



PILGRIM UNITING CHURCH

We are called by God to be a prophetic witness in the city of Adelaide so that new life and vitality will be generated in our city and its people. We celebrate in our unity and diversity, our shared beliefs and past experiences, and value worship, teaching, creativity and justice.

CCP-06

POLICY RELATING TO VISITING PREACHERS, SPEAKERS, MUSICIANS, etc.

1. Introduction

Pilgrim has a commitment to being a place of welcome and hospitality in the City of Adelaide. This is evident in our Vision and Mission Statement. As part of developing a welcoming and hospitable presence Pilgrim will foster events and activities that help to amplify our Public Voice, strengthen our civic and denominational Partnerships, and multiply our Community Connections. We also aim to be recognised as a welcoming and appropriate venue in the City for a wide range of community activities and events. Such activities and events will often involve the engagement of visiting preachers, speakers, musicians, etc.

2. Purpose

This document details the policy and procedures relating to the engagement of visiting preachers, speakers, musicians, etc. and the use of Pilgrim's facilities by community groups for activities and events that Pilgrim wishes to support. This is to ensure the financial viability of these activities and events, that appropriate insurance coverage is in place, and that booking of and use of Pilgrim's facilities is according to guidelines.

3. Policy

- 3.1 Community groups using our facilities for activities and events must have their own public liability insurance cover.
- 3.2 For community activities and events that are not seen as part of Pilgrim's mission and ministry, we aim to provide the venue and caretaking without any cost to us, but we could assist with advertising.
- 3.3 Church Council may decide to financially support community activities and events that could be seen as part of Pilgrim's wider mission, even if they are not organised by Pilgrim, using funds from the Social Justice budget.
- 3.4 Ministers in placement at Pilgrim, or the Ministry Development Committee in consultation with the Ministers in placement, or Church Council may engage visiting preachers. Church Council must approve these arrangements.

Authorisation

Church Council Chair:

Reviewed: 11 November 2020

Next review date: October 2022

PROCEDURES RELATING TO VISITING PREACHERS, SPEAKERS, MUSICIANS, etc.

1. Responsibilities

- 1.1 Church Council is responsible for approving activities and events that involve the engagement of visiting speakers, musicians, etc. so that these will be covered by the Church's insurance policy.
- 1.2 Operations Committee is responsible for providing guidelines for the accommodation and payment of visiting speakers, musicians, etc.
- 1.3 The Business Manager is responsible for providing financial and management advice to organisers of activities and events which involve engaging visiting preachers, speakers, musicians, etc.
- 1.4 Organisers of Pilgrim activities and events which involve engaging visiting preachers, speakers, musicians, etc. are required to follow the procedures in Section 2 below.
- 1.5 Organisers of community activities or events using our facilities are responsible for ensuring they have their own public liability insurance cover and pay for both the use of Pilgrim's facilities and the caretaker where required.

2. Procedures

- 2.1 Proposals for the engagement of visiting speakers, musicians, etc. as part of Pilgrim's mission and ministry must go to Church Council for approval. Proposals should be on the Project Proposal form and should include detailed costing, especially where there are variations from the guidelines for accommodation and payment provided by the Operations Committee. It is advisable for organisers to consult with the Business Manager before submitting such proposals to Church Council for approval.
- 2.2 Church Council will determine the degree to which Pilgrim will financially support the engagement of visiting speakers, musicians, etc.
- 2.3 Proposals from community groups requesting to hold activities or events at Pilgrim must also go to Church Council for approval.
- 2.4 All bookings for the use of Pilgrim's facilities must go through the Office Administrator to ensure that appropriate facilities are available and caretaking needs are appropriately met. The Office administrator will ensure all activities and events using Pilgrim's facilities are recorded in the diary and invoice users as appropriate.
- 2.5 Visiting preachers will be paid the standard rate as specified by the Synod of South Australia from time to time.



Authorisation

Chair of Council

Reviewed: 11 November 2020

Next review date: October 2022