

## Implementation Guidelines for Parishes

### Overseas Mission Giving and Donations Policy

This implementation guide is designed to assist Parishes in our Diocese to adopt and implement the Overseas Mission Giving and Donation Policy approved by Bishop-in-Council in November 2019. The policy is to be implemented immediately.

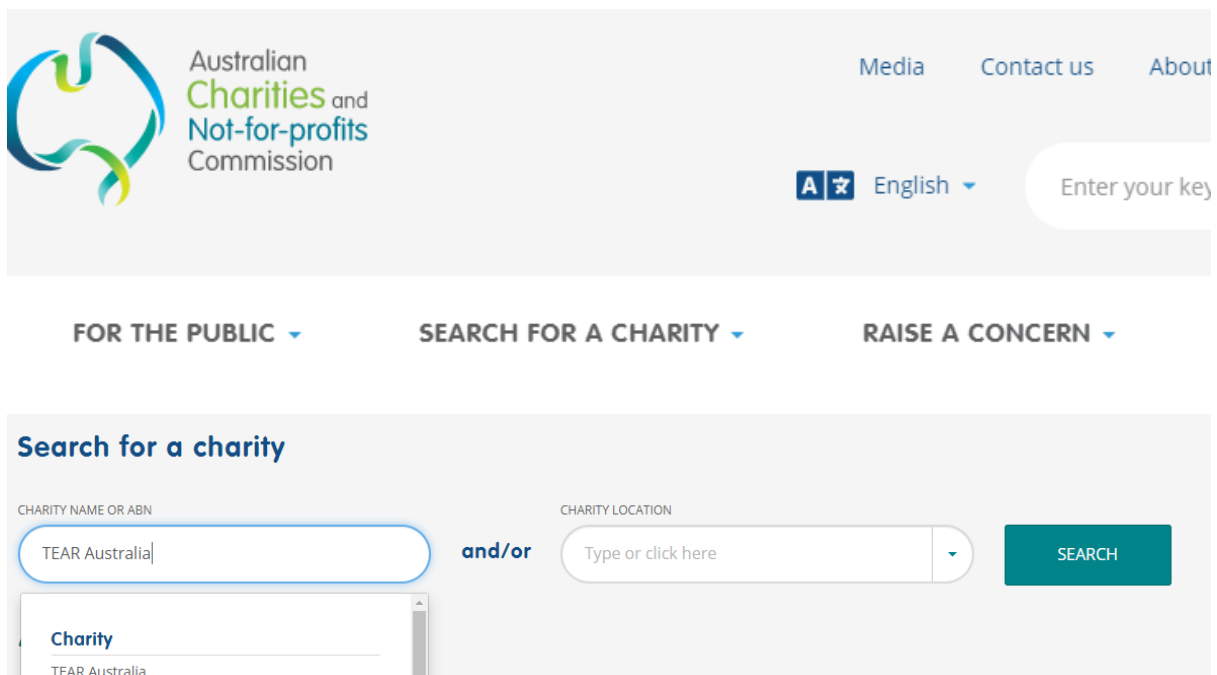
This guide is a step by step approach, with examples and frequently asked questions.

#### **Step 1 – ensure any current Parish overseas giving/donations is through an Australian charity registered to operate overseas with ACNC**

Have a list of the Parish's overseas mission and sponsorship for 2019. To ensure current Parish Mission Giving and Donations is going to charities that are registered to operate overseas, do the following online search.

To do this go to Australian Charities and Not-for-profit Commission (**ACNC**) website <https://www.acnc.gov.au/>

Choose **SEARCH FOR A CHARITY** - **Search the charity register** function which will bring up a box to enter the charity name. Enter the name of the charity you wish to search. In some case, charity names that may match will appear on the screen. Click on the search box and more information about the charity will appear. The example below is for TEAR Australia



Search Results will provide the legal name, status, size, location ABN. You can click on the legal name to find **Charity Details**.

## Charity details

|                                   |  |
|-----------------------------------|--|
| <b>ABN:</b>                       | 85085413832  |
| <b>Address:</b>                   | U 1 4 Solwood Lane<br>Blackburn VIC 3130<br>Australia  |
| <b>Email:</b>                     | <a href="mailto:enquiries@tear.org.au">enquiries@tear.org.au</a>   |
| <b>Address For Service email:</b> | <a href="mailto:finance@tear.org.au">finance@tear.org.au</a>   |
| <b>Website:</b>                   | <a href="http://www.tear.org.au">www.tear.org.au</a>   |
| <b>Phone:</b>                     | 03 9264 7000   |
| <b>Charity Size:</b>              | Large  |
| <b>Who the charity helps:</b>     | Aboriginal and Torres Strait Islander people<br>Overseas communities or charities<br>People with disabilities<br>Victims of disaster |
| <b>Date established:</b>          | 1970   |
| <b>Last reported:</b>             | 19 December 2018   |
| <b>Next report due:</b>           | 31 December 2019   |

In this TEAR Australia example, under the “**Who the charity helps**” – you can see it currently registered to help OVERSEAS communities or charities.

Therefore any Parish overseas mission giving and donations to TEAR Australia would comply with the Diocesan Overseas Mission Giving and Donations Policy.

**Question: When would Parish overseas mission giving and donation not comply with Diocesan Overseas Mission Giving and Donations Policy?**

**Answer:** In the following circumstances, Parishes should not be providing financial or other support overseas:

- when the charity’s registration has been revoked
- when an organization is registered with ACNC BUT not registered to operate overseas
- an organization is not registered with ACNC

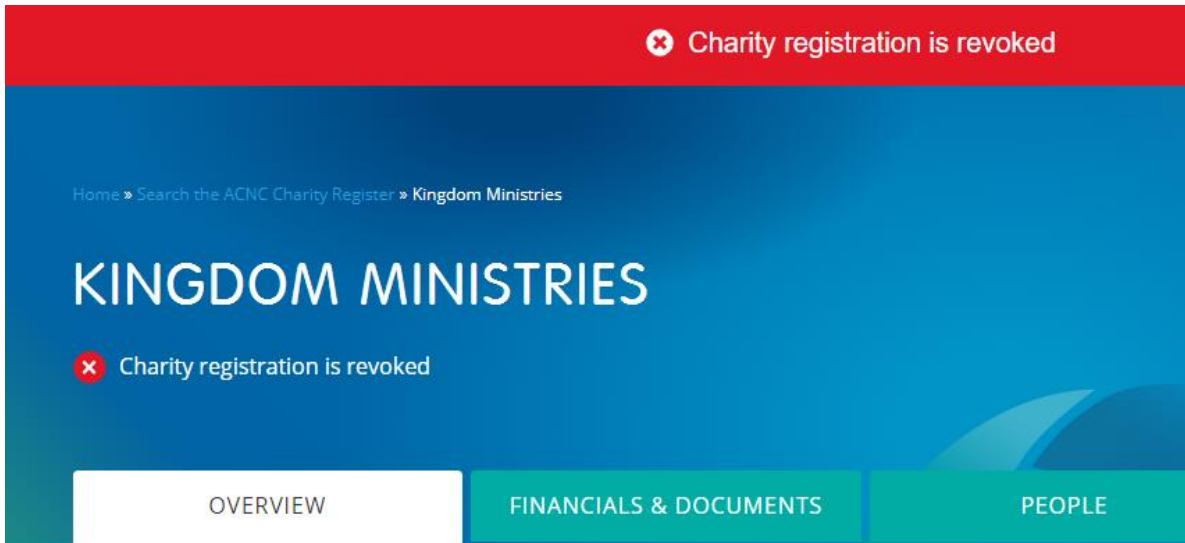
Examples of how to identify these circumstances in **ACNC online search** are below:

## ACNC CHARITY SEARCH - KEY THINGS TO LOOKOUT FOR

### CHARITY REGISTRATION REVOKED

It is possible that a charity may have had its registration revoked – as in the example below for Kingdom Ministries. This can happen for a number of reasons.

Parishes should not have **any dealings** with a charity that has had its ACNC registration revoked.



### CHARITY IS NOT REGISTERED TO OPERATE OVERSEAS

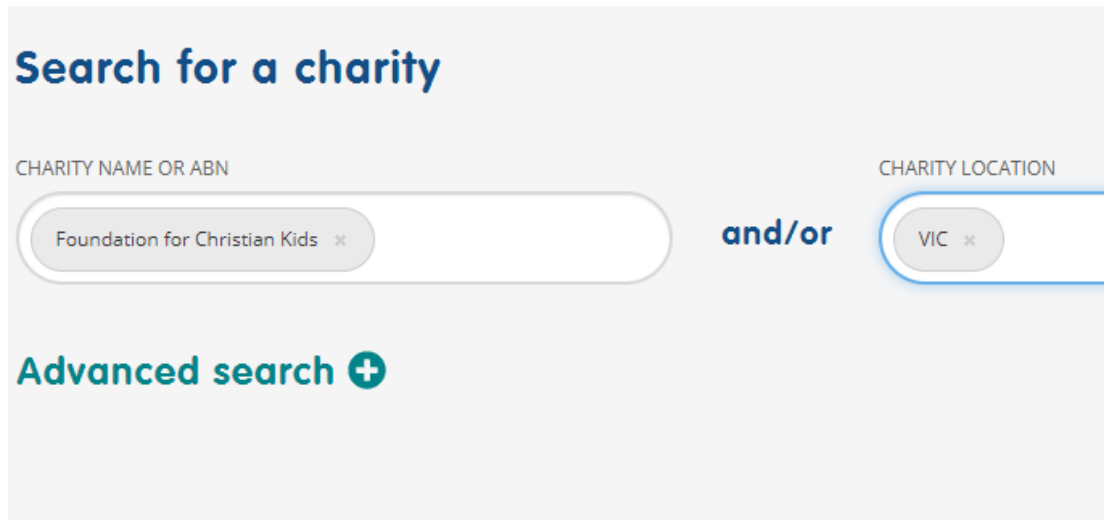
For example, an ACNC search for charity *New Horizons Welfare Services Incorporated* about who this charity helps (see below)- does not include any reference to overseas. This indicates this organization is a registered charity which operates within Australia only. Therefore, it is not registered to take donations for overseas purposes.

#### **Who the charity helps:**

Families  
 Financially disadvantaged people  
 Migrants, refugees or asylum seekers  
 People at risk of homelessness/ people experiencing homelessness  
 People in rural/regional/remote communities

### ORGANISATION IS NOT REGISTERED WITH ACNC

There can be many reasons why a charity cannot be found using the ACNC “*search for a charity*” function. Such as the result below:



**Search for a charity**

CHARITY NAME OR ABN CHARITY LOCATION

Foundation for Christian Kids × and/or VIC ×

**Advanced search** +

**No results found**

### TIPS WHEN SEARCHING FOR A CHARITY

- try using the organisation’s ABN instead of name. ABNs can be found on organization websites, documentation etc.
- check what other names the organization might use

### FURTHER INFORMATION

Contact the Registry team on 5443 4711.

### STEP 2 – PARISH COUNCIL ADOPTS POLICY

Overseas Mission Giving and Donation Policy should be opted at the next Parish Council meeting, along with some discussion on what this means for your Parish’s Overseas Mission Giving, Donations and Sponsorship plans. Reviewing the current your Parish Overseas mission giving and donations to the ACNC website first, will allow the Parish to assess whether any changes need to be put in place to be comply. Establishing process to ensure ongoing compliance is also important.