

QB Church Recognition - Application Process

Purpose

The purpose of this document is to provide guidance to churches on how to become associated with QLD Baptists (QB), and outlines the compliance steps required for recognition. QB offers churches a variety of options in terms of the level of recognition to enable the right fit for the individual church.

Process

Application Form

The first step in the process is to –refer to the [QB Application for Church Recognition Form](#)

This form outlines the information to be provided and the required supporting documentation for submitting the application to the Director of Church Planting Services at colin.stoodley@qb.org.au

Constitution

As a part of the submission of an application for recognition as a church with QB, we undertake a review of the church's constitution. This might be an existing constitution or churches are welcome to use the [QB Church Constitution Template](#)

This template reflects QB's statement of beliefs, covenant and guidelines as well as satisfies the requirements for an ACNC application. As such if this option is selected, please ensure the church has at least three leaders that can be listed, including their identify of their roles i.e. Chair, Treasurer, and Secretary. The template should be personalised with the Church name, the full names of the leadership team, their respective roles, and confirmation that the leadership group has met and approved the adoption of the constitution. (via meeting minutes).

ABN

If the church already has an ABN this can be provided via the application form. Alternatively, application can be made via the [Online Business Registry](#).

There may be some other key administrative steps relating to registering for GST (compulsory if annual turnover exceeds \$150,000), payroll systems and Workcover (if there are any paid employees), and further support can be provided during this application process.

ACNC

Every church in Australia needs an ACNC registration. If the church already has this, it can be provided via the application form. Alternatively, the process can be completed using this [link](#).

If there are any problems in this process, please contact the Director of Church Planting Services and our team will be able to assist.

May 2022

Ready for Kids

An important part of the application process is demonstrating that the church has a child and youth risk management strategy in place as required by the Working with Children (Risk Management and Screening) Act 2000. The church may provide their own for QB to review (accompanied by a minute of the church leadership accepting the strategy as their framework for managing safe programs for children). Alternatively the church may choose to adopt the QB-Safe Church-Strategy (also accompanied in the application with a minute of acceptance)

National Redress Scheme

One of the requirements for Basic Religious Charity (BRC) status since 17 March 2021 is that the church is a member of the National Redress Scheme. However, as churches who have formed since 1 July 2018 are not eligible to join the national redress scheme, this only applies to previously existing churches (pre-1 July 2018) who are seeking BRC status. We can provide further guidance with this.

Insurance and Banking

The church may already have insurance in place. The Certificate of Currency will be required with the application form. Alternatively, insurance can be arranged through QB with Baptist Insurance Services. This can be a staged process that we will assist with in your application.

Submission

The Director of Church Planting Services will assist churches in the preparation of an application for recognition, and when ready will make a recommendation to the Director of QB Services. After review, the Director of QB Services will decide on a recommendation to the QB Board for consideration of the application.