or people they appoint, and we will submit to their counsel and correction (Matt. 18:17-20).

When we have a business or legal dispute with another Christian, we will make every reasonable effort to resolve the conflict within the body of Christ through biblical mediation or arbitration, rather than going to civil court (1 Cor. 6:1-8). If the other party is from another ministry, our leaders will offer to cooperate with the leaders of that ministry to resolve the matter.

When a conflict involves matters of doctrine or church discipline, we will refer the matter to the CCOM.



EVERYMAN'S WELFARE SERVICE

DOCTRINAL STATEMENT

- There is one God, eternally existent in three Persons, Father, Son (Jesus Christ), and Holy Spirit.
- God is Sovereign in creation, providence, revelation, redemption, and final judgment.
- The Bible is Divinely inspired and entirely trustworthy and is supremely and finally authoritative in all matters of faith and conduct.
- The devil is a real and active being.
- Since the fall, all mankind is sinful and guilty, rendering themselves subject to God's wrath and condemnation.
- Jesus Christ, God the Son, was born of a virgin, lived a sinless life, performed miracles, died a sacrificial death as our representative and substitute, was raised bodily from death, ascended to the right hand of the Father, from where He will return personally for all His own.
- The work of the Holy Spirit is essential to make the death of Christ effective to the individual sinner, to convict him of sin, to grant him repentance toward God and faith in our Lord Jesus Christ, and to accomplish the work of spiritual regeneration.
- The sinner is eternally justified, freed from guilt, the penalty and power of sin solely by God's grace, through exercising faith in Jesus Christ.
- The Holy Spirit indwells all true believers to teach them concerning Jesus Christ and to produce in them fruitful, Christ-like lives.
- The one holy universal Church, the body of Christ, consists of all true believers, all having functional ministries in the Church.

It is the policy of Everyman's that we are all one in Christ Jesus and that our emphasis is to bring men and women, boys and girls to Jesus. We do not encourage the espousing of doctrinal emphases that could and would divide us and distract us away from our objectives.

ANNEXURE 2.2.1C - CODE OF ETHICS

Introduction

Everyman's Welfare Service is a Christian Organisation seeking to glorify God. We hold the Bible as the written and inspired revelation of God, and its principles as authoritative in matters of faith, ethics, and conduct. Staff are assumed and accountable, to pursue lives of holiness and righteousness both personally and in their ministries. The greatest asset which we as an organisation have, is the integrity of our staff. Our style of ministry strongly links life and message together, calling us as staff to godliness of character and biblical depth. As such, we will strive to be Christ-like people and consequently the Bible will be the foundation of our Code of Ethics.

The purpose of this Code of Ethics is not to try to determine rules for every possible situation and circumstance, rather it is designed to encourage ethical reflection and behaviour. To that end the following represents the behaviour which will be evidenced by Everyman's staff¹ and Board Members who are conducting themselves in an ethical manner.

While we recognise that we all fall short, the standards set out below have their origin in the ideals which we espouse. They are an expression of our desire to be mutually accountable and to walk in integrity before God and a watching world.

Biblical Principles

Key biblical principles for EWS

- Mark 12:29,30 - Our top priority is to keep God central in all we do.
- Mark 12:31 - Our second priority is to love our neighbour as ourselves. Love will characterise all we do, especially when we have been mistreated - 1 Pet 4:8.
- Galatians 5:22,23 - The fruit of the Spirit will characterise us.
- Colossians 3:9 - We will be honest in all we do and say.
- Philippians 2:3,4 - Humility must be a hallmark. We must think more highly of others than ourselves and look out for them. We will admit our mistakes, learn from them, repent of sin and be transparent.
- Ephesians 4:29 - We will speak graciously about others, building them up.
- Ephesians 4:32 - We will be kind and forgiving to each other remembering Christ's example.

¹ The word "staff" includes Accredited Representatives, Associates, administration staff and unpaid volunteers.

Policy Principles

The principles underlying this Policy are:

- Our reading of the Scriptures which leads us to identify certain practices as inconsistent with that calling.
- The exercise of grace and a commitment to provide accountability and help towards recovery and restoration.
- Recognition that there are degrees of moral violation which call for variations in response. As called for, disciplinary action up to and including dismissal may be taken.
- Self-disclosure is expected, as appropriate, to one's supervisor.

While we envisage that in most situations, issues will be appropriately addressed locally, severe failures call for an organisational response. As required, action will be taken by the CCOM and the Board of Directors consistent with Scriptural principles, civil law, and policy up to and including termination of appointment.

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Assisted Peace-making

When two of us cannot resolve a conflict privately, we will seek the mediation of wise people in EWS and listen humbly to their counsel (Matt. 18:16; Phil. 4:2-3). If our dispute is with an EWS leader, we will look to other EWS leaders for assistance.

When informal mediation does not resolve a dispute, we will seek formal assistance from our leaders or people they appoint, and we will submit to their counsel and correction (Matt. 18:17-20).

When we have a business or legal dispute with another Christian, we will make every reasonable effort to resolve the conflict within the body of Christ through biblical mediation or arbitration, rather than going to civil court (1 Cor. 6:1-8). If the other party is from another ministry, our leaders will offer to cooperate with the leaders of that ministry to resolve the matter.

When a conflict involves matters of doctrine or church discipline, we will refer the matter to the CCOM.

ANNEXURE 2.2.9D DUTIES OF A REPRESENTATIVE

General

An Everyman's Welfare Service Representative (REP) will be responsible for the day-to-day operation at unit level. This may involve:

Managing an Everyman's Recreation Centre

Ministering to and meeting the welfare needs of Defence personnel "In the Field"

Management of an Everyman's Centre

Operate and manage an Everyman's Centre at Unit level involving:

- Surveying the needs of the personnel of their unit, with the aim to understand the particular characteristics of the unit, developing a strategy to meet these needs, and providing an effective service and witness for Christ.
- Together with the Regional Co-ordinator establishing Goals, Objectives and Performance Indicators (GOPI's) for the year.
- Drawing up a weekly schedule to manage his/her time and make the best use of it, involving:
 - Establishing a Centre and providing a friendly atmosphere conducive to wholesome pursuit and conversation – 'a home away from home'
 - When appropriate, to organise film/video nights, concerts, sporting teams, etc, particularly with an emphasis on spiritual outreach programs
 - Provision of Christian literature within the Centre
 - Provide 'first-line' Christian care and counselling, suitable literature and, as required, referral to other suitable professionals
 - Provide Servicemen and women with outside contacts with Christian groups, interest and sporting groups
 - Encourage Christian Service personnel (particularly Chaplains) in their faith and practice
 - Participate in (and where invited conduct) services of worship
 - Provision of activities involving the children of Service personnel (ie Bible Clubs)
 - Other services conducive to the above

- Creating & maintaining an atmosphere in the Centre which is friendly, clearly 'Christian' and conducive to meaningful conversation and wholesome recreation. Factors which contribute to atmosphere are:
 - Decor and layout
 - Music
 - Ensuring the Centre is kept in a clean and tidy condition and all equipment is returned to its correct location at time of closing.
 - Regular operating times clearly specified and open at times stated.
 - An awareness that EWS is not competing with other recreation activities provided within the Unit, but rather offering an alternative atmosphere in the spirit of Christ.
- Raise and coordinate a team of people to assist in prayer, fellowship and practical support.
- Procuring and maintaining equipment for the Centre:
 - The REP is to seek to procure any necessary equipment suitable for the provision of Centre services. This is to be done ethically and with the Centre budget.
 - The REP must ensure that all equipment (including any Centre vehicles), owned or borrowed is maintained in good condition and the appropriate records kept.
 - An Asset Register is to be maintained and is to be provided the HQ with a copy of all equipment in the Centre after the completion of a 100% stock take which is to be carried out in December each year or when handing over Centre responsibilities to another staff member.
 - All Everyman's property should be clearly marked "Property of Everyman's" and all serial numbers where applicable, recorded on Asset Register.
 - All personal property should be clearly marked with the owner's name.
 - All ADF property should be clearly marked with the Unit name and also recorded on the Everyman's Asset Register.
- Handling all monies associated with the Centre, including operating costs and funds raised for the Centre and Centre staff, in accordance with the instructions in the EWS Policies & Procedures Manual current at the time. (See Chapter 4 Administration Finance).
- Developing and rostering a team of Centre staff to assist the Team Leader in keeping the centre open. Relieving staff (of any rank) are not to change how the centre is operated without first consulting the Team Leader.

- Integrating any proposal brought by another staff member which is to be considered on its merits for the good working of the Centre.

Whilst the Manager will have sole responsibility for the operation of the Centre, the Area Coordinator will, at all times, have effective oversight of the REP and retain intervention control in the event of a conflict.

Where Everyman's ministry is undertaken at several locations in a military area, a pooling of ideas, resources and fellowship is encouraged. Such integration of Everyman's equipment and ideas bolsters a team ethos, saves on costs and provides creative solutions to problems a Centre Manager may experience.

Field Work, Military Exercises and Operations

- The REP is to evaluate every and any opportunity to serve in field conditions; it is here he will win respect for the work and what it represents as he meets troops at their own level.
- The REP is to provide the Regional Co-ordinator with information regarding his proposed movements.
- The REP is to become familiar with the Unit program and liaise with appropriate staff to enter areas at a mutually convenient location and time to dispense drinks, etc. The Rep should at all times work within the Operating Procedures of the Unit.
- The CCOMM will notify relevant military authorities of intending involvement on major exercises. On large-scale exercises, it is most effective to carry out joint planning and operations in co-ordination with the Co Ord Chaplain of the exercise so that philanthropic coverage can be the most effective. In the case of deployment on Exercise where a Philanthropic REP from another organisation has been appointed by the ADF authority as co-ordinator of all Philanthropic activity, EWS REPs involved must contact their EWS CCOMM to advise of this decision as promptly as possible. The EWS CCOMM will then solicit the appointed Co-Ord Chaplain of that exercise, to have all the Philanthropics involved overseen by the Exercise Co-Ord Chaplain rather than having REPs from different Philanthropic organisations being placed in seniority over REPs not belonging to their own organisation. (This arrangement was established between the CCOMM of EWS and the Director General of Army chaplaincy with the agreement of the DG Chaplain.)
- Prior details of military exercises are usually minimal, so the REP, like all other elements involved, will be tested as to their initiative and quality of service, in an Area of Operations (AO).
- When planning participation in an exercise REPs must keep in mind
 - Cost

- Logistics - the method of supply and availability
- Equipment to be taken to a location forward enough to effectively service units with the area of operation
- Stores and supplies that will be needed and determine:
 - What is air portable; and
 - What is transportable by the Defence system
 - What supplies can be purchased near the exercise area, (from local warehouses, etc)
 - Arrangements with Movement Control
 - Keep correct and accurate records
- The REP should approach his unit with practical consideration, such as
 - Storage and transport of equipment to and from exercise area
 - Acquisition of necessary equipment from 'Q' store
 - Permission to attend 'O' groups to learn of areas of operation and what means could be best used to reach the men
 - Be prepared to work alongside, and co-operate with, ADF personnel to the best of that REP's health and ability.
 - In the context of a REP being asked to participate by Defence, in a work-related task or activity (activities centred around Defence Adventurous Training as an example), that fall outside the generally understood Defence Philanthropic remit, the REP concerned should decline participation in that task or activity, if they have **any** concerns about their own personal safety within it. Similarly, if they have any health issues that would realistically preclude their safe involvement in it. In this context, the REP must be firm in politely declining their invitation, and feel free to explain our own organisation's Policy and Procedure regarding it.
 - Be willing to "hands on" assist the unit and individuals with their permission, in non specific skills-required tasks like cleaning up and packing up tents etc. when physically able, and not directly engaged in ministry or sharing with an ADF member.
 - Seek unit assistance for a person to be allocated to assist the Representative whilst on exercise
 - Not divulge any information given to him

- If allocated to a new Unit to which the REP is unfamiliar, he is to introduce himself to the CO and gain permission to attend 'O' groups or command conferences. There he can learn of intended troop movement and positions for the day.
- Remember - Play the game. NEVER ruin an exercise through carelessness or thoughtlessness. Never let actions ruin future participation. ADF member under exercise or operational conditions looks for the service of the Everyman's REP and it would be foolish to jeopardise the organisation's good reputation. The REP should always seek to be an asset to the unit, not a liability.

Operational Zone

Reference must be made to Philoman when posted to a Unit about to embark to an Area of Operations (AO).

It is essential that the REP abide within the limits set by the Commander, as any foolish acts could endanger the lives of others.

Whilst overseas, the REP is not entitled to allowances which a Serviceman enjoys, such as zone allowance, tax-free wages, etc.



EVERYMAN'S WELFARE SERVICE

CORE VALUES

PROCLAIM

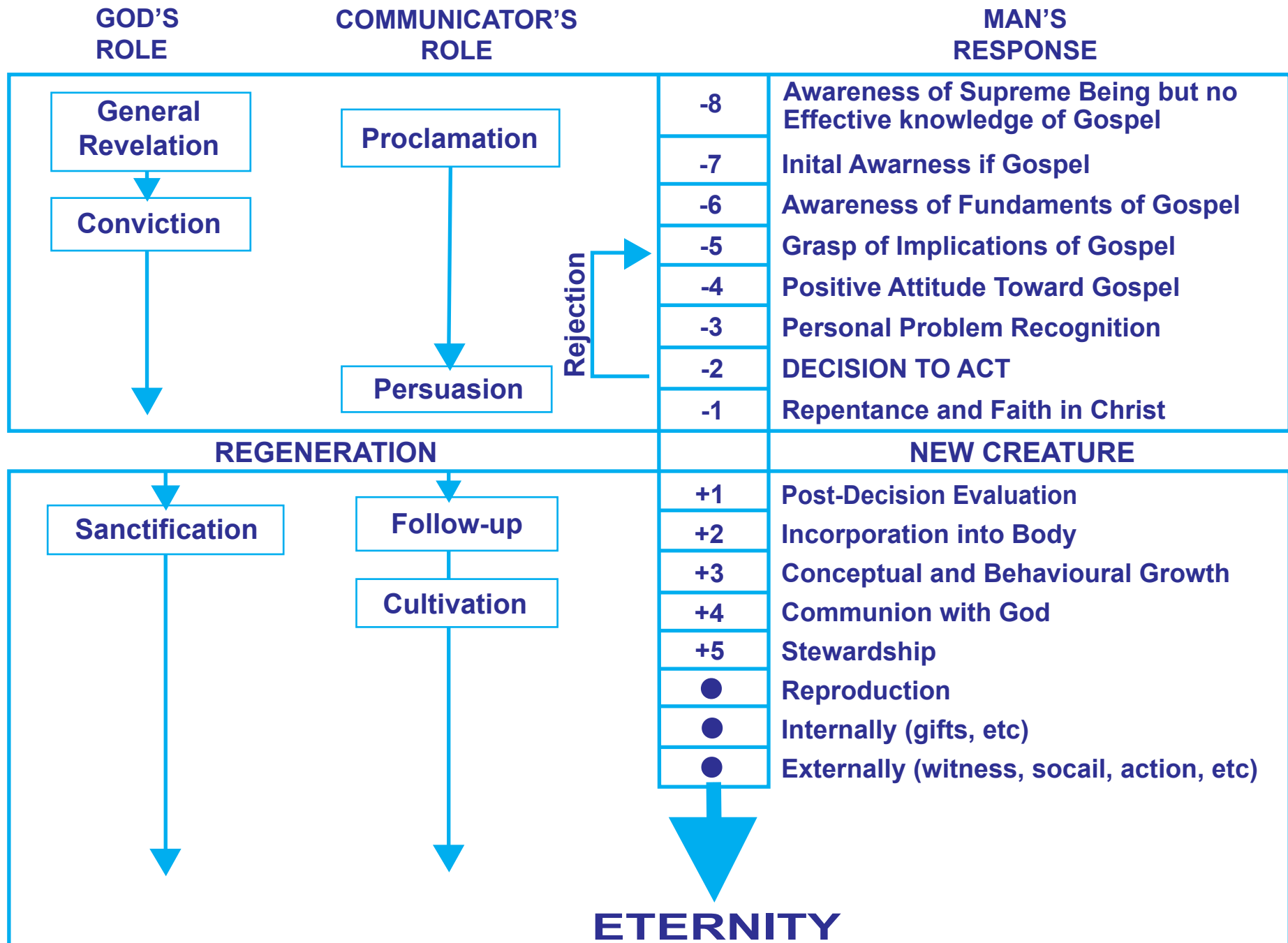
We declare, announce, teach, live and commend the Christian Faith through the ministry of evangelism and discipleship. (Colossians 1:28-29).

CARE

We care for the spiritual, mental and physical well-being of all people in Defence.
(3 John 1:2)

PERSEVERE

We continue to faithfully proclaim the Gospel and provide pastoral care over the long haul. (1 Corinthians 15:58)



ANNEXURE 2.2.9A DUTIES OF A SENIOR REPRESENTATIVE

Appointment as Senior Representative (SNRREP) indicates the Staff member has attained the required knowledge and experience to begin to take on extra responsibilities.

The SNRREP will continue to fulfil the duties of a REP but will take additional responsibility, in that he will also:

As the senior in the area, represent Everyman's as required

- Possess the required proficiency to train and disciple a Representative to full competency in twelve months
- Be responsible for management of the Centre and supervision of a Representative if in a two man posting
- Be the spokesman for Everyman's to the unit in which the Centre is located
- Manage and supervise a small team during Field Exercises

The SNRREP is to keep their supervisor informed of the activities in his area.

ANNEXURE 2.L THE DUTIES OF AN ASSISTANT COMMISSIONER

The ACOMM will continue to fulfil the duties of a REP but, if he is not a specialist, will be given additional responsibilities that include:

- Provide pastoral support to the staff and their families in the region
- Co-ordinate wider ministry opportunities in the region
- Co-ordinate, support, and supervise SNRREPs and REPs in the area
- Represent Everyman's at regional level
- Undertake regional administration tasks
- Give oversight in an AO during military exercises or operations
- Liaise with Brigade Headquarters (or equivalent) on logistic and personnel matters

ANNEXURE 2.2.9C THE DUTIES OF A COMMISSIONER

The COMM will usually fulfil the duties of a REP and those of an ACOMM, but will also be responsible to:

- Co-ordinate, support, and supervise ACOMM, and any SNRREPs and REPs in the area that are not supervised by an ACOMM or SNRREP respectively
- Deputise for the CCOMM as required.

ANNEXURE 2.2.9D THE DUTIES OF THE CHIEF COMMISSIONER

The Chief Commissioner (CCOMM) is called and appointed as Executive Director of Everyman's thus being responsible to the Board of Directors for the leadership and day to day operation of the ministry.

The CCOMM is to give priority to his personal walk with God, the ministry of prayer for Everymans and the personal and spiritual needs of his family

He is responsible for the pastoral care of all staff and their families.

He is responsible to the Board for the leadership of Everyman's in accordance with the Mission Statement, Objectives, Goals and Resolutions as set by the Board. This includes the following:

- Provision of leadership, goals and direction of the organisation
- Co-ordination of all welfare ministries by Everyman's to the Defence Force
- Liaison between Everyman's and the Defence Force
- Expansion of services to appropriate Defence Units and Bases around Australia and overseas
- Coordination of staff training in base work, field work and career development
- Oversight of career management of all staff
- Oversight of the financial management of the Organisation
- Matters of discipline
- Oversight of all services, support and ministry to Service Veterans
- The CCOMM is responsible to:
 - Represent Everyman's Welfare Service to the community at large
 - Co-ordinate deputation work, including recruiting, finance and prayer
 - Oversee and develop appropriate promotional material for release to the press and churches
 - Approve all press releases

The CCOM is able to exercise discretion with regard to the day to day operation of EWS particularly in areas as management of equipment, minor increases in leave provisions, and minor increases in the private usage of motor vehicles by staff. However, areas where there is no discretion and the Policy

& Procedures as set out must be rigorously applied are in relation to administrative finance (Chapter 4 of this manual) and personal finance (Chapter 5 of this manual.)

Philanthropic Rank Insignia



Australia

**Chief
Commissioner**

Army: Colonel

Navy: Captain

Airforce: Group Captain



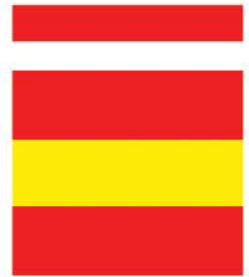
Australia

Commissioner

Army: LTCOL

Navy: LCDR

Airforce: WGCDR



Australia

**Assistant
Commissioner**

Army: MAJ

Navy: LCDR

Airforce: SQNLDR



Australia

**Senior
Representative**

Army: CAPT

Navy: LEUT

Airforce: FLTLT



Australia

Representative

Army: LT

Navy: SBLT

Airforce: FLGOFF

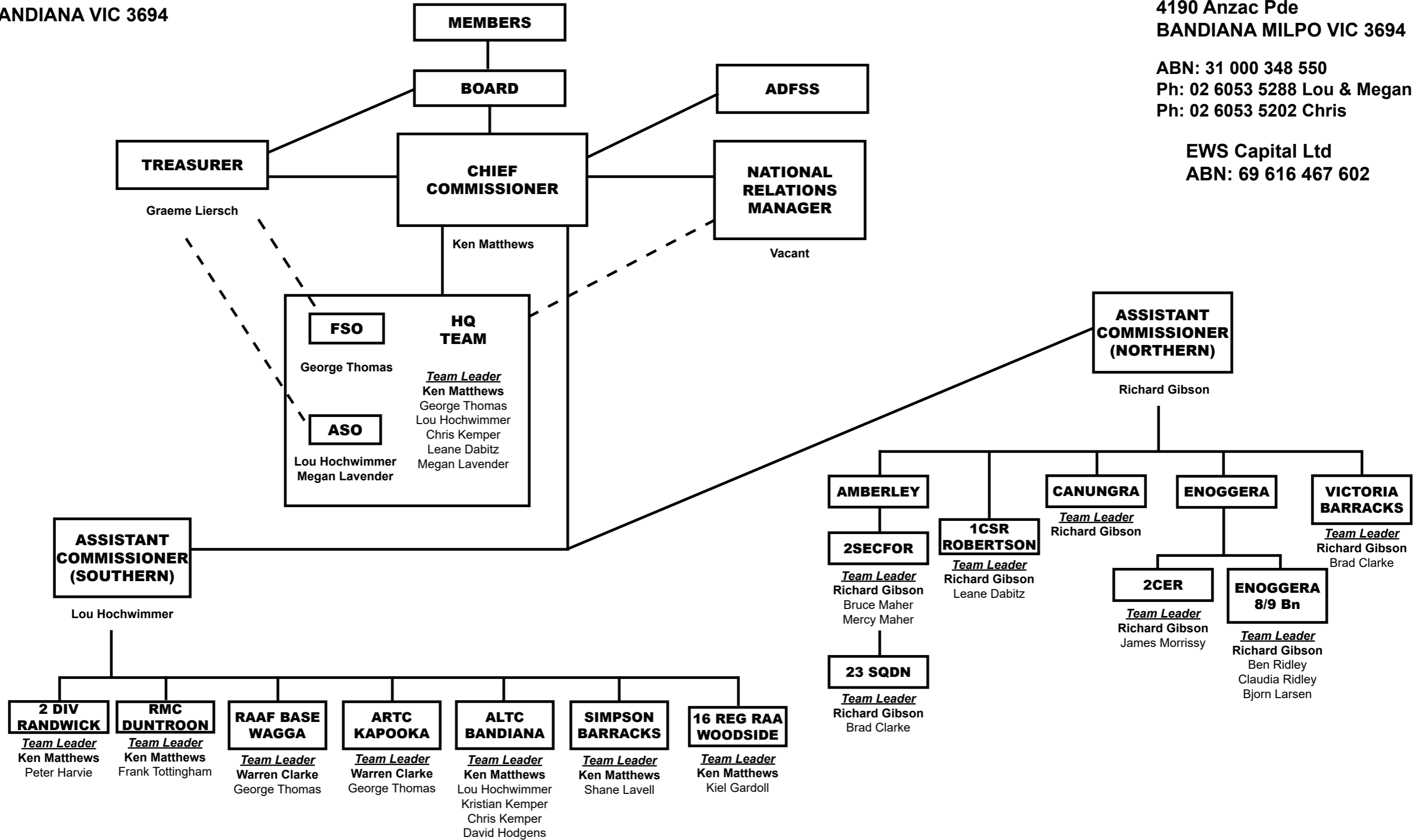
BUILDING 925, RUSSELL ROAD
 EWS NATIONAL HEADQUARTERS
 ARMY LOGISTICS TRAINING CENTRE
 GAZA RIDGE BARRACKS
 SOUTH BANDIANA VIC 3694

Everyman's Welfare Service - Organisational Chart as at JAN 24

EWS HQ
 PO BOX 8
 BANDIANA MILPO VIC 3694
 4190 Anzac Pde
 BANDIANA MILPO VIC 3694

ABN: 31 000 348 550
 Ph: 02 6053 5288 Lou & Megan
 Ph: 02 6053 5202 Chris

EWS Capital Ltd
 ABN: 69 616 467 602





EVERYMAN'S WELFARE SERVICE

APPLICANT QUESTIONNAIRE

APPLICANT NAME:

NOTES

- a) There is no set time limit, but as a guide we suggest you set aside several hours for the completion of this paper.
- b) Please write clearly stating concisely the main points of your answers. We recognise that much could be written about each question, and at this stage are only seeking answers in broad outline. You may be given opportunity later to enlarge upon your answers in open conversation.
- c) Please support your answers with Bible references.
- d) If you quote from a book, please acknowledge the source.

1. THE BIBLE

What is your view of the Bible in relation to other books?

"The New is in the Old concealed, the Old in the New revealed." Explain, with examples, your understanding of this statement about the Old and New Testaments.

Outline the methods of Bible Study that you adopt.

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2. JESUS CHRIST AND SALVATION

In what way would you describe Jesus Christ as being unique?

Explain the implications of Acts 4:12.

How would you counsel a man who says, "I want to be a Christian"?

3. THE CHURCH

Explain what you understand by "the Church".

Should the apparent divisions within the Christian Church be a source of concern to us?

Does your view of the Church encourage you to work within an interdenominational structure, in particular with Service Chaplains?

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--

What steps would you take to encourage a recent convert?

--

4. THE HOLY SPIRIT

What place does the Holy Spirit have in your own ministry?

--

What is your attitude to the prevailing "Hyper-Charismatic" trends in the Church today?

--

Describe the ongoing ministry of the Holy Spirit in the Church with particular reference to:

- THE BIBLE

- THE PERSON OF THE HOLY SPIRIT

- THE BAPTISM OF THE HOLY SPIRIT

- DAILY CHRISTIAN LIVING

- PREACHING

5. THE WORLD

Define your view of the Christian's role in society.

Explain your understanding of the term "worldliness".

Have you faced any form of hostility because of your love for Christ?

Give your reasons, supported by Scripture, for believing that a Serviceman can bear arms and be a Christian.

6. GIVE YOUR UNDERSTANDING OF THE FOLLOWING (USING SCRIPTURAL REFERENCES):

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<i>Creation</i>
<i>The fall of man</i>
<i>Sin</i>
<i>The Fatherhood of God</i>
<i>Prophecy</i>
<i>The blood of Christ</i>
<i>Repentance</i>

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<i>Justification</i>
<i>Sanctification</i>
<i>Resurrection</i>
<i>Law and Grace</i>
<i>Describe your eschatological beliefs associated with turning and redemption</i>
<i>Read 2 Samuel 6:1-8 and state your view on whether it was fair for God to strike down Uzziah and why.</i>
<i>Explain your understanding of Satan, Hell and eternal judgement.</i>

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Explain your understanding of 2 Corinthians 6:14-18 in Paul's discussion of being un-equally yoked.

Explain your understanding of Romans 1:21-27.



EVERYMAN'S WELFARE SERVICE

DOCTRINAL STATEMENT

- There is one God, eternally existent in three Persons, Father, Son (Jesus Christ), and Holy Spirit.
- God is Sovereign in creation, providence, revelation, redemption, and final judgment.
- The Bible is Divinely inspired and entirely trustworthy and is supremely and finally authoritative in all matters of faith and conduct.
- The devil is a real and active being.
- Since the fall, all mankind is sinful and guilty, rendering themselves subject to God's wrath and condemnation.
- Jesus Christ, God the Son, was born of a virgin, lived a sinless life, performed miracles, died a sacrificial death as our representative and substitute, was raised bodily from death, ascended to the right hand of the Father, from where He will return personally for all His own.

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- The work of the Holy Spirit is essential to make the death of Christ effective to the individual sinner, to convict him of sin, to grant him repentance toward God and faith in our Lord Jesus Christ, and to accomplish the work of spiritual regeneration.
- The sinner is eternally justified, freed from guilt, the penalty and power of sin solely by God's grace, through exercising faith in Jesus Christ.
- The Holy Spirit indwells all true believers to teach them concerning Jesus Christ and to produce in them fruitful, Christ-like lives.
- The one holy universal Church, the body of Christ, consists of all true believers, all having functional ministries in the Church.

It is the policy of Everyman's that we are all one in Christ Jesus and that our emphasis is to bring men and women, boys and girls to Jesus. We do not encourage the espousing of doctrinal emphases that could and would divide us and distract us away from our objectives.

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EVERYMAN'S WELFARE SERVICE

APPLICATION FOR APPOINTMENT AS A WELFARE REPRESENTATIVE

Choose One: Full-Time Part-Time

When completed please forward to:

Chief Commissioner
Everyman's Welfare Service
PO Box 8
BANDIANA MILPO VIC 3694 Or email admin@everymans.org.au

Given Name:		Family Name:	
Date of Birth:	/ /	Place of Birth:	
Naturalised:	YES / NO	Certificate No.:	Date: / /
Marital Status:	SINGLE / MARRIED / DIVORCED	If divorced, date:	/ /

Residential address:			
City:	State:	Postcode:	

Postal address:			
City:	State:	Postcode:	

CONTACT DETAILS			
Home phone:	Work phone:	Mobile:	
Email:			

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SPOUSE DETAILS (if applicable)			
Given Name:		Family Name:	
Date of Birth:	/ /	Place of Birth:	

FIANCEE'S DETAILS (if applicable)			
Given Name:		Family Name:	
Date of Birth:	/ /	Place of Birth:	
Planned date of marriage:	/ /	Planned place of marriage:	

NEXT OF KIN						
Given Name:				Family Name:		
Relationship:				Email:		
Home phone:		Work phone:		Mobile:		
Address						

CHILDREN (Please list, if applicable)		
Full Name	Sex	Date of Birth

HEALTH
<i>Are you aware of any medical condition or other factor relating to your health and physical fitness which may prevent you from performing the duties identified? YES / NO</i>
If yes, give details:

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Can you suggest any reasonable adjustments that could be made to assist you to perform the tasks identified in the Representative Statement of Duties sent with this form? **YES / NO**

If yes, give details:

If your application is successful you may need to submit to a medical examination by a qualified medical officer appointed by the Australian Defence Force.

Are you willing to submit to this check? **YES / NO**

PERSONAL

Successful applicants will be required to undergo a Security Check by the Department of Defence. This may involve a check of the applicant's financial status and dealings.

Are you willing to submit to this check? **YES / NO**

EDUCATION SUMMARY (Please list, if applicable)

Certificates/Diplomas/Degrees etc.	College/Institution where obtained	Years (Xxxx – Xxxx)

Are you prepared to undertake further studies if in the opinion of the Everyman's Board it is desirable or necessary? **YES / NO**

EMPLOYMENT SUMMARY (Please list)

Organisation	Position	Years (Xxxx – Xxxx)

Do you have any specialized knowledge in Welfare Work? **YES / NO**

If yes, give details:

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<i>Give particulars of administration, management and/or organisation skills:</i>

PREVIOUS MILITARY SERVICE				
Service:	ARMY / NAVY / AIR FORCE		Other:	
Country:		Rank:		Regimental No. / PMKeys:
Unit:	Location:	Appointment Position:		Dates: (Xxxxx – Xxxxx)
				Permanent or Reserve:
<i>Honours / Decorations / Medals / Awards (give details):</i>				
<i>Reason for discharge / Resignation:</i>				
<i>Are you willing to serve anywhere within Australia or Overseas? YES / NO</i>				
<i>Are you or have you ever been a Conscientious Objector? YES / NO</i>				

CHURCH AFFILIATION (Please list)		
Church	Location	Years (Xxxx – Xxxx)

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<i>Please list particulars of service in your Church:</i>					
Year	Type of Service				
<i>Please give contact details of your Senior Pastor / Priest / Minister:</i>					
Full Name:					
Email:		Office:		Mobile:	
<i>Have you ever made application to another Welfare/Mission organisation? YES / NO</i>					
<i>Please list particulars of service with other Christian organisations:</i>					
Years (Xxxx – Xxxx)	Organisation			Type of Service	
<i>Please list particulars of service with other Welfare organisations:</i>					
Years (Xxxx – Xxxx)	Organisation			Type of Service	
<i>Are you or have you ever been a member of any Association, Club, Lodge, Society or Organisation? YES / NO</i>					
If yes, give details:					

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GENERAL INFORMATION

*Have you carefully studied the Doctrinal Statement of Everyman's Welfare Service, and do you give unqualified support? **YES / NO***

If no, where does your opinion differ?

*Do you have any conscientious difficulties in working with an organisation comprised of predominantly Protestant denominations? **YES / NO***

Please give reasons why you believe God has called you to work with Everyman's Welfare Service:

What do you understand to be the objectives of Everyman's Welfare Service?

What role do you think evangelism plays in the Ministry of Everyman's Welfare Service?

What do you understand to be evangelism and how would you do it?

*Will you agree to refrain from publishing, distributing, or causing to be published or distributed any statement, printed or otherwise, regarding the welfare work of Everyman's Welfare Service, without first referring it to the Chief Commissioner and obtaining the Chief Commissioner's approval? **YES / NO***

*Are you prepared to abide by the Everyman's Guidelines for Ministry and Code of Ethics? **YES / NO***

*Are you prepared to recognize the fact that Welfare Representatives are guests on Military Bases and to act with courtesy, respect, and tact at all times? **YES / NO***

*Are you prepared to work under the jurisdiction of, and in harmony with Senior Representatives and the Executive staff, and to recognise the Chief Commissioner as the Chief Executive Officer? **YES / NO***

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<i>What course of action would you take if any instruction from a Commanding or other Senior Officer, or other Military member in authority, came into conflict with your views or violated your conscience?</i>	
<i>How far do you feel you could reasonably go in allowing Chaplains or other service personnel in your Recreation Centre to emphasise any particular point of view (e.g., Baptism, Second Coming of Christ, Politics, etc.?)</i>	
<i>Do you play a musical instrument?</i>	YES / NO
If yes, give details:	
<i>Are you a qualified tradesperson?</i>	YES / NO
If yes, give details:	
<i>Are you a handyperson?</i>	YES / NO
If yes, list skills:	
<i>Can you overcome difficulties of a practical nature?</i>	YES / NO
<i>Would you mind using a broom or paint brush in your Centre if the need arose?</i>	YES / NO
<i>Some items of clothing and other equipment will be issued to you but will remain the property of Everyman's Welfare Service. Do you agree to: -</i>	
<i>Not give or transfer them to any other staff member without permission?</i>	YES / NO
<i>To account for them at all times?</i>	YES / NO
<i>To return them to Everyman's Welfare Service on leaving the organisation?</i>	YES / NO
<i>Do you agree to serve a period of twelve months in training if accepted by Everyman's Welfare Service?</i> YES / NO	
<i>Do you agree to provide at least three months' notice in writing to the Chief Commissioner of your intention to terminate your service with Everyman's Welfare Service?</i> YES / NO	

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Work as a Welfare Representative often involves difficulties of which the following are typical:

1. *Living without modern conveniences on exercise.*
2. *Working in an isolated community.*
3. *Managing on a limited income.*
4. *Adjusting to new and strange environments.*
5. *Enduring separation from loved ones and friends.*
6. *Being posted / transferred as required by EWS.*
7. *Assuming heavy personal and group responsibilities, etc.*

*Are you or your spouse/future spouse prepared for such difficulties? **YES / NO***

*Are you or your spouse/future spouse determined to meet them in the strength of Jesus Christ? **YES / NO***

*Is there any domestic or family situation which may interfere with your becoming a Welfare Representative or may cause you to withdraw after your appointment has been made? **YES / NO***

If yes, give details:

Any further particulars you consider will assist the Everyman's Board in reaching a decision regarding your application?

Please submit names and contact details for referees who can verify your Christian character who have known you for at least three years.

1. Immediate past Employer:

Full Name:

Email:

Phone:

Mobile:

2. Other referees:

Full Name:

Email:

Phone:

Mobile:

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Full Name:					
Email:		Phone:		Mobile:	

SIGNATURE & DATE
/ /

Please submit the following with this application:

1. Employment references.
2. A recent set of 4 passport size photos of yourself.
3. A recent photo of you and your family/spouse.
4. A copy of your Government-issued "Working with Children Check" card or approval notice.
5. A brief account of your Christian conversion.

Enclosures:

1. Doctrinal Statement of Everyman's Welfare Service.
2. Everyman's Welfare Service Code of Ethics.
3. Everyman's Welfare Service Core Values
4. Duties and Responsibilities of a Welfare Representative.

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EVERYMAN'S WELFARE SERVICE

SAFE MINISTRY (SCREENING QUESTIONNAIRE)

Given Name:		Family Name:	
Date of Birth:	/ /	Male / Female (please circle)	
Previous Names:		Marital Status:	

Residential address:					
City:		State:		Postcode:	

Postal address:					
City:		State:		Postcode:	

CONTACT DETAILS					
Home phone:		Work phone:		Mobile:	
Email:					

CONSENT: I consent to the information contained in this application including the subsequent pages to be kept by Everyman's Welfare Service (EWS). I understand that this information will be kept in a confidential file and used only for screening and disciplinary purposes.

SIGNATURE & DATE
/ /

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QUESTIONS	Y N
1. Do you have any health problem(s) which may affect you volunteering for EWS?	<input type="checkbox"/> <input type="checkbox"/>
2. Have you ever been convicted of a criminal offence?	<input type="checkbox"/> <input type="checkbox"/>
3. Have you ever been charged with a criminal offence?	<input type="checkbox"/> <input type="checkbox"/>
4. Have you ever had permission to undertake paid or voluntary work with children or other vulnerable people refused, suspended, or withdrawn in Australia or any other country?	<input type="checkbox"/> <input type="checkbox"/>
5. Have you ever engaged in any of the following conduct, even though never having been charged? <ul style="list-style-type: none"> • Sexual contact with someone under your care other than your spouse (such as parishioner, client, patient, student, employee, or subordinate) • Sexual contact with a person under the age of consent • Illegal use, production, sale, or distribution of pornographic materials • Conduct likely to cause harm to people, or to put them at risk of harm 	<input type="checkbox"/> <input type="checkbox"/>
6. Has your driver's licence ever been revoked or suspended?	<input type="checkbox"/> <input type="checkbox"/>
7. Have you ever had an apprehended violence order, order for protection, or similar issued against you because of allegations of violence, abuse, likely harm, harassment, stalking etc.?	<input type="checkbox"/> <input type="checkbox"/>
8. Has a child or dependent young person in your care (as a parent or in any other capacity) ever been removed from your care, or been the subject of a risk assessment by the authorities?	<input type="checkbox"/> <input type="checkbox"/>
9. Have you done anything in the past or present that may result in allegations being made against you of child abuse? <i>Abuse means bullying, emotional abuse, harassment, neglect, physical abuse, or sexual abuse.</i>	<input type="checkbox"/> <input type="checkbox"/>
10. Have you ever done anything in the past or present that may result in allegations being made against you of bullying or any form of harassment of adults?	<input type="checkbox"/> <input type="checkbox"/>
11. To your knowledge, have you ever been the subject of an allegation of sexual abuse or sexual misconduct?	<input type="checkbox"/> <input type="checkbox"/>
12. Have you a history of alcohol abuse or a history of substance abuse including prescription, over-the-counter, recreational or illegal drugs?	<input type="checkbox"/> <input type="checkbox"/>

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RECORD OF CHRISTIAN CHURCH FELLOWSHIP			
Name of Church	Position	Location	Beginning Month/Year

CONSENT TO CRIMINAL HISTORY CHECK AND/OR WORKING WITH CHILDREN CHECK:

I consent to provide an Australian Federal Police Check if I have resided in another country. I also consent to provide a Criminal Background Check and/or a Working with Children Check.

SIGNATURE & DATE
/ /

DECLARATION

I, _____ of _____

do solemnly and sincerely declare that:

- (1) The information I have provided in this questionnaire and the information contained in any document accompanying this questionnaire are true and correct to the best of my knowledge and belief.
- (2) I understand that any material misstatement in or omission from this questionnaire may render me unfit for ministry with Everyman’s Welfare Service.

SIGNATURE & DATE
Declared this day Month Year

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CHARACTER REFERENCE

Please provide two (2) referees. Referees must be over eighteen years of age and able to give a report (by telephone only) on your good character and suitability for ministry.

Referee 1 Name:		Phone:	
Referee 2 Name:		Phone:	

WITNESS TO THE APPLICANT'S CHECK

Name of Witness:		Title/Office held:	
Signature:		Date:	/ /

NOTE: Please seek legal advice if you are uncertain about signing this document.

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EVERYMAN'S WELFARE SERVICE

DRIVER INFORMATION

Please complete if you will drive a vehicle as part of your ministry with EWS. Clearance must be obtained from our insurance company before you drive any EWS vehicle. Please check with EWS HQ.

Full Name (As appears on Licence):			
Driver's Licence Number:		Date of Birth:	/ /
State of Issue:		Licence Expiry Date:	/ /

LICENCE DETAILS	
Full <input type="checkbox"/>	Provisional <input type="checkbox"/>
International <input type="checkbox"/>	Learner <input type="checkbox"/>
Licence Class: (<i>Class Code indicates what vehicle type can be operated. Bus and Truck are the same, with only the size being a variation. The code is standard across all States.</i>)	
Number of years you have held your licence:	
<i>Do you have any restrictions on your licence?</i>	
<i>With your own vehicle insurance, what is your no claims bonus or rating discount?</i>	
<i>How long has the no claims bonus, or rating discount been held?</i>	
<i>Which company is your own vehicle insurance with?</i>	
<i>Has an insurance company cancelled or refused to renew your vehicle insurance in the last 5 years?</i> YES / NO	
If yes, please give details and a date:	

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<i>How many demerit points have you incurred in the last 5 years?</i>	
<i>Have you been charged or convicted of a driving offence (other than parking) in the last 5 years? YES / NO</i>	
If yes, please give details and a date	
<i>Have you had your licence restricted, suspended, disqualified, or cancelled in the last 5 years? YES / NO</i>	
If yes, please give details and a date	
<i>Have you had any motor vehicle accidents and/or claims in the last 5 years?</i>	YES / NO
If yes, please give details and a date	
<i>In the last 10 years, have you been charged or convicted of any criminal offence?</i>	YES / NO
If yes, please give details and a date	

EWS VEHICLE DETAILS			
<i>Please advise the registration number of the EWS vehicle/s you drive and the address where it is garaged at night.</i>			
V1 Registration:		V1 Garaged Address:	
Garage <input type="checkbox"/>	Driveway <input type="checkbox"/>	On the street <input type="checkbox"/>	
V2 Registration:		V2 Garaged Address:	
Garage <input type="checkbox"/>	Driveway <input type="checkbox"/>	On the street <input type="checkbox"/>	

Please provide a copy of your current Driver's Licence.

I declare that each of my responses are truthful and accurate. I agree to notify EWS within 14 days of any changes to the above information.

SIGNATURE & DATE
/ /

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EVERYMAN'S WELFARE SERVICE

PERSONAL PARTICULARS

Given Name:		Date of Birth:	/ /
Family Name:			

Residential address:					
City:		State:		Postcode:	

Postal address:					
City:		State:		Postcode:	

CONTACT DETAILS					
Home phone:		Work phone:		Mobile:	
Email:					
Church:		Pastor:			

Date: / /

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EVERYMAN'S WELFARE SERVICE

VOLUNTARY SPIRITUAL APPOINTMENT

Everyman's Welfare Service ("EWS")

AND _____

("The spiritual appointee" name and address)

BACKGROUND

- A. Following a specific call from God on the Spiritual Appointee's life to become a missionary to the Australian Defence Force, the Spiritual Appointee desires to be appointed as a volunteer spiritual appointee of EWS.
- B. EWS has agreed to the appointment of the Spiritual Appointee as a volunteer spiritual appointee of EWS, on the basis outlined in this document.

1. SPIRITUAL APPOINTMENT/VOLUNTARY SPIRITUAL APPOINTEE

- 1.1 EWS appoints the Spiritual Appointee as a volunteer spiritual appointee, on the basis outlined in this document.
- 1.2 The parties acknowledge and agree that the appointment (and this document) is not a common law contract of employment. Provisions in this document that may be interpreted as being evidence of a common law contract of employment should be viewed as for convenience only between the parties, and primarily to assist the Spiritual Appointee in performing his spiritual and voluntary mission role. It is not evidence of the party's intention to create a formal employment relationship or a formal legal relationship.
- 1.3 The Spiritual Appointee will be predominantly based at _____, but will travel to other locations as may be necessary in order to properly fulfil the appointment as volunteer spiritual appointee.

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2. DURATION

2.1 The Spiritual Appointee's appointment as a voluntary spiritual appointee commenced on _____
_____ ("the Commencement Date") and continues until the appointment otherwise
ceases in accordance with the provisions of this document.

3. INTENDED DAYS PER WEEK

3.1 The Spiritual Appointee is initially appointed as a full-time or part-time spiritual appointee (the
"Period of Appointment").

3.2 The Spiritual Appointee acknowledges and confirms that he/she has no expectation of any
payment or remuneration from EWS in respect of his appointment as a voluntary spiritual
appointee. The Spiritual Appointee is responsible for raising his own financial support, in the
manner set out in clause 6.

4. DUTIES AND ACCOUNTABILITY

4.1 The description of the Spiritual Appointee's roles and responsibilities are outlined in Annexure A.

4.2 The Spiritual Appointee will initially report to and be accountable to the Commissioner and
subsequently to whoever EWS designates as your supervisor.

4.3 During the Spiritual Appointee's Period of Appointment, the Spiritual Appointee will seek to:

- a. Act in the best interests of EWS;
- b. Use his best endeavours to protect and promote the good name and reputation of EWS;
- c. Faithfully and diligently perform his duties and exercise all due care and skill;
- d. Keep EWS information (that is, information and material pertaining to EWS, its donors,
client lists and strategies) confidential; and
- e. Comply with all reasonable directions of EWS.

5. FINANCIAL SUPPORT AND TRAVEL EXPENSES

5.1 The Spiritual Appointee is responsible for raising his own financial support during the period of
appointment. The financial support raised by the Spiritual Appointee will be regularly reviewed by
EWS and the Spiritual Appointee.

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- 5.2 Financial support will be paid by donors directly to EWS, nominating the Spiritual Appointee as the intended recipient of the donation. EWS will retain 12.5% of all financial support received, as an administration levy, and pay the remainder to the Spiritual Appointee. The payments to the Spiritual Appointee will be made in accordance with Chapter 5 of the Policy and Procedures Manual (Finance – Personal Support).
- 5.3 The amount paid to a Spiritual Appointee is entirely dependent on the financial support raised by the Spiritual Appointee.
- 5.4 The Spiritual Appointee and EWS may, by agreement, apportion the financial support payable pursuant to clause 6.2 between the following:
- a. Cash payments (from which PAYG tax, and the current rate of Superannuation Guarantee (as determined by the Australian Government) will be deducted. The Superannuation Guarantee amount will be paid quarterly to the Spiritual Appointee's nominated superannuation fund); and
 - b. Exempt Benefits, as a minister of religion (from which no PAYG tax will be deducted) (in the manner outlined in Chapter 5 of the Policy and Procedures Manual).
- 5.5 Subject to the Spiritual Appointee providing all documents reasonably requested by the EWS, the Spiritual Appointee will be reimbursed for all reasonable travelling, accommodation and general expenses ("out-of-pocket expenses") incurred by the Spiritual Appointee in the course of performing his duties.

6. LEAVE ENTITLEMENTS

- 6.1 As a volunteer spiritual appointee, the Spiritual Appointee will not be entitled to various statutory employee entitlements, such as annual leave, long service leave and sick leave.
- 6.2 Nevertheless, the Spiritual Appointee is encouraged to be absent from work for 4 weeks per year, and to ensure that the financial support he raises pursuant to clause 5 adequately covers this period of absence.
- 6.3 The Spiritual Appointee is also encouraged to take out appropriate levels of income protection insurance, and to use the financial support raised pursuant to clause 5 to cover the cost of the premium for this insurance.
- 6.4 The ADF accredited Spiritual Appointee is covered under the Military Compensation Act 1994 as gazetted in GN 39 of the Commonwealth of Australia Gazette dated 3 Oct 2001 as if they were

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ADF members until age 65. After age 65 they may still receive medical and pharmaceutical cover, however, they may not receive reimbursement for loss of income.

7. TERMINATION OF THE SPIRITUAL APPOINTMENT

7.1 EWS may terminate the appointment of the Spiritual Appointee as a voluntary spiritual appointee at any time without prior notice if the Spiritual Appointee:

- a. Commits any serious or persistent breach of any of the provisions of this document or EWS policy and its variations;
- b. Is guilty of serious misconduct or wilful neglect in the discharge of his duties;
- c. Is convicted of any criminal offence other than an offence which in the reasonable opinion of EWS does not affect his position as a spiritual appointee of EWS; or
- d. If your accreditation with the ADF is withdrawn by them.

7.2 Either party may terminate the appointment at any time by giving to the other 4 weeks notice in writing.

7.3 On termination of the appointment, any remaining financial support pertaining to the Spiritual Appointee that is held by EWS will be paid to the Spiritual Appointee (less PAYG tax, the Superannuation Guarantee and 12.5% administration levy). EWS may set-off against and deduct from this payment any amount owing by the Spiritual Appointee to EWS on any account.

7.4 On termination of the appointment the Spiritual Appointee must immediately deliver to EWS all property of EWS which may be in his possession or under his power or control and his ADF identification card. He is also to return to his sponsoring unit all military keys, uniforms and equipment on issue from the sponsoring unit.

8. EWS POLICY

8.1 The Spiritual Appointee agrees to comply with the policies of EWS as may exist and be varied from time to time including without limitation policies in relation to:

- a. Discrimination, harassment, victimisation and bullying;
- b. Safety;
- c. Gifts, inducements and bribes;
- d. Codes of conduct; and

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e. Confidentiality and intellectual property.

8.2 The Spiritual Appointee agrees to regularly read and reacquaint himself with the policies of the EWS and their variations.

9. STATEMENT OF FAITH, MISSION AND LIFESTYLE REQUIREMENTS

9.1 The Spiritual Appointee must be of proven Godly character and subscribe to the following Doctrinal Statement and Mission of EWS:

Doctrinal Statement

It is the policy of Everyman's that we are all one in Christ Jesus and that our emphasis is to bring men and women, boys and girls to Jesus. We do not encourage the espousing of doctrinal emphases that could and would divide us and distract us away from our objectives. However, there are certain non-negotiable beliefs that we hold:

- There is one God, eternally existent in three Persons, Father, Son (Jesus Christ), and Holy Spirit.
- God is Sovereign in creation, providence, revelation, redemption, and final judgment.
- The Bible is divinely inspired and entirely trustworthy and is supremely and finally authoritative in all matters of faith and conduct.
- The devil is a real and active being.
- Since the fall, all mankind is sinful and guilty, rendering themselves subject to God's wrath and condemnation.
- Jesus Christ, God the Son, was born of a virgin, lived a sinless life, performed miracles, died a sacrificial death as our representative and substitute, was raised bodily from death, ascended to the right hand of the Father, from where He will return personally for all His own.
- The work of the Holy Spirit is essential to make the death of Christ effective to the individual sinner, to convict him/her of sin, to grant him/her repentance toward God and faith in our Lord Jesus Christ, and to accomplish the work of spiritual regeneration.
- The sinner is eternally justified, freed from guilt, the penalty and power of sin solely by God's grace, through exercising faith in Jesus Christ.

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- The Holy Spirit indwells all true believers to teach them concerning Jesus Christ and to produce in them fruitful, Christ-like lives.
- The one holy universal Church, the body of Christ, consists of all true believers, all having functional ministries in the Church.

Mission

Living and proclaiming the message of Christ to Defence

9.2 The Spiritual Appointee must not act in a way that he knows, or ought reasonably to know, is contrary to the Doctrinal Statement or Mission.

9.3 The Spiritual Appointee must regularly and frequently attend a Christian church.

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I, _____ accept appointment as a voluntary spiritual appointee of EWS. I acknowledge that my appointment is of a spiritual and voluntary nature, and that I will not be an employee of EWS. This accords with my calling and desire to serve Jesus in living out the gospel and reaching the members and family of the Australian Defence Force. I acknowledge that I am responsible for raising my own financial support during my period of appointment as a spiritual appointee.

In the event that I occupy any kind of Defence supplied accommodation, I acknowledge that I, and not Everyman's Welfare Service, am personally responsible for paying all my Defence Housing/Accommodation rent owed to the Commonwealth.

Signed by _____ **(printed name)**

Signature of Spiritual Appointee

Date: ____ / ____ / ____

Signed by Everyman's Welfare Service:

Signature

Name

Position

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ANNEXURE A: DESCRIPTION OF ROLES AND RESPONSIBILITIES

General

An Everyman's Welfare Service Representative (REP) will be responsible for the day to day operation at unit level. This may involve:

Managing an Everyman's Recreation Centre

Ministering to and meeting the welfare needs of Defence personnel "In the Field"

Management of an Everyman's Centre

Operate and manage an Everyman's Centre at Unit level involving:

- Surveying the needs of the personnel of their unit, with the aim to understand the particular characteristics of the unit, developing a strategy to meet these needs, and providing an effective service and witness for Christ.
- Together with the Regional Co-ordinator establishing Goals, Objectives and Performance Indicators (GOPI's) for the year.
- Drawing up a weekly schedule to manage his/her time and make the best use of it, involving:
 - Establishing a Centre and providing a friendly atmosphere conducive to wholesome pursuit and conversation – 'a home away from home'
 - When appropriate, to organise film/video nights, concerts, sporting teams, etc, particularly with an emphasis on spiritual outreach programs
 - Provision of Christian literature within the Centre
 - Provide 'first-line' Christian care and counselling, suitable literature and, as required, referral to other suitable professionals
 - Provide Servicemen and women with outside contacts with Christian groups, interest and sporting groups
 - Encourage Christian Service personnel (particularly Chaplains) in their faith and practice
 - Participate in (and where invited conduct) services of worship
 - Provision of activities involving the children of Service personnel (i.e., Bible Clubs)

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- Other services conducive to the above
- Creating & maintaining an atmosphere in the Centre which is friendly, clearly 'Christian' and conducive to meaningful conversation and wholesome recreation. Factors which contribute to atmosphere are:
 - Decor and layout
 - Music
 - Ensuring the Centre is kept in a clean and tidy condition and all equipment is returned to its correct location at time of closing.
 - Regular operating times clearly specified and open at times stated.
 - An awareness that EWS is not competing with other recreation activities provided within the Unit, but rather offering an alternative atmosphere in the spirit of Christ.
- Raise and coordinate a team of people to assist in prayer, fellowship and practical support.
- Procuring and maintaining equipment for the Centre:
 - The REP is to seek to procure any necessary equipment suitable for the provision of Centre services. This is to be done ethically and with the Centre budget.
 - The REP must ensure that all equipment (including any Centre vehicles), owned or borrowed is maintained in good condition and the appropriate records kept.
 - An Asset Register is to be maintained and is to be provided the HQ with a copy of all equipment in the Centre after the completion of a 100% stock take which is to be carried out in December each year or when handing over Centre responsibilities to another staff member.
 - All Everyman's property should be clearly marked "Property of Everyman's" and all serial numbers where applicable, recorded on Asset Register.
 - All personal property should be clearly marked with the owner's name.
 - All ADF property should be clearly marked with the Unit name and also recorded on the Everyman's Asset Register.

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- Handling all monies associated with the Centre, including operating costs and funds raised for the Centre and Centre staff, in accordance with the instructions in the EWS Policies & Procedures Manual current at the time. (See Chapter 4 Administration Finance).
- Developing and rostering a team of Centre staff to assist the Team Leader in keeping the centre open. Relieving staff (of any rank) are not to change how the centre is operated without first consulting the Team Leader.
- Integrating any proposal brought by another staff member which is to be considered on its merits for the good working of the Centre.

Whilst the Manager will have sole responsibility for the operation of the Centre, the Area Coordinator will, at all times, have effective oversight of the REP and retain intervention control in the event of a conflict.

Where Everyman's ministry is undertaken at several locations in a military area, a pooling of ideas, resources and fellowship is encouraged. Such integration of Everyman's equipment and ideas bolsters a team ethos, saves on costs and provides creative solutions to problems a Centre Manager may experience.

Field Work, Military Exercises and Operations

- The REP is to evaluate every and any opportunity to serve in field conditions; it is here he will win respect for the work and what it represents as he meets troops at their own level.
- The REP is to provide the Regional Co-ordinator with information regarding his proposed movements.
- The REP is to become familiar with the Unit program and liaise with appropriate staff to enter areas at a mutually convenient location and time to dispense drinks, etc. The Rep should at all times work within the Operating Procedures of the Unit.
- The CCOM will notify relevant military authorities of intending involvement on major exercises. On large-scale exercises, it is most effective to carry out joint planning and operations in co-ordination with the Co Ord Chaplain of the exercise so that philanthropic coverage can be the most effective. In the case of deployment on Exercise where a Philanthropic REP from another organisation has been appointed by the ADF authority as co-ordinator of all Philanthropic activity, EWS Reps involved must contact their EWS CCOMM to advise of this decision as promptly as possible. The EWS CCOMM will then solicit the appointed Co-Ord Chaplain of that exercise, to have all the Philanthropics involved overseen by the Exercise Co-Ord Chaplain rather than having REPs from different Philanthropic organisations being placed in seniority over REPs not belonging to their own

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organisation. (This arrangement was established between the CCOMM of EWS and the Director General of Army chaplaincy with the agreement of the DG Chaplain.)

- Prior details of military exercises are usually minimal, so the REP, like all other elements involved, will be tested as to their initiative and quality of service, in an Area of Operations (AO).
- When planning participation in an exercise REPs must keep in mind
 - Cost
 - Logistics - the method of supply and availability
 - Equipment to be taken to a location forward enough to effectively service units with the area of operation
- Stores and supplies that will be needed and determine:
 - What is air portable; and
 - What is transportable by the Defence system
 - What supplies can be purchased near the exercise area, (from local warehouses, etc)
 - Arrangements with Movement Control
 - Keep correct and accurate records
- The REP should approach his unit with practical consideration, such as
 - Storage and transport of equipment to and from exercise area
 - Acquisition of necessary equipment from 'Q' store
 - Permission to attend 'O' groups to learn of areas of operation and what means could be best used to reach the men
 - Be prepared to work alongside, and co-operate with, ADF personnel to the best of that REP's health and ability.
 - In the context of a REP being asked to participate by Defence, in a work related task or activity (activities centred around Defence Adventurous Training as an example), that fall outside the generally understood Defence Philanthropic remit, the REP concerned should decline participation in that task or activity, if they have **any** concerns about their own

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personal safety within it. Similarly, if they have any health issues that would realistically preclude their safe involvement in it. In this context, the REP must be firm in politely declining their invitation, and feel free to explain our own organisation's Policy and Procedure regarding it.

- Be willing to “hands on” assist the unit and individuals with their permission, in non specific skills-required tasks like cleaning up and packing up tents etc. when physically able, and not directly engaged in ministry or sharing with an ADF member.
- Seek unit assistance for a person to be allocated to assist the Representative whilst on exercise
- Not divulge any information given to him
- If allocated to a new Unit to which the REP is unfamiliar, he is to introduce himself to the CO and gain permission to attend 'O' groups or command conferences. There he can learn of intended troop movement and positions for the day.
- Remember - Play the game. NEVER ruin an exercise through carelessness or thoughtlessness. Never let actions ruin future participation. ADF member under exercise or operational conditions looks for the service of the Everyman's REP and it would be foolish to jeopardise the organisation's good reputation. The REP should always seek to be an asset to the unit, not a liability.

Operational Zone

Reference must be made to Philoman when posted to a Unit about to embark to an Area of Operations (AO).

It is essential that the REP abide within the limits set by the Commander, as any foolish acts could endanger the lives of others.

Whilst overseas, the REP is not entitled to allowances which a Serviceman enjoys, such as zone allowance, tax-free wages, etc.

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EVERYMAN'S WELFARE SERVICE

CONFIDENTIAL REFERENCE

REFEREE:

Xxx

APPLICANT NAME:

Xxx

When completed please forward to:

The Chief Commissioner
Everyman's National Headquarters
Gaza Ridge Barracks
PO Box 8
BANDIANA MILPO VIC 3694

Everyman's Welfare Service will retain information kept in this document as private and confidential.

GENERAL

Give details on the length of time and under what circumstances you have known the applicant.

Is the applicant related to you?

YES NO

If yes, how?

Give any information you can concerning home conditions and family background, which bears upon the applicant's suitability for this service.

State any particular field or study in which the applicant shows marked proficiency.

Estimate the applicant's care and efficiency handling finances (both his/her own and others').

Estimate the applicant's present health.

Estimate his/her past health (including any history of mental or nervous disorder).

Has the applicant shown a tendency to develop illness during periods of stress in his/her life?

YES NO

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Has the applicant learned to take precautions and be wise in guarding his/her health?

YES NO

QUALIFICATIONS & CHARACTERISTICS

Please rate the applicant with respect to each of the characteristics listed below by checking the item under each heading that most represents your evaluation. Briefly describe any specific instances that support your judgement.

STUDENT (Applicant's standing scholastically):

Low Fair Average High

Comments:

ATTRACTIVENESS

Avoided by others

Comments:

Tolerated by others

Liked by others

Sought by others

INTELLIGENCE

Learns and thinks slowly

Comments:

Average mental ability

Alert, has a good mind

Brilliant, exceptional capacity

REASONING (Ability to formulate and logically think plans through)

Impulsive

Comments:

Impractical

Practical

Exceptionally thorough

ACHIEVEMENT (Ability to formulate, execute and carry plans to conclusion)

Does only what is assigned

Comments:

Starts but does not finish

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Meets average expectations <input type="checkbox"/>	
Resourceful and effective <input type="checkbox"/>	
Superior creative ability <input type="checkbox"/>	
LEADERSHIP (Ability to inspire others and maintain their confidence)	
Makes no effort to lead <input type="checkbox"/>	Comments:
Tries, but lacks ability <input type="checkbox"/>	
Has some leadership promise <input type="checkbox"/>	
Good leadership ability <input type="checkbox"/>	
Outstanding leadership ability <input type="checkbox"/>	
TEAMWORK	
Frequently causes friction <input type="checkbox"/>	Comments:
Prefers to work alone <input type="checkbox"/>	
Usually co-operative <input type="checkbox"/>	
Works well with others <input type="checkbox"/>	
Most effective in team work <input type="checkbox"/>	
RESPONSIVENESS (to feelings and needs of others)	
Slow to sense how other feel <input type="checkbox"/>	Comments:
Reasonably responsive <input type="checkbox"/>	
Understanding and thoughtful <input type="checkbox"/>	
Responds with insight <input type="checkbox"/>	
Responds with outstanding insight and consideration <input type="checkbox"/>	
EMOTIONAL STABILITY	
Somewhat over-emotional <input type="checkbox"/>	Comments:
Inclined to be apathetic <input type="checkbox"/>	
Usually well-balanced <input type="checkbox"/>	
Well-balanced and controlled <input type="checkbox"/>	
Maintains balance and control under difficult circumstances <input type="checkbox"/>	

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WILLINGNESS TO SERVE	
Reluctant to serve <input type="checkbox"/>	Comments:
Motives confused <input type="checkbox"/>	
Usually willing to serve <input type="checkbox"/>	
Eager to serve as needed <input type="checkbox"/>	
Readily sacrifices to serve <input type="checkbox"/>	

WORKPLACE ENVIRONMENT
<i>What do you judge to be his/her attitude toward those in authority?</i>
<i>Please comment what you can of his/her general bearing towards the opposite sex.</i>
<i>Does he/she maintain healthy relationships with fellow employees?</i>
YES <input type="checkbox"/> NO <input type="checkbox"/>
If no, please give details:
<i>Does he/she willingly acknowledge and accept instruction from those in authority?</i>
YES <input type="checkbox"/> NO <input type="checkbox"/>
If no, please give details:
<i>How does he/she relate to subordinates?</i>
<i>In your opinion, can he/she work with little or no supervision?</i>
YES <input type="checkbox"/> NO <input type="checkbox"/>
If no, please give details:

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<i>Does he/she show initiative in the workplace?</i>
YES <input type="checkbox"/> NO <input type="checkbox"/>
If no, please give details:
<i>In your opinion is he/she a "lateral thinker"? (i.e., is he/she able to grasp ideas quickly, modify them if required or come up with a worthwhile alternative solution?)</i>
YES <input type="checkbox"/> NO <input type="checkbox"/>
If no, please give details:

SPIRITUAL LIFE
<i>How long, to your personal knowledge, has he/she been a committed Christian?</i>
<i>As for his/her general overall knowledge of the Bible, would you judge it to be – (check one from each row)</i>
Meagre <input type="checkbox"/> Average <input type="checkbox"/> Extensive <input type="checkbox"/>
Largely technical <input type="checkbox"/> Largely devotional <input type="checkbox"/> Practical working knowledge <input type="checkbox"/>
Comments:
<i>To your knowledge, what are his/her habits as to Bible study and prayer?</i>
<i>Do you consider his/her Christian character to be – (check one from each row)</i>
Undeveloped <input type="checkbox"/> Average <input type="checkbox"/> Well developed <input type="checkbox"/>
Weak <input type="checkbox"/> Average <input type="checkbox"/> Strong <input type="checkbox"/>
Inconsistent <input type="checkbox"/> Average <input type="checkbox"/> Consistent <input type="checkbox"/>
Comments:

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 Phone: (02) 6053 5288 Email: admin@everymans.org.au

Do you know of any doctrinal point on which he/she is not well balanced?

YES NO

If yes, please give details:

To your knowledge, what concern does he/she have for the salvation and upbuilding of other people?

What do you perceive to be his/her spiritual gifts? In what way does he/she demonstrate their gifting/s?

List the forms of Christian services in which, to your knowledge, he/she has been engaged, and after each, check the degree of success.

Service:	Unsuccessful <input type="checkbox"/> Average <input type="checkbox"/> Successful <input type="checkbox"/>
	Unsuccessful <input type="checkbox"/> Average <input type="checkbox"/> Successful <input type="checkbox"/>
	Unsuccessful <input type="checkbox"/> Average <input type="checkbox"/> Successful <input type="checkbox"/>
	Unsuccessful <input type="checkbox"/> Average <input type="checkbox"/> Successful <input type="checkbox"/>
	Unsuccessful <input type="checkbox"/> Average <input type="checkbox"/> Successful <input type="checkbox"/>

LIMITATIONS

Listed below are some of the tendencies which, if present, may reduce the effectiveness of an Applicant's work. (In each row, check ANY that the applicant may tend to be):

Impatient Intolerant Argumentative Domineering Sullen Egotistical
 Critical of others
 Easily embarrassed Offended Discouraged Depressed Irritated
 Frequently worried Anxious Nervous Tense
 Lacking in humour Inability to take a joke
 Overbearing Boisterous Lacking tact
 Careless Lacking in attention to detail

Please give details regarding any of the limitations checked above:

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Is there any indication that the applicant's decision to enter this service has been significantly influenced by a desire to travel, adventure, or cultural development, a romantic, unrealistic vision of Christian Service, a desire for control over less privileged people, or a desire to escape a difficult person, family, or vocational situation?

YES NO

If yes, please give details:

FAMILY RELATIONSHIPS

Check the box you believe to be most applicable:

Relationship with parents (if applicable)	Not sure <input type="checkbox"/> Weak <input type="checkbox"/> Fair <input type="checkbox"/> Average <input type="checkbox"/> Good <input type="checkbox"/> Very Good <input type="checkbox"/>
Relationship with siblings (if applicable)	Not sure <input type="checkbox"/> Weak <input type="checkbox"/> Fair <input type="checkbox"/> Average <input type="checkbox"/> Good <input type="checkbox"/> Very Good <input type="checkbox"/>
Marital harmony (if applicable)	Not sure <input type="checkbox"/> Weak <input type="checkbox"/> Fair <input type="checkbox"/> Average <input type="checkbox"/> Good <input type="checkbox"/> Very Good <input type="checkbox"/>
Discipline of Children (if applicable)	Not sure <input type="checkbox"/> Weak <input type="checkbox"/> Fair <input type="checkbox"/> Average <input type="checkbox"/> Good <input type="checkbox"/> Very Good <input type="checkbox"/>
Atmosphere within home (if applicable)	Not sure <input type="checkbox"/> Weak <input type="checkbox"/> Fair <input type="checkbox"/> Average <input type="checkbox"/> Good <input type="checkbox"/> Very Good <input type="checkbox"/>

SUMMARY

How do you rate the applicant's promise in Christian Service?

Should be discouraged Below average Average Good Exceptional

Please state frankly, your opinion of the applicant's all-round fitness for Christian service, adding any significant information and impressions which have not been brought out by the preceding questions.

Please list any other persons that you think may be qualified to give sound appraisal of the applicant:

SIGNATURE & DATE

/ /

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EVERYMAN'S WELFARE SERVICE

CONFIDENTIAL INTERVIEW

APPLICANT NAME:

Xxx

Everyman's Welfare Service will retain information kept in this document as private and confidential and which may be used at a later date should there be an incident or issue relating to any of the questions listed below.

1. *What prompted you to apply for this job?*

2. *What are your preferred industry sectors in which to work? Place in order of preference.*

3. *How do you derive job satisfaction?*

4. *What type of job gave you the most opportunity to demonstrate your skills and capabilities?*

a) Describe what skills, experience and qualifications you utilised?

b) On a scale of 1-5, (1 being lowest) rate your performance: 1 2 3 4 5

5. *What role challenged your capabilities the most? Describe the role.*

a) Why was it such a challenge?

b) How did you handle the challenge?

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c) On a scale of 1-5, (1 being lowest) rate your performance: 1 2 3 4 5

6. On a scale of 1-5 (1 being lowest) describe how well you respond to:

Authority	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Stress	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
New situations	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Insubordination	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Pressure	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Poor management	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
No structure	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Idle chatter	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Working alone	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Repetitive work	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Fine detail	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>

7. On a scale of 1-5 (1 being lowest) how well do you take instructions from persons with less qualifications / skills?

1 2 3 4 5

8. On a scale of 1-5 (1 being lowest) describe your ability to:

Relate to others	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Multi-task	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Contribute to team efforts	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Take constructive criticism	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Delegate tasks/ responsibilities	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Supervise others	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Negotiate	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Handle conflict	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Resolve problems	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Influence others	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Streamline procedures/workload	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>

9. On a scale of 1-5 (1 being lowest) how important is it to you to be rewarded for your efforts?

1 2 3 4 5

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10. In terms of career, where would you like to see yourself in 2-3 years' time?
11. Have you ever been convicted of criminal activity?
YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, please give details:
12. Has legal action been instituted against you for default under any credit contract or have you or a company for which you were/are a director ever had a judgement entered, or a conviction recorded against you, been bankrupt, insolvent, assigned your estate for the benefit of creditors or entered into a scheme or arrangement with your creditors?
YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, please give details:
13. Have you ever been found guilty of sexual misconduct, including sexual abuse?
YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, please give details:
14. Have you ever been found guilty and/or convicted of child abuse?
YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, please give details:
15. Have you or are you currently involved in any forms of Eastern Religions, Cults or Lodges including the Masonic Lodge?
YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, please give details:
16. Have you ever been convicted of any drug related crimes, and are you currently using drugs at present?
YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, please give details:

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17. Have you ever had any mental health related issues where you were receiving medical treatment from a psychologist/psychiatrist?

YES NO

If yes, are you still receiving treatment? Please give details:

18. Do you have any addiction related problems including:

- Sexual Addiction
- Alcohol Addiction
- Drug Addiction
- Gambling Addiction

If yes, please give details:

19. Are you involved in any extra-marital or additional relationships?

YES NO

If yes, please give details:

20. Do you agree to abide by the rules, regulations, and Code of Conduct of Everyman's Welfare Service and of the Christian Church?

YES NO

21. Is there anything else that you wish to disclose to Everyman's Welfare Service? Please note that if you do not disclose something that is later found and which compromises the beliefs and values of Everyman's Welfare Service, your employment may be terminated.

YES NO

If yes, please give details:

22. If successful, when would you be able to start?

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SIGNATURE OF APPLICANT & DATE

/ /

SIGNATURE OF CHIEF COMMISSIONER & DATE

/ /

Everyman's Welfare Service is a Christian welfare service extending Christian Friendship to the Australian Defence Force.

Jesus Christ we preach, warning every man and teaching every man in all wisdom; in order that we may bring each one to God, mature in Jesus Christ. - Colossians 1:28

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EVERYMAN'S WELFARE SERVICE

MONTHLY MINISTRY ACTIVITY REPORT

Name:		Location:	
Month and Year:		To be completed and forwarded to EWS HQ by the 7th day of the next month	

HOURS WORKED IN THE MINISTRY (<i>Retain monthly timesheet and submit all 12 with December Monthly Report</i>)			
Days this month:		Cumulative days this year:	

YOUR ASSIGNED EWS VEHICLE (<i>for Team leaders and Base Ministry Managers</i>)			
Registration:		Vehicle type:	
Travel this month (Km):		Odometer at month end (Km):	
Last Service Date:		Service Due (Km):	
Details of anticipated maintenance:	<i>For example, service, tyres, batteries etc.</i>		

Please arrange your opportunities and activities for this month under the **EWS Core Values** below, in the category that you believe best describes the nature of the activity concerned.

Do not feel you have to fill out items under each title every month, as we know there will be times you will not necessarily have had opportunity to witness, so leave those blank. Fill in what you can for the activities you have undertaken. Add as many dot points as you like to best describe your activities.

PROCLAIM (<i>Spiritual and evangelistic conversations, counseling that refers to the Bible and our Christian walk, distribution of tracts and Bibles</i>)
<ul style="list-style-type: none">•••

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CARE (*Brew run activities and time spent in Centres as well as informal counseling not directly Christian in nature*)

-
-
-

PERSEVERE (*Ways in which the Lord has helped you to re-focus on the ministry in trying times*)

-
-
-

PRAYER POINTS

-
-
-

NEEDS AND CONCERNS

-
-
-

CHURCH ATTENDANCE

My primary Church is:

I have attended church **X (insert number)** times this month.

If you are having struggles or issues that you feel are precluding you to continue attending your home church, please let the CCOMM or COMM know. We will endeavor to do all we can to assist you in finding a regular fellowship in a good spiritual home.

CONCLUDING COMMENTS OR SUGGESTIONS

-
-
-

SIGNATURE & DATE

/ /

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Form 2.2.4

Probationary Representative's 12 Month Declaration Form

Before the Lord and the Board of Everyman's I declare the following:

1. That I have read in full, the EWS **Policies and Procedures** document
2. That I have read and completed the **Everyman's Evangelism Course** in its entirety

(Item 2 is only for PROBREPs who have not completed formal theological training at the level of a Diploma in Christian theological training or above, from an established and registered Australian Theological training institution)

PROBREP Signature

Date

CCOMM

PROBREP

Address,
Suburb State Postcode

12 February 2024

Greetings Xxxxx

Let me take this opportunity to congratulate you on your attainment of official accreditation as an Everyman within the Australian Defence Force. We trust this will be a specially blessed time for you in your walk with the Lord as you seek to live out His will and purpose for your life in the context of your share in this ministry to the ADF.

In order to facilitate a smooth as possible incorporation for you into the administrative framework and into induction training, we have prepared some documentation that will assist both you and EWS HQ in more effectively ministering to your financial, pastoral care, and supply needs in the field.

To that end, we will ask you to complete this documentation, and spend time with your Team Leader doing a checklist of the necessary procedures and recognition of ADF culture, an essential prerequisite to effective outreach ministry. This induction package will be the necessary next step forward as you embark upon this evangelistic work.

Also in your first 12-month probationary period, we ask you to read through our Policies and Procedures document on our website (*Login available from EWS HQ*) We also ask you to complete the enclosed thumb drive containing the Everyman's Evangelism course, to be undertaken if you have not previously completed Australian recognised formal theological study to the minimum of an Associate Diploma level.

I wish you every blessing as you seek to live and proclaim the message of Christ to Defence.

Kind regards,

Ken Matthews
Chief Commissioner

(02) 6053 2976
0413 074 818
kenneth.matthews1@defence.gov.au



EVERYMAN'S WELFARE SERVICE

POLICY AND PROCEDURES MANUAL – REPRESENTATIVE SIGN-OFF

EWS REPRESENTATIVE			
Name:		PM Keys:	

DOCUMENT SECTION	DATE READ	REVISION DATE READ	COMMENTS
Chapter 1			
Chapter 2			
Chapter 3			
Chapter 4			
Chapter 5			
Chapter 6			
Chapter 7			
Chapter 8			
Chapter 9			
Chapter 10			
Chapter 11			
Chapter 12			
Chapter 13			
Chapter 14			
Chapter 15			
Chapter 16			

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EVERYMAN'S WELFARE SERVICE

EWS INDUCTION TRACKING LIST

EWS REPRESENTATIVE			
Name:		PM Keys:	

ITEM	ISSUE DATE	RETURN DATE	SIGNATURE
Employment Advice Welcome Letter			
DCAC ID Card			
DPN Email Address			
Engle Scale			
Philanthropic Manual			
Personal Support Signature Form			
Tax File Number Declaration			
Withholding Declaration (NAT 3093)			
Superannuation Choice Form			
Vehicle Forms			
Electronic Time Sheet			
Monthly Report Form			
Centre Bankings Form			
Deployment Form			
Policy & Procedure Manual Acknowledgement			
Uniform - EWS Issue			
Uniform - ADF Issue			
Name Badge (pins)			
Business Cards			
Address Labels			
Visa Card (if required)			

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Website Login			
Way of the Master			
Commissioning Service			
Leave Form			
Organisational Chart			
Bio for Newsletter & Website			

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EVERYMAN'S WELFARE SERVICE

UNIFORM ISSUE

EWS REPRESENTATIVE			
Name:		PM Keys:	

ITEM	SIZE	STD ISSUE	DATE ISSUED	DATE RETURNED
<i>HQ EWS Issue</i>				
Bisley light blue EWS crested shirts/blouses short sleeve		2		
Bisley light blue EWS crested shirt long sleeve		1		
Navy blue EWS crested V-neck jumper		1		
Royal blue neck-tie - Upon Request		1		
EWS crested sports coat - At own cost				
Black/Charcoal Marle trousers - At own cost				
Charcoal Marle Skirt - At own cost				
EWS Royal blue beret - At own cost				
EWS metal crest hat badge (for beret) - At own cost				
EWS blue crested baseball cap - Upon request		1		
Black leather shoes (may be purchased locally by the Rep) – At own cost				
EWS crested PT gear - At own cost <ul style="list-style-type: none"> • T-shirts • Polo Shirts • Shorts 				
Green AMCU rank slide x 2		2		
Green AMCU Patches <ul style="list-style-type: none"> • Name x 4 • Philanthropic x 4 		4 each		
EWS name plate/badge		1		
Collar Bars as issued		1		
<i>ADF Issue (please check with Q store as this is regularly updated)</i>				

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AMCU pants		4		
AMCU shirt		4		
AMCU Rising Sun biscuit patch		4		
High Vis National Distinguishing patch (Australia)		2		
Unit patch (from sponsor unit)		2		
Green T-shirt		4		
Belt		1		
Socks		4 pairs		
Hat - Khaki Fur Felt (KFF)		2		
Pugaree for hat KFF		2		
Chine strap for hat KFF		2		
Rising Sun metal badge for KFF – <i>At own cost</i>				
Unit Colour patch for KFF (from sponsor unit)		1		
Combat boots		2 pairs		
Wet Weather jacket		1		
Wet weather pants		1		
Cold weather jacket + fleece		1		
Bush hat		1		

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EVERYMAN'S WELFARE SERVICE

PERSONAL SUPPORT

Given Name:		Family Name:	
-------------	--	--------------	--

	Y	N
1. I would like to receive personal support payments	<input type="checkbox"/>	<input type="checkbox"/>
2. I have completed a Tax File Number declaration	<input type="checkbox"/>	<input type="checkbox"/>
3. I have completed a Choice of Superannuation Fund – Standard Choice Form	<input type="checkbox"/>	<input type="checkbox"/>

BANK DETAILS					
Account Name:					
Bank:					
Branch:		BSB:		Account No:	

SIGNATURE & DATE
/ /

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CERTIFICATE OF SERVICE

This Certificate of Service is issued to:

Name of REP
(PM Keys XXXXXXXX)

Representative Dabitz has undertaken efficient service as a Representative with
Everyman's Welfare Service at Simpson Barracks, Melbourne, Victoria.

Commencing Day Month XXXX until Day Month XXXX.

Ken Matthews
Chief Commissioner
Everyman's Welfare Service

18th August 2021

Everyman's Welfare Service
ABN 31 000 348 550
A company limited by guarantee
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