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| **AEA INC. MISSIONS INTERLINK EVENTS GUIDE** |
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**INTRODUCTION**

MI is committed to providing events that are: consistent with its foundational documents, well organised, safe, affordable and of benefit to its constituents and the Australian church.

MI Events1 must be approved by Missions Interlink or one of its state branches, ministries or networks and it must align with the purpose, vision and strategy of MI. “MI Events” in this document refers to events that are advertised publicly or to the general MI community. It does not include internal events, such as committee meetings, etc., though some of the following principles may still apply.

***AEA STATEMENT OF FAITH***

*We worship the only God who is Father, Son and Holy Spirit, whose creative, outgoing love*

*overflowed from the divine community to create the universe and who calls us to share in*

*eternal life and love and to participate in the fulfilment of divine purposes.*

*In grace and humility Jesus, the only Son of the Father, shared our humanity and became our example of service and sacrifice. Out of love for the world he suffered the consequences of our sin and died in order to overcome the power of the evil one; to release humanity from alienation from God and from being captive to self-centred sinfulness; and to restore a disordered creation. The power of the Father defeated death and brought new life to Jesus who now reigns as Lord of all and who, through the active presence of the Spirit, calls for repentance, brings the possibility of forgiveness, and gives new life to all those who live in union with him.*

*Christians live in love by the power of the Spirit, who is the Spirit of Jesus, as a single*

*community of God’s people. We are filled with the Spirit who transforms lives and characters according to the example of the Lord Jesus, and the church is built up by the gifts of ministry and service which the Spirit brings. The life of the church is guided by God through the Scriptures which are uniquely inspired and the final authority for Christian faith and practice. As a community of those who worship God and live in fellowship we are called to bring to everyone the good news of the salvation which can only be found in life with the Lord Jesus Christ. We are committed to work for justice in every society and to protect and enhance God’s creation. While working for the kingdom in the present, we also look forward to the return of the Lord Jesus bringing justice to all and the glorious, perfect kingdom of God.*

*This statement of faith should not be regarded as implying that the truths expressed in it*

*constitute the only important truths of the faith. It is understood by the Australian Evangelical Alliance (AEA), the auspice body of Missions Interlink, as being consistent with the historic statements of faith, such as the Apostles’ and Nicene Creeds, and with the
AEA Doctrinal Statement and the Statement of Faith of the World Evangelical Alliance.*

**ACCOUNTABILITY**

Responsibility for all MI events will be delegated to an identified individual (who may be supported by, or represent, a committee) who will be accountable to, and provide progress and final reports (including financial reports) to, the relevant state or national staff member, or State or National Leadership Team.

**CONTENT**

It is important to ensure all leaders and speakers for the event are familiar with MI, agree in writing to the AEA Statement of Faith, are briefed well on the material to be presented, and understand the purpose of the event and the demographic of those attending.

There will be conformity at all times to:

* AEA Statement of Faith (stated above)
* AEA Rules and Policies (all active links to the website) including:
	+ Child Protection Policy and Procedures
	+ GST-Free Religious Services Policy
	+ Purchasing Policy
	+ Privacy Policy
* MI Regulations and Standards Statement, including Core Values (all active links to the website)
* MI Procedures
* MI State Guidelines

**PARTICIPANTS**

All MI conferences and events (excluding some training programs) are open to the public. Organisations and ministries who wish to participate in a *free* MI event will need to be MI Members or Associates and align with the goals of the event. Participation includes the ability to set up a display, offer merchandise and inclusion in the participants’ packs.

In order to participate in MI *ticketed* conferences and events, an organisation or ministry should be either an MI Member or Associate or be referred for a compliance check (comparable with an Associate requirement) through the MI National office. There will be an charge of $50 to cover the cost of the compliance check. MI national will waive this fee if the applicant decides to become an Associate and part of the network. Participation in MI ticketed conferences and events includes the ability to set up a display, offer merchandise and inclusion in the participants’ packs.

**PLANNING**

Wherever possible care should be taken to prevent events conflicting with other MI major events.

**FINANCES**

* A record of all finances associated with the event will be kept.
* Refer to GST-Free Religious Services to determine if GST is applicable to the event.
* Ensure the AEA Purchasing Policyis followed and other appropriate financial controls are in place.
* To avoid any misunderstandings and to manage any conflicts of interest, written documentation must be provided for any agreements regarding sponsorship.

**BUDGETING**

A budget for the event should be developed that includes:

* Direct costs including venue, any honorariums or speaking fees, travel, promotion etc.
* Income including registrations, sponsorships, etc.
* Ten percent of the revenue to contribute to MI administration costs; in the case of state based events, five percent to go to the relevant MI state branch; and five percent to go to MI National, and in the case of national events, ten percent to MI National.
* A course-developing component (for development and contingency) should be included for TT, MILL, MIST and other MI training programs where applicable. e.g., MIST in all states adds a single levy of **ten percent** *($20 per person is a cap, but there is no minimum).*This levy goes to a MIST national training/development fund.
* GST when applicable

**PRICING**

It is essential to ensure that MI Members and Associates are able to participate in, and display at, all national and state MI events at reduced registration fees. Events include [ReachOut](http://reachoutmissions.com.au/), [Mission Matters](http://missionmatters.org.au/), [Activate](http://activateconference.org/) and other [MI training programs](https://missionsinterlink.org.au/training).

The discounted registration fee should always be 20-50% less than the fee charged to non-MI constituents at all relevant MI events and always equal to the budgeted amount.

To calculate the members’ discount using a 33% discount (recommended for uniformity), use the following formula:

 BP (Budgeted Price) = Members/Associates’ price

BP + 50% premium = Non-constituents’ advertised price.

To encourage non-constituents to join MI and share the benefits of the network, display the higher price first labelled as the general admission price and the lower price as the price for Members/Associates of MI only. Use this format on all event material.

**Exceptions:**

Events excluded from this rule would be MI events (not training) whose participants are mission seekers or events where Members/Associates are welcome to set up displays for free.

People excluded from this rule would be those who apply for MI training and are on the pathway to be accepted/accredited by one of the MI Members or Associates. They can participate in the training program at the constituent rate as long as they have applied to work with one of the MI constituents (including a constituent church).

State or program coordinators may decide to waive the non-MI constituent price for some individuals as an exception, however there should be always be two sets of fees advertised on all event material.

**PUBLICITY**

* MI national office will assist in the publicity of events and support MI state branches, networks and ministries in their communications.
* The MI national office is to be advised in writing of any events to be listed on the MI website.
* All event material that includes reference to a cost (flyers, website, Trybooking, etc.), must include two admission prices (general admission price/constituents’ price), the appropriate ABN and whether GST is applicable.
* All event materials should include national

office contact details for further inquires on joining MI.

* All promotional material will clearly display that the event is a ministry of Missions Interlink (this is essential for the event to be covered by MI insurance).
* Logo files and flyer and newsletter templates are available through the National office.
* Ensure that the logo is used within the guidelines provided from MI national office.
* MI events must be clearly identified as MI events on all publicity, and the following wording should be included: “*This event is an activity of Missions Interlink (state). Missions Interlink is the registered business name of Australian Evangelical Alliance Inc. ABN 54 056 007 820 A0012495P”.*
* All references to costs or fees should be accompanied by a statement indicating whether GST is included. For MI state events, information about GST and the correct wording to include can be obtained from the MI staff or SLT in that state.

**INSURANCE**

Public liability insurance will be provided for all approved MI events that are clearly identified. Contact the MI National Director for a Certificate of Currency, if required.

**VENUES & ACTIVITIES**

Event venues and programs should be decided after considering the following:

* What’s included in the venue hire
* Accessibility, including availability of parking, disabled facilities and public transport
* Capacity for anticipated number of participants at the event
* Catering cost and compliance
* Child safety
* Technical requirements, including internet availability
* Attention to the conditions applicable to any contracts to be entered into, e.g. minimum numbers, cancellation policy, terms and conditions.

**SAFETY & RISK MANAGEMENT**

MI has an obligation to ensure all its events comply with health and safety standards. The necessary precautions to be taken against foreseeable risks will depend on the nature of the event being held. You may need to consider:

* First Aid kit and officer
1. Has the venue been consulted regarding any first aid requirements? Yes / No
2. Does a first aid officer need to be present at this event? Yes / No
- If ‘Yes’, proceed to number 4.
3. Who needs to be contacted if first aid needs to be administered?

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Does the venue provide an easily accessible, adequately stocked first aid kit? Yes / No
- If ‘No’, one will need to be provided by the event organiser.
* Map and directions to the nearest medical centre or hospital
1. Are all event leaders/staff/volunteers aware of the nearest medical centre or hospital? Yes / No
2. If necessary, could all event leaders/staff/volunteers provide directions to the nearest medical centre or hospital? Yes / No
3. Is a physical map (including directions and route) to the nearest medical centre or hospital available at the venue? Yes / No
* Fire evacuation procedures
1. Does the venue have a script that can be used at the beginning of the event that explains the fire plan instructions, including the locations of fire escapes and assembly points? Yes / No
2. Are all event leaders/staff/volunteers familiar with the venue’s fire safety plan? Yes / No
3. Who should be contacted, apart from 000, in the event of a fire? (e.g. venue manager, etc.)

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Critical incident or other emergency response
1. Have the potential hazards or risks been identified and ranked in order of likelihood prior to the commencement of the event? Yes / No
2. Following is an example list of potential hazards to consider:
* Fire
* Gas or water leak
* Vehicle and other accidents
* Chemical, radiation, or biological spill
* Bushfire
* Storm
* Earthquake
* Bomb threat
* Civil disorder or illegal occupancy
* Hostage or terrorist situation
* Death
* Robbery
* Physical (including sexual) assault
* Injury from other environmental or physical hazards such as stairs
1. Have steps been taken to minimise these risks, especially those most likely to occur, where possible? Yes / No
2. Are all event leaders/staff/volunteers familiar with these risks and prepared to respond to them appropriately? Yes / No
3. Who needs to be contacted in case of a critical incident or emergency? (e.g. emergency services, MI staff member, next of kin, etc.)

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Should an incident occur, a report of any injuries, incidents or hazards must be provided to the relevant MI team leader or manager within three days of the incident. (Use MI Incident Report Form or equivalent.)
**Critical Incidents:** Any critical incidents must be reported to the MI National Director immediately.

A ‘critical incident’refers to an unexpected traumatic event, or the threat of such, which causes extreme stress, fear or injury. It can include: death, serious injury, robbery, sexual assault, violence, or severe verbal or psychological aggression.

* Children in attendance at event
1. Will any children (person(s) under the age of 18) be present at this event?

Yes / No
- If ‘Yes’, please refer to the Child Protection Policy and Procedures