



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.

PROP-01

POLICY FOR USE OF PORTABLE EQUIPMENT OFF-SITE

1. Introduction

Ministers, as well as some staff and/or volunteers may have regular or occasional need to take Pilgrim equipment off-site so that they can carry out their designated roles. If the processes involved are properly managed this can facilitate support for the mission and ministry of Pilgrim. To achieve these benefits a number of precautionary procedures should be put in place.

2. Purpose

This policy is designed to:

- 2.1 ensure that appropriate processes are put in place to authorise staff and/or volunteers who wish or need to take Pilgrim equipment off-site;
- 2.2 ensure that staff and/or volunteers who take Pilgrim equipment off-site understand their responsibilities in relation to the use and care of Pilgrim equipment when taken off-site; and
- 2.3 guard against Pilgrim's liability for any possible loss, theft or damage to Pilgrim equipment taken off-site.

3. Policy

- 3.1 Taking property off-site means taking items away from the Pilgrim Church buildings or the grounds outside surrounding the buildings.
- 3.2 Equipment belonging to Pilgrim that is taken off-site is not covered by Pilgrim's insurance as this is prohibitive, even if the equipment is being used for an event endorsed by Church Council (e.g. portable sound system being used for an off-site gathering).
- 3.3 The Ministers and Business Manager are issued with laptop computers and/or other portable devices that they may take off-site in order to carry out their roles and responsibilities.
- 3.4 Other staff and/or volunteers may, at various times, be issued with portable equipment that they may take off-site in order to carry out specific roles and responsibilities. This may be on a regular, semi-permanent or one-off basis.
- 3.5 Portable equipment belonging to Pilgrim that is taken off-site must be used only by the individuals to whom the equipment is entrusted or under their supervision.

3.6 There are special procedures for laptop computers, the portable sound system and Continuo Organ.

3.7 Any use of portable equipment belonging to Pilgrim that is inconsistent with this policy and the following procedures may lead to use of the equipment being withdrawn or withheld on future occasions.



Authorisation

Church Council Chair:

Reviewed and edited January 2020

Approved: 12 February 2020

Next review date: February 2022

PROCEDURES FOR TAKING PILGRIM EQUIPMENT OFF-SITE

1. Responsibilities

- 1.1 The Church Council is responsible for the authorisation of those who may take portable equipment off-site on a regular or semi-permanent basis.
- 1.2 The Business Manager is responsible for the authorisation of those who may take portable equipment off-site on a one-off basis for a specific purpose. See 2.2.3 below for exceptions to this.
- 1.3 The Business Manager has responsibility for oversight of the management of the procedures involved in staff and/or volunteers taking portable equipment belonging to Pilgrim off-site, and maintaining records of this movement of portable equipment.
- 1.4 All individuals who are authorised to take Pilgrim equipment off-site are required to comply with the specific responsibilities in sections 2.1, 2.2, 2.3 and/or 2.4 below.

2. Procedures

2.1 Laptop computers

- 2.1.1 Ministers and the Business Manager will be issued with laptop computers for their use both on-site and off-site.
- 2.1.2 Other staff and/or volunteers may also be issued with a laptop computer for their use both on-site and off-site if it is required for them to carry out their specific roles and responsibilities.
- 2.1.3 The list of those entrusted with a laptop will be held by the Business Manager along with details of the specific laptop that has been issued to each individual.
- 2.1.4 All Ministers, staff and/or volunteers issued with a laptop are required to sign out the specific computer they are issued with.
- 2.1.5 Only the authorised signatory may use the laptop computer issued to them.
- 2.1.6 It is the authorised user's responsibility to keep their assigned laptop secure and protected at all times. Use of the following recommendations is advised:
 - A. Use carrying cases specifically designed for laptops.
 - B. When not in use, place laptop and peripherals in a secure place.
 - C. Be aware of extreme temperatures (hot or cold) in an enclosed vehicle that can harm the electronics of the laptop.
 - D. Keep drinks, food, lotions and other harmful materials away from the laptop.
- 2.1.7 All those issued with laptop computers to be taken off-site are required to acknowledge in writing that the laptop computer they are issued with:
 - A. is covered by their personal contents insurance, including when in transit, and
 - B. that they are fully responsible for any damage to or loss of the laptop, which may include the cost of repair or the fair market value of the damaged or lost laptop.

2.2 Portable Sound System and associated equipment

- 2.2.1 The portable sound system and associated equipment may occasionally be required for Pilgrim or other events off-site.
- 2.2.2 It is crucial that Pilgrim events are endorsed by Church Council so that the activity is covered by Pilgrim's insurance.
- 2.2.3 As the portable sound system may often be required outside Pilgrim office hours, Ministers are able to authorise the use of the portable sound system for Pilgrim events off-site.
- 2.2.4 The log book in which to record such usage is a folder kept in the Business Manager's office.
- 2.2.5 The portable sound system must be logged out and then logged back in.
- 2.2.6 We have two portable sound systems. The system being used off-site must be identified.
- 2.2.7 Borrowers need to understand that this equipment is not covered by our insurance when taken off-site.

2.3 Hire of Continuo (Chamber) Organ

- 2.3.1 There is a separate Property Hire Agreement form for the hire of the Continuo Organ which specifies a number of terms and the schedule of charges.
- 2.3.2 Peter Kelsall is the first point of call person for organising any such use of the Continuo Organ.
- 2.3.3 As for all other bookings, the hire of the Continuo Organ must be done through the Office Administrator so that the terms can be formally agreed to and hirers can be appropriately invoiced.

2.4 Other Pilgrim equipment taken off-site

- 2.4.1 Other Pilgrim equipment may occasionally be required for use for Pilgrim events off-site.
- 2.4.2 It is crucial that Pilgrim events requiring use of portable equipment are endorsed by Church Council so that the activity is covered by Pilgrim's insurance.
- 2.4.3 Individuals being issued with portable equipment to be taken off-site must sign out the equipment, indicate the purpose for which the portable equipment will be used and then ensure the equipment is signed in when they return it.
- 2.4.4 Only the authorised signatories may use the portable equipment issued to them.
- 2.4.5 It is the authorised user's responsibility to keep their assigned portable equipment secure and protected at all times as any equipment taken off-site is no longer covered by Pilgrim's insurance.

Related Documents

Agreement and Authorisation Form for off-site use of Pilgrim equipment (see below)

Property Hire and Agreement Form for Continuo Organ

IT Policy (being developed – includes laptop computers)

Authorisation

Chair of Operations Committee:

Reviewed and edited January 2020

Update approved: 11 February 2020



Next review date: February 2022

LETTERHEAD

OFF-SITE USE AGREEMENT AND AUTHORISATION – GENERAL & LAPTOPS

Effective Date: _____ Return Date: _____

Note: This agreement and authorisation must be reviewed annually.

User's Name: _____ User's Phone: _____

User's Role: _____

ALL RISK INSURANCE IS PROVIDED BY:

User (for laptops and non-Pilgrim users of other portable equipment)

Pilgrim Uniting Church (for other portable equipment used for an authorised Pilgrim event)

Item Description	Item Serial # or other identification
_____	_____
_____	_____
_____	_____

Purpose for which the equipment is to be used:

I acknowledge receipt of the item(s) described above for use off-site for Pilgrim business.

I agree to use the item(s) according to the following conditions:

1. The equipment will be used solely for me to carry out my role at Pilgrim and/or other roles I have Pilgrim Church Council's endorsement to participate in.
2. When not in use at Pilgrim, at an activity outside Pilgrim that is part of my role, or in transit, the equipment will be located at:

3. I understand that I must keep the above equipment secure and protected at all times.
4. I will inform the Business Manager as soon as possible if the equipment is damaged, lost or stolen.
5. I will return the equipment by the Return Date shown above or, if appropriate, request a renewal of this agreement. Furthermore, I agree to return the equipment if I cease undertaking the role for which I was issued the equipment.
6. **For laptops and non-Pilgrim users of other portable equipment:** I certify the equipment I am issued with is **EITHER** covered by my personal contents insurance, including when in transit as hand luggage, **OR** that I accept full responsibility for any damage to or loss of the issued equipment which may include the cost of repair or the fair market value of the damaged or lost equipment.

USER: _____

BUSINESS MANAGER: _____

OTHER: _____

LETTERHEAD

OFF-SITE USE AGREEMENT AND AUTHORISATION – PORTABLE SOUND SYSTEM

Date Out	PA 1 or PA 2	Event	Authorisation	Date Back

Policies can be approved only by Church Council.
Procedures may be approved by the Operations Committee.

