



NCC HANDBOOK

1. The Committee

- **Members:** Ecclesial Secretaries/Recorders of all Ecclesias (regardless of AACE affiliation), NCC Secretary, and NCC Treasurer.
- **Meetings:**
 - Three times per year (last Tuesday of February, June, November).
 - Quorum: 5 Ecclesias.
- **Decision-Making:** Ecclesial Secretaries represent their Ecclesia's views and make decisions at NCC meetings.
- **Legal Status:** Incorporated organization (since March 11, 1997).

2. Office Bearers

- **Secretary:** Paul Niven (ncc@aace.info)
- **Treasurer:** Colin Hillman
- **Election:** Elected by Ecclesial Secretaries at the February meeting.

3. Duties of the NCC Secretary

- Prepare meeting agendas and distribute minutes.
- Update speaker, study, and lecture lists.
- Act as a central information point.
- Organize and distribute annual reports and the annual budget.
- Coordinate inter-Ecclesial activities.
- Prepare annual incorporation statement.

4. Duties of the NCC Treasurer

- Prepare financial statements for NCC meetings and the annual budget.
- Prepare an annual financial statement for incorporation.

5. Accountability and Responsibility

- **Annual Report:**
 - Presented and approved at the February AGM.
 - Includes reports from all Sub-Committees.
 - Circulated to all affiliated Ecclesias in NSW.
- **Policies:** Child Safety Policy, Code of Conduct, Risk Management Plan, and Critical Incident Management Policy for all NCC activities.

6. Membership

Open to all Ecclesias in NSW and ACT (regardless of AACE affiliation).

7. Constitution

Adopted August 27, 2002, and amended November 27, 2012. (See [NCC website](#)).

8. NCC Website

- **URL:** <https://www.christadelphiansaustralia.org.au/ncc/index.html>
- **Access:**
 - Most pages are public.
 - Some pages are password-protected for individual Ecclesias.
 - Only the NCC Secretary and Webmaster can modify NCC-specific information.
- Ecclesial login Usernames and passwords must remain confidential. Individual Ecclesial information can be maintained via the [NCC website](#)).

9. Annual Budget

- **Calculation:** Total budget is divided by the number of brothers and sisters contributing to the NCC will determine each Ecclesia's contribution.
- **Contributions:**
 - Elevated contributions 4 years prior to NSW Conference.
- **Uses:** Public liability insurance, music copyright, camp hosting, SCYP First Aid training, and conference costs.
- **Reserves:**
 - Minimum \$20,000 in operating account.
 - Funds can be set aside for specific purposes (e.g. Welfare, Youth Conference) and can be placed in Saving and Term Deposits if not currently planned to be used.
- **Welfare Fund:** \$200 budgeted annually (fund capped at \$2,000) for counselling / welfare support due to NCC activity incidents; this is managed by the Treasurer and Secretary.

10. Insurance

- **Provider:** ANSVAR
- **Coverage:** Public Liability (\$20,000,000)
- **Exclusions:** Voluntary Workers, personal injury, theft, loss, or damage.
- **Conference & Sub Committee Insurance:** May separately cover personal injury, theft, loss, or damage; cost covered by Conference Organizing Committee or possibly NCC funds (if available) or Sub Committees.

11. Music Copyright

- **CCLI Licenses:**
 - To print or electronically display lyrics (a music notation copying licence can be separately purchased). This requires reporting and copyright display; the cost is paid by the NCC under a CCLI Group licence and will be covered through the NCC Budget or else should be reimbursed by individual Ecclesias that want to be in the CCLI Group. It is recommended to quote the NCC Group Licence No of 355857.
 - Public Performance: Covers partial performance of works; cost paid by NCC under the Group licence.
- **Non-CCLI Songs:** Require direct permission from copyright owner or administrator (this can be a lengthy process). If unavailable, use is limited to worship services and only if copyrighted song books are used or the congregation sings from memory.

12. NCC Sub-Committees

- **Spring Bible Week:** Organizes a biennial Bible Week.
- **SCYP (Sydney Christadelphian Young People) (Annual):** Runs activities for young people in the Sydney area.
- **NCYC (Northern Christadelphian Young Circle) (Annual):** Runs activities for young people in the Central Coast / Newcastle area.
- **Women at the Well (Annual):** Arranges an annual spiritual retreat for women.
- **NewStart (Annual):** Hosts an annual event.
- **Children's / Kid's Camp (Annual):** Runs an annual camp for children.
- **PraiSing / Lamb of God (Annual):** Coordinates music-related activities.
- **Family Week (Biennial):** Organises a biennial family retreat.
- **Northern Combined Weekend (Annual):** Hosts an annual study weekend.
- **Hat Head Camp Study Weekend (Annual):** Arranges a study weekend at Hat Head.
- **NSW Risk Support Team (Ongoing):** Provides risk management support to Ecclesias. *Not covered by NCC insurance.*
- **Isolation League (Ongoing):** **Financed by the NCC;** provides support to isolated members. *Not covered by NCC insurance.*
- **Inter-Ecclesial Speaking Plan (Bi-annual):** Coordinates speaking engagements between Ecclesias. *Not covered by NCC insurance.*
- **Christadelphian Refugee Assistance Committee (Ongoing):** Supports Christadelphian refugees. *Not covered by NCC insurance.*
- **Australian Christadelphian Family Conference:** Conference organised every 8 years.
- **Australian Youth Conference:** Conference organised every 8 years.

Requirements for all Sub-Committees:

- Operate under NCC and must acknowledge this in all materials, contracts etc.
- Complete the NCC Sub-Committee Compliance Checklist (below) for each Committee Member and return the signed copy to the NCC Secretary.
- Ensure that activities are self-funded (unless otherwise agreed with the NCC).
- Covered by NCC public liability insurance (where applicable, and when all these requirements are met).
- Adhere to NCC Child Safety Policy and Code of Conduct.
- Submit Risk Assessments to NCC Secretary. See NCC Template at https://drive.google.com/drive/u/2/folders/1j9ZaOC-DM5QaKebB1xlho5zeQA00cK_U. ANSVAR provides templates and advice at: <https://www.ansvar.com.au/risk-management-risk-resources/>
- Ensure WWC compliance (see <https://ocg.nsw.gov.au/working-children-check/apply-wwcc/how-apply-wwcc>).
- Submit annual report and financial statement by January 15 of the following year.

Specific Information and Advice for some Sub Committees:

Specific Sub Committee information and advice can be found at:

https://drive.google.com/drive/folders/1j9ZaOC-DM5QaKebB1xlho5zeQA00cK_U

13. NCC Documents

See website for links to NCC Constitution, Policies, Guides and other support documents.

<https://www.christadelphiansaustralia.org.au/ncc/documents.html>

14. NCC Committee and Sub-Committee Office Holders – 2025

Committee/Sub-Committee	Position	Office Holder	Public Liability
NCC	NCC Secretary	Paul Niven	
NCC	NCC Treasurer	Colin Hillman	
NCC - Combined Memorial Meeting)	NCC Secretary	Paul Niven	Yes
Spring Bible Week	Secretary	Wayne Levick	Yes (Biennial)
SCYP	Secretary	Tilly Johnson	Yes
NCYC	Secretary	Benjy Ryan	Yes
Women at the Well	Secretary	Liz O'Toole	Yes
NewStart	Secretary	Jem Ryan	Yes
Children's/Kid's Camp	Committee	Committee being formed	Yes
PraiSing / Lamb of God	Coordinator	Nita Lawrie	Yes
Family Week	Secretary	Jonathan Russell	Yes (Biennial)
Northern Combined Weekend	Secretary	Jonathan Russell	Yes
Hat Head Camp Study Weekend	Coordinators	Dave & Jemma Jamieson	Yes
NSW Risk Support Team	Coordinator	Richard Steel	
Isolation League	Secretary	John Tretola	
Inter-Ecclesial Speaking Plan	Coordinator	Paul Niven	
Christadelphian Refugee Assistance Committee	Coordinator	Garry Hindmarsh	
Australian Christadelphian Family Conference	Chair 2024	Wayne Levick	Yes (8 years)
Australian Christadelphian Family Conference	Secretary 2024	Jem Ryan	Yes (8 years)
Australian Youth Conference	Chair 2027	Philip Henry	Yes (8 years)
Australian Youth Conference	Secretary 2027	Josie O'Toole	Yes (8 years)
Australian Youth Conference	Assistant Secretary 2027	Jake Hall	Yes (8 years)

NCC Sub-Committee Compliance Checklist

This form is to be completed by each member of NCC Sub-Committees and sent to ncc@aace.info

Sub-Committee: _____

Name: _____

Position: _____

Contact Information: _____

WWCC Number: _____

Full Date of Birth: _____

I acknowledge that I have read and understood the following NCC policies:

- **Child Safety Policy**
<https://www.christadelphiansaustralia.org.au/ncc/assets/files/NCC%20Child%20Safety%20Policy%20adopted%20on%2025th%20February%202020.pdf>
- **I have undertaken recent Child Safety Training** (e.g.
<https://www.christadelphiansaustralia.org.au/training/training.php>)
(see also <https://ocg.nsw.gov.au/working-children-check/apply-wwcc/how-apply-wwcc>)
- **Code of Conduct**
<https://www.christadelphiansaustralia.org.au/ncc/assets/files/NCCCodeofConduct.pdf>
- **Risk Management Policy**
<https://www.christadelphiansaustralia.org.au/ncc/assets/files/NCC%20Risk%20Management%20Policy%202009.pdf>
(see template https://drive.google.com/drive/u/2/folders/1j9ZaOC-DM5QaKebB1xlho5zeQA00cK_U)
- **Critical Incident Management Plan**
<https://www.christadelphiansaustralia.org.au/ncc/assets/files/NCC%20Critical%20Incident%20Management%20Plan%202009.pdf>

I commit to fulfilling the following NCC Sub-Committees requirements:

- Operate under the NCC and acknowledge this in all materials etc.
- Ensure all activities are self-funded (unless otherwise agreed with the NCC).
- Obtain appropriate insurance coverage for activities (where applicable) unless Sub Committee is covered under the NCC Public Liability insurance.
- Adhere to the NCC Child Safety Policy and Code of Conduct.
- Ensure WWC compliance for relevant activities
- Submit a Risk Assessment to the NCC Secretary for each activity.
- Submit an annual report and financial statement by January 15th of the following year.

Signature: _____ Date: _____