THE CHURCH EDUCATION AGENCY – (EDUCATION ACT SECT 55, 56 & 58)

Where the organization or person satisfies the Minister after receiving the advice from the National Education Board, that there is vested in the property suitable for establishing and conducting school, having the constitution, adequate resources, accepting responsibilities to maintain facilities and that it can and will operate in the framework of this act (Education Act) and comply with the requirements of this act and other laws, relating to education matters that the organization or person can be recognized as an education agency for purpose of National Education System.

Prior to coming under this Act, our early missionaries have started schools in Yangoru, Wingel, Hayfield, Kusambuk, Jambitanjet and Yamanumbu for the purpose of literacy in the areas so that people can learn to read and understand Bible, the Word of God, as was the ultimate original purpose of the original missions programs.

By 1974, the arrangement which is known as “Unified” system came into effect which the Government than decided to take hold of the whole education system. The Government of PNG, invited the Missions, or the Churches including the mainline churches the Evangelical Churches, the Uniting Churches, which Assemblies of God was one of the Evangelical church to accept this invitation from the Government of PNG, and as the result, the Agency Education is now under this Education Act.

SCOPE
To carry out the functions, roles and responsibilities of the Education Agency as stipulated in Sections 55, 56 and 58 of the Education Act.

This is to notify and ensure that all non Government organization, staff, relatives, students, parents, churches and even Public to have recognition, respect submission and support of the legitimate authority as stated for harmonious relationship and better achieving of our goals and objectives in Education.

THE CHURCH EDUCATION SECRETARY – AOG

POLICY STATEMENT:

Each Education Agency shall appoint an Education Secretary for the purpose of the National Education System and of this act or any other laws relating to education matters. An Education Secretary, shall act as a Channel of communication between the Education Agency and other education authorities.

An Education Secretary shall on behalf of the Education Agency by whom he was appointed, speak of the agency on the educational policies that concerns the Agency, for priorities on financial and other operational matters concerning the Agency and assist generally in the planning and development process for the country so far as concerns the Agency in order to encourage the most advantage use of resources. The Education Secretary shall uphold the principal of partnership of education authorities within the National Education System in accordance to this act, and any other laws relating to education matters (Education Act Sect 58).
SCOPE:
To carry out the function of Education Agency as stipulated in Section 55,56 & 58 of the Education Act.

This is to notify and ensure that all headers, staff families of staff, relatives, students, parents and public to have recognition, respect and support for the legitimate authority, as stated for the harmonious relationships and better achieving our goals and objective in Education.

THE APPOINTMENT OF NEW SECRETARY:
The appointment of a new Secretary comes after every four years in line with the procedures as set in the Constitution of the Church.

PROCEDURES:
1. The person applying for the position sends his written application to the Office of the Church Education Secretary.

2. The Church Education Secretary presents the application(s) to the meeting of the Church Education Committee for screening and consideration.

3. The results of the deliberations of the education committee should be made known to the teachers and schools for their response. Only three suitable (short-listed) are selected.

4. The Names and Details of the three (3) – short-listed candidates for the position is presented to the Regional Executive Council for deliberations and appointment.

5. The Name of the person appointed by the Regional Council is presented to Regional Council General Conference for endorsement (no election).

6. Where there is a tie up in suitable candidates, a vote is to be taken at the Regional Conference.

CRITERIA:
1. The Person/Applicant must be a substantive level 3 or above (Head Teacher EO3) and has served more than 15 years with the teaching service (Dept of Education).

2. The Person/Applicant must possess some Biblical knowledge and training from a well recognize AOG Bible Church.

3. The Person/Applicant must be a strong committee Christian involved in church work in all levels (District, Regional, National).

4. The Person/Applicant should have demonstrated the qualities and characters of SPIRITUAL AND EDUCATIONAL LEADERSHIP.

5. OTHER LEADERSHIP REQUIREMENT – REFER TO AOG CONSTITUTION AND POLICY/IES.
APPOINTMENT/RECRUITMENT (TEACHERS/STAFF)

The AOG Agency shall employ members of the teaching service (teachers) and contract officers for terms as prescribe under the Education and Teaching Service Act of the GOPNG.

1. Acting Appointment shall be for 12 months period and subject to renewal by the Agency.

2. Tenure appointment shall be for 3 years period and also subject to renewal by the Agency.

3. Contract officers shall be appointed to a (three) 3 years period on National Terms and Condition if applicable.

4. The Agency reserved the rights to cancel these periods of appointment/contract where it is believed and has proof of abuse of church policy and principles by the teachers and contract officers.

The agency shall in writing report the Act of Abuse to the Education authority/ties and Teaching Service Commission to cancel the various periods of appointment as specified.

SCOPE:
This policy applies to teachers and contract officers appointed by the Church through provincial and National Education Board for various periods of appointment as specified.

CONDUCT POLICY

POLICY STATEMENT

Every teacher and contract officers appointed to teaching AOG Agency schools and institutions are catered under church code 1,2 & 3 and agreeing to comply to Evangelical Alliance Philosophy and identity statement.

All are to act ethically and biblically with integrity ensuring that mutual respect and understanding is maintained between the church and teacher/officer. Meaning taking good care and diligence in performing all related duties and responsibilities.

The Agency (AOG) in writing will notify the teachers or officers for the failure to comply with this conduct policy where it has the proof of misconduct, so that improvement is encouraged for the best advantage of education in the church to achieve its goals and objectives.

After three attempts by the Agency to correct the teacher/officer through writing, counseling and advice and failure by the teacher or officer to improve will mean removal from the Agency.

PHILOSOPHY AND IDENTITY OF AOG (E/A)

The amalgamation of church and state schools under one unified teaching service system recognized strongly the important values of teaching of Christian Religious Education, the
Philosophy, the doctrines, principles and identity of churches in Papua New Guinea. The partnership of church and state has been intact and building up the country through strong Christian principles as enshrined in the constitution of Papua New Guinea.

The Papua New Guinea Teachers Association has created a code of ethics (PNGTA Code of Ethics) for teachers to follow in conduct and discharge of duties to the people of PNG. This code of ethics recognized the values of the churches and urged the teachers to honor and respect these values and have obligation to maintain and promote them.

The Assemblies of God, one of the founding members of the Evangelical Alliance Education Agency, was one among the other churches that negotiated for the authority and autonomy to maintain the church values in practice and teaching of Christian Religious Education during the formation of the Teaching Service Commission.

SCOPE:
Teachers and students employed of enrolled in the AOG Agency institutions, must recognize this mandate given to Churches by the Government, to live and conduct themselves in accordance to the rules and regulations of the AOG churches as to maintain the value as expected and promote general education as desired by the people.

Anyone found to be in ABUSE OF THESE VALUES may mean leaving the Church Agency Schools or Institutions.

CHRISTIAN RELIGIOUS EDUCATION POLICY STATEMENT:
Parents and guardians have the right to choose the kind of education they want their children to receive and which type of schools they send them to. This right is guaranteed in Section 4 of the Education Act of the Government of PNG.

Christian Religious Education is no exception and is therefore, compulsory in all church schools and institutions and AOG has and will continue to provide CRE teaching to all students attending it’s schools and institutions following the time allocation provided by the Government, however the Church may negotiate with Education Department for changes where it feels to be in the best advantage of Education for parents and guardians regarding the subject CRE.

SCOPE:
The aim and Objectives of AOG, as an Evangelical Alliance Education Agency is to LED the children to Christ, so that they will accept Him as their Saviour, nurture them to prayer, be faithful witnesses, build good leadership ability and honest stewards of the country’s resources, physically and spiritually.

TEACHERS CHRISTIAN FELLOWSHIPS:
Three (3) days are set aside annually for Teachers to observe and participate in spiritual activities.

This is also a compulsory program for all E.A Schools including AOG EDUCATION AGENCY SCHOOLS. Teacher’s even students gather for a time of fellowship, prayer and sharing the word
of God and for teachers it’s also a forum to discuss other important issues, regarding
education, teaching profession and the Church. Non attendance by teachers will mean being in
breach of the bond signed by the teacher/student and the church to abide to all rules and
regulations.

SCOPE:
This is to advice all teachers, that Teachers Christian Fellowship is a compulsory Programme,
and everyone, are to attend, share and contribute ideas and experiences that maybe of benefit
to education, profession and the Church.

The students in all schools, organize the scripture Union Fellowships, and apart from Christian
Faith enrichment can also train potential people for speech, management and leadership
abilities. For students to involve in religious activity outside of the normal school
hours/programs, most seek parental approval.

AGENCY FEES:
The Agency Fee(s) is collected annually from staff and students to meet our subsidize the cost of
the operation of the Agency. The Teaching Service Act allows for the collection of these fees.
The school heads and Governing boards collect and forward this fees to the office of the Agency
Education Secretary. The Agency is responsible for the use and reporting of this money
collected.

SCOPE:
This has been considered as COMPULSORY fee by teachers and governing boards (BOM, BOG,).
Therefore, every staff and student should pay the amount at the rate set to the Agency office
once every year.

RATE: 

<table>
<thead>
<tr>
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<th>Cost</th>
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<tr>
<td>Students</td>
<td>K3.00</td>
</tr>
<tr>
<td>Teachers</td>
<td>K20.00</td>
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</tbody>
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FINANCIAL POLICY:
The Agency (AOG Education Secretary) will ensure the responsible, transparent and accountable
management of all schools and institutions finances in accordance with the Laws and regulations
of Papua New Guinea and known donor partner requirements are kept.

The heads of schools and institutions and others in the church Education System are entrusted,
with the responsibilities to care, manage and report on the administration and management of
all public money.

It is to be utilized for purpose of Education as agreed by boards or it’s committee on the consent
of the parents and citizens and spending it within the approved budget and for the donor
provider requirement.

PROCESS:
1. Identify and prioritize all spending areas (analysis need)
2. Do budget and seek boards approval (planning)
3. Spend money and keep records (management of financial policy)

4. Present report to the Board and others (transparency)

SCOPE:
This policy applies to all AOG Agency Schools and Institutions, teachers and officers entrusted with the responsibilities to manage public money/es. These includes government grant, subsidies, parental project fees, donor grants, internal revenue as schools and class funds and others.

ATTACHMENTS:
2. Agency Schools - Lists
3. Ganba Westbrook Technical High School - establishment report
4. Agreement Forms
   (i). Teacher Agreement Form
   (ii). Agency Fees Agreement
   (iii). Building/Useage (BOM/BOG)
   (iv). TCF Attendance Agreement Forms