APPENDIX



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Our Beliefs

- We believe that the Bible is God's Word. It is accurate, authoritative and applicable to our every day lives.
- We believe in one eternal God who is the Creator of all things. He exists in three Persons: God the Father, God the Son and God the Holy Spirit. He is totally loving and completely holy.
- We believe that sin has separated each of us from God and His purpose for our lives.
- We believe that the Lord Jesus Christ as both God and man is the only One who can reconcile us to God. He lived a sinless and exemplary life, died on the cross in our place, and rose again to prove His victory and empower us for life.
- We believe that in order to receive forgiveness and the 'new birth' we must repent of our sins, believe in the Lord Jesus Christ, and submit to His will for our lives.
- We believe that all believers should be baptised in water as a public declaration of their faith in God
- We believe that as believers we have the Holy Spirit who empowers us to live holy and fruitful lives. We believe He gives us spiritual gifts for building up the body of Christ and ministering to the world. We believe that God wants all believers to live a life filled with the Holy Spirit.
- We believe that God has individually equipped us so that we can successfully achieve His purpose for our lives which is to worship God, fulfil our role in the Church and serve the community in which we live.
- We believe that God wants to heal and transform us so that we can live healthy and prosperous lives in order to help others more effectively.
- We believe that our eternal destination of either Heaven or hell is determined by our response to the Lord Jesus Christ.
- We believe that the Lord Jesus Christ is coming back again as He promised.

VOLUNTEER CHURCH WORKERS CODE OF CONDUCT



Codes of Conduct are a part of the ACC's commitment to safe emotional and physical environments, an expectation of our Child Protection Policy and a commitment to providing appropriate duty of care, including health and safety considerations.

Volunteering in church life is a highly valued and important part of service to the church. This Volunteer Workers Code of *Conduct* outlines the standards of behaviour that are expected for all volunteer workers in ACC Churches.

Volunteer workers are all volunteers involved in serving the local church in teams, on rosters and in any other way.

ACC volunteer workers lives are on display and are subject to public scrutiny and as such these standards of behaviour should apply not only to your church life but also your personal life.

The ACC Ministerial Code of Conduct (a separate document) applies to ACC Certificate and Credential holders.

1. SERVANT HEARTED

Volunteer workers are servants of Christ, who should endeavour to become servant leaders as modelled by Jesus (John 13:3-14). The misuse of authority can be a particular temptation when being given a position of trust and power – this must be avoided.

2. BEHAVIOUR. Volunteer workers:

- will act in the best interests of those we serve.
- must not be abusive in any way toward others, spiritually, emotionally, physically or sexually, including domestic and family violence.
- will avoid the use of offensive language (e.g. swear words, sexual connotations, and racial or religious slurs).
- will exercise caution with all potentially addictive behaviours and/or harmful substances. Drunkenness is never acceptable.
- will refrain from using any illicit substances.
- will use caution when initiating or receiving physical contact with those we serve, including gestures of comfort as such gestures can unwanted or misinterpreted.
- will act with sexual integrity. Sex is a gift from God and integral to human nature. All inappropriate sexual behaviour is forbidden (e.g. sex outside of marriage).

Sexual innuendo and harassment of a sexual nature are always inappropriate.

- will report their concerns of abuse according to ACC Safer Church Guidelines.
- will treat all program participants fairly and in accordance with ACC and local church policies, guidelines and position papers.
- will communicate with integrity, including accountable and wise use of electronic communication.
- will acknowledge when they are out of their depth, do not possess the required skill set in difficult pastoral situations, such as helping a victim of abuse, or a person who needs professional counselling, and seek help from a supervisor or church leader.
- will not take property belonging to others, including intellectual property (copyright).

3. FINANCIAL MATTERS

Volunteer workers are encouraged to have integrity in their financial dealings. Volunteer workers must not seek financial gain from their church role.

4. CONFIDENTIALITY

Trust is essential in serving the church. Confidential information must not be disclosed, and must be treated with the utmost care. Exceptions include when disclosure is required by law, abuse notifications whether required by law or not, there are concerns for the safety of the person or others, or when the information is in the public domain. Disclosure is a serious matter and the assistance of a supervisor or church leader should be sought.

5. COMMITMENT TO TEAM MINISTRY

Volunteer workers:

- will embrace the vision, values, and mission of the Church, and continue to develop ministry skills through a variety of means including team meetings.
- are accountable to team, watch out for each other and protect each other's integrity.

6. SUPPORT FOR STATEMENT OF FAITH

Volunteer workers will be in agreement with the church's Statement of Beliefs (breakthrough.org.au/what-we-believe) and will have informed the church leadership of any beliefs that they (the volunteer) hold which are in conflict with the church's beliefs.

IMPLEMENTATION OF THIS CODE OF CONDUCT

Any breach of this code involving a criminal offence may lead to a report being made to the relevant authorities. Any breaches relating to the harm, or risk of harm, of a child or young person will be dealt with under the *ACC Child Protection Policy* — a copy of this policy should be provided to a volunteer who has a direct role with a child or young person. Any other breach will be considered in the light of the best interests of the volunteer and those we serve and may result in the volunteer being stood down either temporarily or otherwise.

Volunteer workers need to be open to correction and humble enough to modify behaviours so as to not discredit the gospel



VOLUNTEER CHURCH WORKERS DECLARATION



Thank you for your desire to volunteer at Breakthrough Christian Church. This declaration is part of our church's commitment to ensuring our duty of care to all people, and also to fulfil our insurance obligations, health & safety and other requirements.

PERSONAL DETAILS Surname:	First and Middle Names:
Any Former Names:	[] Male [] Female (Please select) Date of Birth: / /
Mobile/Home Phone:	Email:
Address:	
	I CHILDREN CHECK I hereby consent to an Aust. Federal Police Check working with children check (or similar) details are as follows:
State of Issue: Reference Number:	Expiry Date: //
	formation contained in this application (inc. subsequent pages) to be of in a confidential file and used only for screening/disciplinary
REFEREE CHECK (if you have been at the church for less t	than 3 years) Please nominate a character reference.
Name:Relationship: _	Contact Number:
Name of my previous church and pastor (if applicable):	
DECLARATION	
 I understand that the church operates in an environment of numerous legal and ethical restrictions, and I will fully cooperate with the church in abiding by these. I assure the church, in considering me for a volunteer role that: I have no health impediment that will put me or any other person at risk in the fulfilment of my designated role Other than those matters disclosed to the church I know of no past behaviour that renders me unfit to serve as a volunteer or which detracts from the obligation of the church to operate as a place of safety to a minor or any other person. Such past behaviour may include being the subject of an allegation of sexual abuse (whether convicted or not), including any type of molestation, indecent exposure, sexual harassment or intimidation. 	 2.I understand that if I am unclear as to any of the statements in this document, I will seek clarification from a team leader or church leader before signing. 3.I have provided this information, and any documents accompanying it in good faith and declare they are true and correct to the best of my knowledge and belief. 4.I understand that any material misstatement in or omission from this questionnaire may render me unfit to hold a particular role in the church. 5.I have received a copy of the Volunteer Church Workers Code of Conduct and I agree to uphold it. 6.I understand that when considering whether there is an avenue for my voluntary services, my church may refer to ACC and local church policies, guidelines and position papers. 7.I will respect the decision of my church as to where I volunteer my services within the church, and whether my services are required, from time to time. 8.I understand that a team leader will be available to me to discuss my service.
ACCREDITATION [] First Aid – If Yes, what level?	[] Food Handling – If Yes, what level?
[] Other (eg. Diploma of Child Care, Accounting Degree), F	Please specify:
	volunteering to serve? []1 []2 []3 []4]Mon []Tue []Wed []Thu []Fri []Sat []Sun
SIGNATURES Proposed Volunteer's signature:	Date: /
If under 18, Parent/guardian Name:	Signature:

Endorsement of church leadership for this person to volunteer: Signature: ______ Date: ___/ ___/ ___



Introduction

He gave me reason to sing a new song, Praising our God. (Psalm 40:3)

The NET commentary says of this line in Psalm 40, "A new song was appropriate because the Lord had intervened in the psalmist's experience in a fresh and exciting way"

When we serve through our different roles in Team Breakthrough, we do not simply perform our tasks out of a sense of duty, but we serve out of the overflow of God working in our lives. For example, the worship team not only brings timeless, proven worship to the Lord - but also fresh, new worship inspired by what God is doing in their lives right now.

It is our vision that as Team Breakthrough serves, that the "fresh" work that God is performing in their hearts will be seen by those we serve.

Three Gateways

The people who visit our church are not able to look inside us and see the things that God is doing, instead they will see them through these "gateways":

- **1. Faces** -They will see our bright clear countenance. Our smiling lips/eyes will shine the light that is in us.
- **2. Grooming** They will see the way that we care for our body. Our hair and cleanliness will show that we see ourselves as valuable, loved and accepted by God.
- **3. Clothes** They will see what we wear and it will show that we are pure, that we value being at church, and that God's work is relevant to our time and location.

When people come to our church the first communication they receive is the impression Team Breakthrough makes on them. The message they should hear is: "These people are from my community - they have life - and I am drawn to that life." Let us ensure that we don't share another message through our gateways. We don't want visitors to hear the message: "These people are from another time/era - they are not part of my world. They are worried/angry/sad - I do not want to experience the troubles and problems that I see in their faces".

Speaking Clearly Through the Gateways

So, we exhort you to speak clearly using the gateways:

- **1. FACE/EYES** Guard your heart. Never let your service become something that you are just "going through the motions". Keep your relationship with Jesus fresh and vital.
- **2. GROOMING** Care for your body as the "tent" that carries the life of God. Be clean and well kept. Smell good. Wear deodorant (if not for your sake for all the others on Team Breakthrough's sake). We suggest that you don't have hair styles that cover your face let people see the light of God in your eyes.



3. CLOTHES - Be fresh and current. Choose clothes that are modest and reflect your purity as well as support the desire for purity in the congregation. Dress neatly and in a way that shows that you place a high value on ministering in the house of God and love excellence. Wear modern, fashionable clothes that show that God is not just working in the 70's but in you "today."

The bottom line is to consider these gateways when choosing your clothes etc. We are pretty confident that if you come to church with the love of God burning in your heart and a passion to serve others, and that you have chosen clothes to reflect that, then you are 99% of the way there. What we don't want is someone who gives no thought to the privilege of serving in God's house and comes looking like they've just rolled out of bed.

NOTE: Our aim is not to be "on the borderline" but safely in the modest zone. We want people to be captivated by your bright smile, not distracted by your revealing, skin-tight clothing. We ask for your cooperation in this as we don't want to make a huge list of what is and isn't acceptable. We don't want to descend into discussions on what's "too short", or what's "too see-through" etc. Please make it your aim to represent the purity that Jesus has worked in your life by choosing clothes that are modest. Our heart is not to be controlling or to adopt the dress standard of the Amish community, but to ensure that our desire for moral purity clearly shines through all we do.

However, because clothes are such a personal thing with so much variety, we will try and give some guidelines. I appreciate that sometimes our boundaries or definitions may vary with yours, but in the interest of providing a unified standard across all our volunteers and worship team on the stage, we ask you to submit to our requests.

On Stage vs Off Stage

So why are some rules different on stage VS off stage?

This is because once on stage there is a new level of visibility and focus on the people. So for the following reasons, our on-stage dress code is slightly different:

- The stage is a focal point. Ultimately we want people's attention pointed to Jesus, but there is still a point of focus to those on stage. We therefore want to present an image that represents our heart (we are RELEVANT, we are PURE, we put VALUE on being here)
- On stage also means you are elevated, and therefore people will be looking up towards you this increases the risk of being able to see up shirts/shorts.
- The stage is also heavily lit, so lights can be shining through clothing making it see-through.
- Ultimately our aim is to also lead people in uninhibited, exuberant praise for our Jesus! This means we want to ensure our music team and speakers are free to jump, to dance, to run and to freely praise.

A Summary of What CAN be Worn

✓	×
Smart, modern, modest, casual	Relax around the home clothes Do the garden clothes
Wear clothes that you consider to be nice - that you would be happy to go out to a nice restaurant in, and show you VALUE what you are doing.	Beach clothes Unwashed/unkept/stained/torn/old clothes Super-tight, body hugging clothes Your favourite double-breasted suit from the 80's (though hang onto it - it may be fashionable again in 10 years time). Clothes showing off large amounts of skin
Designer rips in jeans are okay	Over-the-top rips or rips that are immodest. As a general rule, don't wear jeans that look like they are falling apart, have large rips or rips that reveal a lot of skin or <i>any</i> underwear.
Long Shorts/Long Pant (** Note: if on-stage please wear long pants)	Short shorts Gym shorts
Singlets that are smart and modest	Avoid singlets that are revealing (either low neck or under arms), and making skin underneath the singlet easily visible.
T-shirts/Shirts/Long-Sleeve tops When serving on the following teams, please wear your Breakthrough T-Shirt: Welcome, Café, SuperKid/Ablaze, Breakfast Club/Bridge Events - or whenever asked by your leader!	For those not wearing Breakthrough t-shirts, don't wear a shirt with a provocative slogan or picture that will offend or distract people (you may want to leave the t-shirt with the image of the skull with a snake coming out of the eye in the drawer on Sunday mornings).
* Please note in colder weather it is perfectly acceptable to wear vests/jackets over your t-shirt. In such cases please ensure you are wearing your lanyard, to still be easily identified.	Be particularly careful when you are on stage. Sometimes a perfectly modest top can end up showing a little too much once on stage due to the elevated platform, lights or people moving around lots. If necessary, tuck loose tops in or wear a higher necked or longer shirt than usual.

Final Note

Remember that you represent the whole of Team Breakthrough, the church and ultimately Jesus when you serve. As a rule please don't wear things which will make your pastor blush or will cause people to be distracted from their entering in to the service – but let everything you wear and do bring much pleasure to God.





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- **2. GROOMING** Care for your body as the "tent" that carries the life of God. Be clean and well kept. Smell good. Wear deodorant (if not for your sake for all the others on Team



- Breakthrough's sake). We suggest that you don't have hair styles that cover your face let people see the light of God in your eyes. Feel free to wear makeup but do so in a way that enhances the beauty of God in you ©
- **3. CLOTHES** Be fresh and current. Choose clothes that are modest and reflect your purity as well as support the desire for purity in the congregation. Dress neatly and in a way that shows that you place a high value on ministering in the house of God and love excellence. Wear modern, fashionable clothes that show that God is not just working in the 70's but in you "today."

The bottom line is to consider these gateways when choosing your clothes etc. We are pretty confident that if you come to church with the love of God burning in your heart and a passion to serve others, and that you have chosen clothes to reflect that, then you are 99% of the way there. What we don't want is someone who gives no thought to the privilege of serving in God's house and comes looking like they've just rolled out of bed.

NOTE: Our aim is not to be "on the borderline" but safely in the modest zone. We want people to be captivated by your bright smile, not distracted by your revealing, skin-tight clothing. We ask for your cooperation in this as we don't want to make a huge list of what is and isn't acceptable. We don't want to descend into discussions on what's "too short", or what's "too see-through" etc. Please make it your aim to represent the purity that Jesus has worked in your life by choosing clothes that are modest. If you are unsure about a certain item of clothing and are thinking, "I'm not sure if the others on Team Breakthrough would think this top is a bit risqué" then we're suggesting that you lean to the safe side by either wear something underneath or picking another top. Our heart is not to be controlling or to adopt the dress standard of the Amish community, but to ensure that our desire for moral purity clearly shines through all we do. At Breakthrough we also want to go "above and beyond". We don't want to walk as close to the line as possible, but be well above what is appropriate. There are plenty of clothes that might be great and perfectly fine to wear out to a personal, social outing - but we don't wear them when we are representing Team Breakthrough, just because we have purposely set the "boundary line" far away from anything that could detract from our purpose, or become a distraction.

However, because clothes are such a personal thing with so much variety, we will try and give some guidelines. I appreciate that sometimes our boundaries or definitions may vary with yours, but in the interest of providing a unified standard across all our volunteers and music team on the stage, we ask you to submit to our requests.

On Stage vs Off Stage

We have created two lists: ON STAGE vs OFF STAGE.

This is because once on stage there is a new level of visibility and focus on the people. So for the following reasons, our on-stage dress code is slightly different:

- The stage is a focal point. Ultimately we want people's attention pointed to Jesus, but there is still a point of focus to those on stage. We therefore want to present an image that represents our heart (we are RELEVANT, we are PURE, we put VALUE on being here)
- On stage also means you are elevated, and therefore people will be looking up towards you this increases the risk of being able to see up shirts, shorts and skirts.
- The stage is also heavily lit, so lights can be shining through clothing making it see-through.
- Ultimately our aim is to also lead people in uninhibited, exuberant praise for our Jesus! This means we want to ensure our music team and speakers are free to jump, to dance, to run and to freely praise.

A Summary of What CAN be Worn - OFF STAGE

	~
Smart, modern, modest, casual	Relax around the home clothes
	Do the garden clothes
Wear clothes that you consider to be nice -	Beach clothes
that you would be happy to go out to a nice restaurant in, and show you VALUE what you are doing.	Unwashed/unkept/stained/torn/old clothes
	Super-tight, body hugging clothes
	Your favourite dress suit from the 80's (though hang onto it - it may be fashionable again in 10 years time).
Dresses/Skirts	
Dresses/Skirts that are below the knee	Please avoid skirts that are on or above the knee, and skintight and outline every curve & bump (we don't need to see everything!!)
	Also be aware (particularly on windy days) how easily your skirt can fly up, creating all sorts of awkward encounters! Also skirts can become see-through in different light scenarios. If in doubt, just pop on a pair of leggings or tights.
The top half	
When serving on the following teams, please wear your Breakthrough T-Shirt: Welcome, Café, SuperKid/Ablaze, Breakfast Club/Bridge Events - or whenever asked by your leader!	For those not wearing Breakthrough t-shirts, don't wear a shirt with a provocative slogan or picture that will offend or distract people (you may want to leave the t-shirt with the image of the skull with a snake coming out of the eye in the drawer on Sunday mornings).
* Please note in colder weather it is perfectly acceptable to wear vests/jackets over your t-shirt. In such cases please ensure you are wearing your lanyard, to still be easily identified.	See-through tops - if it's sheer or see-through, pop on a singlet underneath!
	Revealing tops (no tops that have low necks, show mid-riff, or reveal underwear). If in doubt, wear a singlet underneath
	Super skin-tight tops, or tops that are particularly drawing focus to/pronouncing your chest
Sleeveless tops that are smart and modest	Avoid sleeveless tops that are revealing (either low neck or under arms). No spaghetti straps, off-the-shoulder or strapless tops. No underwear should be seen (including straps & sides).
The bottom half	
Mid-thigh length shorts	Short shorts. And the ten million dollar question: How short is too short? Our guideline is that they should be at least midthigh (ie. the shorts should be closer to the knee than the top
Long Pants	of your thigh.) We do recognize that this is not the current trend in fashion and that it isn't easy to find decent length shorts in the shops but we would appreciate you using all your super-shopping skills in hunting them down.
Designer rips in jeans are okay	Over-the-top rips or rips that are immodest. As a general rule, don't wear jeans that look like they are falling apart, have large rips or rips that reveal a lot of skin or <i>any</i> underwear.
Thick Leggings (with a long top that covers all the bits!!)	Leggings with a short top. Please ensure when wearing leggings that all body parts (front & back) are comfortably covered © *Thick leggings refers full material leggings - tights or see
	through material are not suitable.



A Summary of What CAN be Worn - ON STAGE

✓	×
Smart, modern, modest, casual	Relax around the home clothes
Wear clothes that you consider to be nice - that you would be happy to go out to a restaurant in, show you VALUE what you are doing.	Do the garden clothes
	Beach clothes
	Unwashed/unkept/stained/torn/old clothes
	Super-tight, body hugging clothes
	Your favourite dress suit from the 80's (though hang onto it - it may be fashionable again in 10 years time).
Dresses/Skirts	
Dresses/Skirts that are ankle length	To help us with our ability for uninhibited praise, and being
Otherwise any length dress/skirt with thick leggings underneath	aware of the potential difference an elevated stage makes please wear leggings under any dress that is not ankle length.
	Please also avoid skirts that are skin-tight and outline every curve & bump (we don't need to see everything!!)
	Be very mindful of lighting behind you, so if there is a chance your perfectly modest dress might become see-through on stage, just pop on some leggings or wear a petticoat.
Top Half	
Sleeve-less that are smart and modest	Avoid sleeveless tops that are revealing (either low neck or under arms). No spaghetti straps, off-the-shoulder or strapless tops. No mid-riff showing. No underwear should be seen (including straps & sides).
T-shirts, Shirts, Blazers, Long-sleeve tops, jumpers, jacketsand beyond!	Don't wear a shirt with a provocative slogan or picture that will offend or distract people (you may want to leave the t-shirt with the image of the skull with a snake coming out of the eye in the drawer on Sunday mornings).
	See-through tops - if it's sheer or see-through, pop on a singlet underneath!
	Revealing tops (no tops that have low necks, show mid-riff, or reveal underwear). If in doubt, wear a singlet underneath
	Super skin-tight tops, or tops that are particularly drawing focus to/pronouncing your chest
The bottom half	
Long Pants	Shorts
Thick Leggings (with a long top that covers all the bits!!)	Leggings with a short top. Please ensure when wearing leggings that all body parts (front & back) are comfortably covered ©
Designer rips in jeans are okay	Over-the-top rips or rips that are immodest. As a general rule, don't wear jeans that look like they are falling apart, have large rips or rips that reveal a lot of skin or any underwear.

Final Note

Remember that you represent the whole of Team Breakthrough, the church and ultimately Jesus when you serve. As a rule please don't wear things which will make your pastor blush or will cause people to be distracted from their entering in to the service - but let everything you wear and do bring much pleasure to God.

Small Groups



Leader
Leader's Name:
Leader's Mobile Number:
Leader's Email Address:
Leaders Bio:
Assistant Leader
Assistant Leader's Name:
Assistant Leader's Mobile Number:
Assistant Leader's Email Address:
Proposed Small Group
Group name:
Address of meeting place:
Meeting Day & Time:
Frequency:[]Weekly []Fortnightly []Other
Is this an open group?[] No (it is invitation only) [] Yes (anyone can join)
If Yes, when can others join?[] Anytime, [] Only at First meeting, [] Other
Purpose of the group:
Describe your group in one sentence:
Provide a rough overview of what will happen at a typical meeting? (eg. Start with 15 min. coffee, the 45 min. discussion followed by breaking into smaller groups of 3-4 for 15 min. of prayer)

Target (demographic	
Age: []	Any []Youth []Young Adults []Young	Families [] Mature/Retired [] Other
Sex:[] <i>A</i>	Any []Male []Female	
Relation	nship Status:[]Any []Single []Married	[]Parent
Area (e	g. Boronia, Eastern Suburbs): [] Any [] Ot	her
Is there	a particular target (eg. New believer, Singl	e Mums):
Con	nmitment	
		each member and encouraging them in it utes every week/fortnight (either live or by phone
	Signed:	Date:
Team B	Breakthrough Use:	
	Completed Launchpad	Photograph of leader uploaded
	Partner with Breakthrough	Group details added to directory
	Volunteer Church Workers Code of Conduct signed	Coach appointed (Name:) First coaching session arranged
	Attended Small Group Leadership Training class	Notes:
	Small Group Leadership Application complete	
	One-on-one interview completed (Name of Interviewer:)	
	Small Group Leaders' Training Videos recommended	