



Spiritual Care Australia  
www.spiritualcareaustralia.org.au  
ABN 74 140 224 899

**Policy Number: SCA-10-PO-1213-1**  
**Topic: SCA Hubs Management**  
**Position Responsible: SCA Board**  
**Approved by: SCA Board**

## Topic: Establishment and Management of SCA Hubs

### Introduction and Purpose

The purpose of this policy is to give guidance to SCA Groups/Hubs in regard to their form and function and to facilitate their sustainability and efficacy.

Essentially, the role of the SCA Groups/Hubs are to:

- create local structures, where SCA members can easily access peer support networks,
- engage with and offer professional development (PD) options,
- continue to provide a suitable context where best practice development opportunities can be accessed.

### Preamble:

This revision of the Establishment and Management of Branches policy seeks to address issues related to sustainability, good stewardship of available resources and good governance. In recent years a number of SCA branches have struggled to maintain the structure as set out in the Establishment and Management of Branches Policy. Essentially the policy mandated a Branch Management Committee with a number of office bearers (e.g. Branch President, Secretary, Treasurer and general committee members). This structure had been in place for many years as part of the Australian Health and Welfare Chaplains Association and was adopted by Spiritual Care Australia when the Association was stood up in 2009/2010. Whilst this structure has served our Association well over many years it is now time to develop a structure or structures that are able to respond to a dynamic context and environment that has changed and is constantly changing.

The intent of this policy is to create a framework within which models and/or approaches may emerge that can better serve Spiritual Care Australia and its members. This policy will use the term “SCA Groups” or “SCA Hubs” in place of branch in order to emphasis the change in structure and to encourage a broader adoption of alternative models.

### 1. Definitions

The following definitions apply to this Policy:

#### **Spiritual Care Australia Groups/Hubs:**

An organic network of Spiritual Care Australia members either in a local area or part of an interest group. An **SCA Group/Hub** may be established in any State, Territory or Region in Australia for the purposes of furthering the aims and objects of the company under the supervision of the Spiritual Care Australia Board.

**SCA Champion/Core Group:**

An SCA Champion is a person motivated to lead or assist to lead a “local” expression of Spiritual Care Australia members and who acts as a first point of contact. The SCA Champion may be assisted by a Core Group of members willing to play a role in furthering the spiritual care sector in their setting.

**SCA Group/Hub Management Committee:**

A committee made up of appointed persons who manage the “local” expression of Spiritual Care Australia. A Group/Hub is created in consultation with and by affirmation of the Spiritual Care Australia National Board of Directors. Groups/Hubs will have flexibility in creating a structure that supports the provision of Professional Development programs, networking of members and encourages communication with members, the Board, partners and other stakeholders.

The SCA Group/Hub policy framework seeks to encourage members to:

- develop organic groups/hubs with minimal structural demands, i.e. using a SCA Champion who draws together individuals from the local context in order to facilitate the work of the SCA Group/Hub,
- utilise technology and relevant applications for communication, and managing events, regular meetings etc.
- carry out its work to further spiritual care practice without the burden of the financial management of the group/hub which will be carried out on their behalf by Spiritual Care Australia’s Association Manager (currently The Association Specialists (TAS)).

**Nominated SCA Board Group/Hub Contact Person:**

The Board of directors will appoint a director who is responsible for regular communication (at least monthly) with the SCA Champion and/or Core Group or SCA Group/Hub Management Committee. The appointed director will act as a first point of contact with the board for any matters that require attention. The Director will act as a relationship manager for the group/hub to which they are appointed. The board will appoint a director to manage the relationship with each SCA Group/Hub.

**Professional Development (PD):**

Appropriate PD is critical for a modern and ongoing development framework. SCA seeks to promote the Spiritual Care Profession through the sharing of ideas, information and opportunities to develop best practice and professional growth. These opportunities should align with the Spiritual Care Australia Standards of Practice and guidelines and contribute towards the designated requirements for ongoing accreditation.

**Strategic Technology utilisation:**

SCA commits to explore available technologies that facilitate and enable the effective functioning of its groups/hubs and will include but not be limited to the following:

- access to group/hub notice boards on the SCA site,
- promotion of upcoming events on both SCA Group/Hub and national websites
- use of wide and efficient email networks,

- use of event administration programs such as Event Brite, Survey Monkey and others.

## 2. Scope

This policy applies to all Spiritual Care Australia Groups/Hubs and the Spiritual Care Australia National Board of Directors.

## 3. Purpose

The purpose of this policy is to:

- Outline the requirements of establishing a new Spiritual Care Australia Groups/Hubs
- Clarify the responsibilities for ongoing management of Spiritual Care Australia Groups/Hubs.

## 4. Policy

- 4.1 Spiritual Care Australia Groups/Hubs may be established by a Champion and/or Core group or SCA Group/Hub Management Committee who act as a first point of contact, manage communications and administer the business of the group/hub as required. The group/hub would be assisted by our Association Managers who will give groups/hubs access to email lists, facilitate distribution of electronic newsletters and e-bulletins and maintain content of the group/hub website among other services.
- 4.2 Groups of members who wish to create an SCA Group/Hub may apply to be recognized as a group/hub by the company through an application to the National Board of Directors.
- 4.3 Once established a group/hub will have authority to conduct the day-to-day affairs under the supervision of the Board of Spiritual Care Australia, and in accordance with this policy and the constitution of Spiritual Care Australia.
- 4.4 All Spiritual Care Australia Groups/Hubs are required to produce an annual plan to be submitted to the board/treasurer that sets out the plan for the hub/groups for the year ahead. The plan must include projected activities and programs, expenditure and income which will assist the hub/group meet its goals and enable the Spiritual Care Australia board to set realistic budgets in support of the hubs/groups yet also meet good governance guidelines. The Annual plan should be submitted prior to the end of the financial year to enable the budgeting process to take place effectively and efficiently.
- 4.5 SCA Groups/Hubs may seek the formation and establishment of strategic partnerships with other bodies and/or organisations to assist in the provision of professional development, practitioner support and education and training programs information regarding such partnerships must be included in the submission of the annual plan document as required by this policy.
- 4.6 SCA Groups/Hubs are encouraged to offer appropriate spiritual care professional development programs, such as webinars, networking opportunities, hosting of

visiting speakers or events, lectures or forums, mini conferences and discussion forums. Technology to enable “local” programs and online “programs” are to be facilitated by the National Board and our contracted association manager.

- 4.7 The SCA website will include group/hub notice boards that advise of upcoming events and happenings. SCA Groups/Hubs are responsible to appoint a communications officer who will manage communications with group/hub members, the board and other stakeholders. The communications officer will act as a conduit for content to be posted to the group/hub and Spiritual Care Australia national websites by maintaining communications with the association managers who will ensure the content is posted in a timely manner and out of date information removed.
- 4.8 SCA Groups/Hubs are to manage their business arrangements to facilitate their goals and aims and to manage financial matters in accordance with the SCA Group/Hub Financial Management Procedure (Appendix 1) which will enable timely and efficient processing of receipts and payments by our Association Managers. The SCA Group/Hub Financial Management Procedures may be updated or amended from time to time however groups/hubs will be given adequate notice in writing in advance of any changes.
- 4.9 Spiritual Care Australia Groups/Hubs are required to submit an Annual SCA Group/Hub Report, (outlining the activity and networking undertaken by the group/hub – reporting against the group/hub annual plan) which is included in the Company’s Annual Report document. The annual report is tabled at the Annual General Meeting (AGM) of the Company which is held as part of the National Conference. (All SCA accounts are audited by the company auditor prior to the SCA AGM and the Auditor’s Report is included in the company’s Annual Report.)
- 4.10  
It is expected that SCA Groups/Hubs meet for a minimum of 6 hrs each calendar year and these meetings are convened and facilitated by the SCA Champion and or Core group or Spiritual Care Australia Group/Hub Management Committee.

## 5. Procedures

### 5.1 Establishing a new Spiritual Care Australia Group/Hub

- 5.1.1. To establish a Spiritual Care Australia Group/Hub, a written application to the board must include:
- A list of the current financial members of Spiritual Care Australia making the application.
  - The structure or style of the SCA Group/Hub including the names of those involved. (see policy section 4.1, Section 5 Transitional arrangements)

- The rationale, for the establishment of the group/hub (This may include but is not limited to, geography, isolation, sector, community of practice and the like).
- A plan for a program of professional development to be offered in the first year and proposed meetings dates of the Core Group or Spiritual Care Australia Group/Hub Management Committee.
- A request detailing any assistance required in establishing the group/hub (this may include the SCA development Fund).  
See SCA Development Policy for details.

## **5.2 Ongoing management of established groups/hubs**

5.2.1. The local SCA Group/Hub may set the number, date and duration of their meetings. (However a minimum of 6 hours per calendar year is mandated in this policy document).

5.2.2. The Group/hub is required to review and renew the members of the group/hub team - SCA Champion and/or Core Group or SCA Group/Hub Management committee each year. This would ideally take place late in the calendar year to facilitate the timely production of annual reporting and the annual Spiritual Care Australia Group/Hub plan document.

## **6. Transitional Arrangements**

Each of the existing branches and any future SCA Groups/Hubs would be encouraged to consider this policy framework and to structure themselves as they see fit as long as it complies with this policy and the constitution of Spiritual Care Australia.

SCA Groups/Hubs may decide to vote on a SCA Champion or Core Group representation or a SCA Group/Hub Management Committee structure.

The SCA Champion or Core Group and/or SCA Group/Hub Management Committee would then develop an annual guideline document setting aims and goals for the year ahead. This document is to be provided to the SCA Board through the appointed director as per the procedure outlined above.

Once a SCA Champion and/or Core Group or SCA Group/Hub Management Committee is established, groups/hubs are to prioritize appropriate communication networks such as:

- establishing email lists of SCA members,
- establish and commence the group/hub notice boards on SCA Website,
- networking with local organisations,
- networking with peer group structures.

The establishment of partnerships will vary and take time involving the building trust, development of mutual relationships and mutual opportunity. Below are a few examples of how partnerships may evolve:

**Example 1** - a local Hospital may offer their Pastoral Care Team monthly PD events involving visiting and local speakers, topical forums and discussions. The SCA Group/Hub may form a partnership with the Hospital resulting in SCA members locally being able to attend these sessions. The sessions are advertised on the respective group/hub notice board on the SCA website and via regular emails and the like. SCA in return include in their offering of local events invitations to the Hospital Pastoral Care team.

**Example 2** - through email connections the SCA Group/Hub hear of a visiting speaker sponsored by a local Spiritual Care provider who is in partnership with SCA. SCA approach the partner organisation and with support are able to negotiate extra sessions in the local area as well as support to visit two other states. The SCA networks in these states support the visits inviting other partnered groups as well. Through these functional networks appropriate venues are sought and organised. Using Event Brite invitations are sent out, payments received, and invite/attendance lists established. The local SCA networks supply volunteers for these events using email and noticeboard updates. The events are successful and with permission from the speakers recordings are produced and offered as online professional development programs through the SCA website and the growing library of expert and peer related resources available.

**Example 3** - a group of aged care pastoral care support workers decide they would like to meet regularly for mutual support due to the pressures and unique issues they are confronting. A number of these pastoral care support workers are SCA members. The SCA members are supported to take a lead and create a monthly peer support group for aged care pastoral care support workers. The SCA networks advertise the event and encourage interested parties from the Aged Care sector to attend.

## 7 Next Review

Date for Review	To be Reviewed By	Amendments/review
October 2022	SCA Board	First review

## 8 Review History

Date Approved	Approved by	Document revision
October 2019	SCA Board	Version 1

## Appendix 1

### Procedure for arranging payments for Spiritual Care Australia Groups/Hubs

1. Hubs and Spiritual Care Australia Groups must seek approval for any expenditure prior to submission of an invoice. Where expenditures fall within an approved annual plan it is deemed that approval has already been given. For approvals please email the treasurer using the following email address - [treasurer@spiritualcareaustralia.org.au](mailto:treasurer@spiritualcareaustralia.org.au)
2. All the invoices are to be sent to the Spiritual Care Australia email account [admin@spiritualcareaustralia.org.au](mailto:admin@spiritualcareaustralia.org.au) with the appropriate forms to ensure timely payments. Please **check and recheck** BSB and Account numbers for reimbursements.
3. Our Association Manager will begin processing payment requests **each Tuesday**, they will collate all invoices for the Finance Team, code them and send them on to the Finance Team for processing.
4. The Finance Team processes the invoices in the accounting software and creates a Batch of payments. (ABA File)
5. The Association Managers then Upload the Batch for payment to the bank.
6. The Association Managers send notification of the batch payment along with any required documentation to the authorizer (usually Spiritual Care Australia Treasurer or other authorised board member).
7. The Spiritual Care Australia Treasurer authorizes the payment online and the batch is processed by the bank and payments made accordingly.

### Other notes:

- All requests for payment must be made using the appropriate Spiritual Care Australia form.
- **All requests for payment must be supported by appropriate receipts and or invoices.**
- If invoices have already been paid please make a reimbursement claim on the Spiritual Care Australia Reimbursement Claim Form. (See Appendix 3)
- For invoices to be paid please use the Spiritual Care Australia Payment Request form. (See Appendix 2)
- Please note that all transactions are subject to annual audit – any requests that do not meet the requirements of the procedure above, or explicitly requested on the official forms cannot be legally made and will not be paid.

- If you are in doubt about a particular payment request or reimbursement please contact the Spiritual Care Australia treasurer who will clarify requirements.

## Appendix 2



**SUPPLIER:**

**INVOICE NUMBER:**

**DATE:**

**ACCOUNT:**

AUTHORISER 1:

DATE:

AUTHORISER 2:

DATE:

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**EXPENSES:**

**GL/JOB CODE:**

**REASON/DESCRIPTION:**

**TOTAL AMOUNT *Including GST:***

**GST:**

COPIES OF RECEIPTS/INVOICE ATTACHED (please circle/delete)? Y/N

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**PAYMENT DETAILS**

What account would you like the funds reimbursed to (via EFT):

ACCOUNT NAME:

BSB NUMBER:

ACCOUNT NUMBER:

**Or Date Paid by Credit Card:**



### Appendix 3



Spiritual Care Australia

ABN 74 140 224 899

Email: [eo@spiritualcareaustralia.org.au](mailto:eo@spiritualcareaustralia.org.au)  
Website: [www.spiritualcareaustralia.org.au](http://www.spiritualcareaustralia.org.au)

### Claim for Expense Reimbursement

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

Address: \_\_\_\_\_

Event: \_\_\_\_\_ Date: \_\_\_\_\_

Date:	Description:	Amount:
Total Reimbursement		\$

I agree that the above expenses have been officially incurred by me on behalf of Spiritual Care Australia. **I have attached original GST receipt/s and/or tax invoices.**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<p><b>Account Details</b> <i>(reimbursement by electronic transfers only)</i></p> <p>Account name: _____</p> <p>BSB: _____ Account number: _____</p> <p><i>Please note: reimbursements are processed fortnightly</i></p>
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<p><b>Office Use</b></p> <p>Claim approved by: _____ Date: _____</p> <p style="text-align: center;">(Treasurer)</p>
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Send all reimbursement forms to: [admin@spiritualcareaustralia.org](mailto:admin@spiritualcareaustralia.org)