

EMMANUEL PRESBYTERIAN CHURCH
PROMOTION OF ACCESS TO INFORMATION ACT,
ACT 2 OF 2000 (The Act)
SECTION 51 MANUAL

EMMANUEL PRESBYTERIAN CHURCH

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INTRODUCTION TO EMMANUEL PRESBYTERIAN CHURCH

The Organisation is a Church affiliated to the United Presbyterian Church of South Africa. Emmanuel Presbyterian Church's mission statement is –

We are committed to

- being a family of God's people
- learning to follow Jesus every day
- and making a difference in our neighbourhood.

Our vision at Emmanuel Presbyterian Church is -

The name Emmanuel means God is with us. God never meant this as a mere philosophical concept. The One who carried this name actually walked amongst human beings bringing hope and love and healing with hands, feet and a body of flesh and blood. He truly was (and still is!) God with us.

There is a story of a woman who was very ill, but too afraid to approach Jesus directly. She reached out to touch the hem of His robe as He passed by, because she was convinced that this was enough to bring her into contact with His loving healing goodness. She was right. And she found more healing and love than she could have hoped for.

When Jesus ascended into heaven, He promised that He would live in those who followed Him. But how can others get to see Him and come to know Him? It is up to us who know Him to be examples of His love and to help people get to know Him. We have a dream of a community - a welcoming family that will help people to come into contact with our God who loves us and is with us and in us. We dream to be the hem of Jesus' robe to the world.

A well worn, well used hem:

We want our congregation to be a place where we will not only learn about God, but see Him at work in one another's lives. We want to be a community that shares and experiences God's work in our midst and in our hearts - all to the glory of His name.

A hem with purple edging:

Purple is the colour for a King. We want our services to be an experience of God's greatness and goodness that will draw those who attend to respond in adoration and dedication. Our services should have a balance between traditional and contemporary worship with an easy-going yet dignified style.

A well-made, well-crafted hem:

We want to be a congregation that is learning more and more about God and His call on our lives by studying the teachings of the Bible. We do not want this only to be "head-knowledge" but heart and life knowledge as well. It is our desire to see people equipped to live for God at home, at work, and in the community.

A hem composed of many interwoven threads:

We are convinced that God calls us to love one another as we love Him. We will strive to be a congregation where we care for and are interested in one another. We dream of a community where people can find healing, encouragement, and comfort from each other. We do not envisage a huge congregation, but plan to start sister congregations as we grow.

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A tartan hem:

Tartan is symbolic of our Scottish Presbyterian heritage. We want to stay true to the Reformed roots of our faith, owning afresh the Presbyterian emphasis on Scripture being at the heart of all we do. Tartan also reminds us of family clans, and we as a congregation will strive to strengthen and encourage families, as we believe that healthy families are the cornerstone of our society.

An attractive eye-catching hem:

We do not wish to be a "holy huddle" but will try to make a difference in our community. It will start with our services and activities that will be attractive and open to those who attend. We will strive to make a positive difference in Pretoria East through the gifts and talents of our members. Ultimately we dream of planting sister congregations as our congregation grows and to work together.

This is our dream. To be a group of people who share their dedication to Jesus Christ in an attractive, relevant, and meaningful way. To be a good advert for God's love, and to give Him the honour He deserves. Our dream is to be living proof that God is with us. We want to help people reach out to God. We want to be the hem of His garment to the world

In addition to our adherence to the traditional creeds of the Reformed Family of Churches, we highlight the following points:

We believe in the Triune God: Father, Son, and Holy Spirit.

- that Jesus was (and is) fully human and fully God
- that a personal life-changing relationship with God through Christ is the only way to salvation
- that the Holy Spirit equips us for the work God has prepared for us to do.

We believe that the Scriptures of the Old and New Testament are:

- inspired by God
- reliable in revealing God's plan and purpose to us
- the key to growth in our relationship with God

We believe that the Church is called to:

- proclaim Christ as Lord and Saviour
- to reach out to the world in a balanced (physical, spiritual, mental, and social) way in God's love
- to teach the Word of God in a practical and meaningful way

We believe that worship

- must be sincere and truthful
- can take any form, whether "Contemporary" or "Traditional" or other
- must reveal the love of God
- must be orderly

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We believe that:

- *1 bearing the fruit of the Holy Spirit is more important than the gifts of the Spirit and that the gifts must be exercised in an orderly manner.
- *2 the Holy Spirit moves in love and unity
- *3 guidance from the Holy Spirit is confirmed by Scripture, Christian counsel, and practical common sense.
- *4 the Church needs to continue Christ's ministry of reconciliation in all walks of life
- *5 this imperfect world will come to an end when Jesus comes
- *6 God calls all the members of His Church to participate in His work.

The divisions of culture, gender, and class have been overcome by Christ and that we also must overcome these divisions *the Church should be ready for Christ's return*

Grace Presbyterian Church

Grace Presbyterian Church is a newly planted church, under the vision of Emmanuel Presbyterian Church as part of their participation in the life of the Uniting Presbyterian Church in Southern Africa. It is run under the oversight of the Session of Emmanuel Presbyterian Church and Reverend Theo Groeneveld.

Grace Presbyterian currently holds the status of being that of a nuclear congregation and the first service was held on the 14th January 2007. Emmanuel planted Grace as part of the second year – A year of Outreach – of its 4 in 4 Project. The “4 in 4 Project” is a vision where the church aims to make four major impacts in the community over a four year period.

The planting of Grace Presbyterian was the end product of much prayer, careful discussion and an enormous amount of hard-work. The nursery rhyme says that “Grace is a little girl who forgot to wash her face,” and although we often feel just like that, the story of Grace Presbyterian is a fascinating one.

Grace’s conception was the result of a matter of principle: When Emmanuel built their building in 2002, it was with the clear conviction that the “flavour” or “style” of the congregation was to be a smaller more intimate congregation. It was agreed that rather than growing the existing congregation, they would strive to plant new congregations with the same “DNA” that people had found meaningful at the “parent congregation.” It is from this philosophy that the need for planting Grace surfaced.

The Session of Emmanuel spent much time deliberating as to the timing and resources needed to plant a daughter congregation. They received unexpected support from other neighbouring Presbyterian churches and from the Dutch Reformed Church – NG Moreleta Park. The doors opened and all these stakeholders joined forces and resources to make the plant successful.

Grace Presbyterian Church currently meets and holds its services using the premises of Emmanuel. It is the plan and intention to call their own minister, purchase land and build a church in the Moreleta area, where there is an ever increasing need for English churches.

Due to the fact that Emmanuel plans to plant daughter congregations with the same “DNA” as themselves, the two congregations have very close links and work together to achieve shared goals and objectives. It is for this reason that at this early stage in the life of Grace Presbyterian, much of the information mirrors that of Emmanuel

PARTICULARS IN TERMS OF SECTION 51

1. CONTACT DETAILS *[Section 51(1)(a)]*

The Session has duly authorised **the Minister** to deal with all matters in connection with requests for information in terms of the Promotion of Access to Information Act, 2 of 2000.

Name of Company:	Emmanuel Presbyterian Church
Company Registration No.	PBO 930007188
Information Officer:	Rev Theo Groeneveld
Registered postal address:	818 Plaston Street
	Faerie Glen
Code:	0043
Registered physical address:	818 Plaston Street
	Faerie Glen
Code:	0043
Telephone:	+27 012 991 5633
Facsimile:	+086 650 4488
E-mail:	theo@emmanuel.co.za

2. THE GUIDE AS DESCRIBED IN SECTION 10. *[Section 51(1)(b)]*

The guide will be available from the Human Rights Commission.

Please direct any queries to:

The Human Rights Commission:

Postal address:	Private Bag 2700
	HOUGHTON
Code	2041
Telephone:	+27 011 877-3600
Facsimile:	+27 011 403-0684
Website:	http://www.sahrc.org.za

3. CATEGORIES OF RECORDS OF EMMANUEL PRESBYTERIAN CHURCH WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT IN TERMS OF SECTION 52(2). *[Section 51(1)(c)]*

The Emmanuel and Grace Presbyterian Church's website

The Emmanuel Manual

The Face of Grace

4. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION.

[Section 51(1)(d)]

Records are kept in accordance with the following legislation:

Basic Conditions of Employment Act 75 of 1997
Compensation for Occupational Injuries and Health Diseases Act 130 of 1993
Income Tax Act 58 of 1962
Labour Relations Act 66 of 1995
Promotion of Access to Information Act 2 of 2000
Unemployment Contributions Act 4 of 2002
Unemployment Insurance Act 63 of 2001

5. HOW TO REQUEST A RECORD. A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY EMMANUEL PRESBYTERIAN CHURCH AND THE CATEGORIES IN WHICH THESE SUBJECTS ARE CLASSED. [Section 51(1)(e)]

5.1 How to request a record [See *pro forma* request form in Section 9]

Section 53 prescribes that the requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body, or his duly authorized deputy. This request must be made to the address, fax number or electronic mail address of the body concerned.

The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if he or she wishes to be informed in any other manner and state the necessary particulars to be so informed.

The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.

If a request is made on behalf of a person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body.

The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.

The fee for private bodies is R50. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee.

If the request is granted then a further access fee must be paid for the reproduction and the search and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

The head of the private body will then make a decision on the request and notify the requester in the required form.

5.2 Categories of records held by Emmanuel Presbyterian Church

5.2.1 Web pages

Emmanuel Presbyterian Church does maintain a website www.emmanuel.org.za

5.2.1.1	Home Page
5.2.1.1.1	About
5.2.1.1.1.2	Basic
5.2.1.1.1.3	Beliefs
5.2.1.1.1.4	Vision
5.2.1.1.1.5	Map
5.2.1.1.1.6	Contact Us
5.2.1.1.2	People
5.2.1.1.2.1	Staff
5.2.1.1.2.2	Contact Us
5.2.1.1.3	Ministries
5.2.1.1.3.1	Overview
5.2.1.1.3.2	Healing
5.2.1.1.3.3	Maintenance
5.2.1.1.3.4	Proclamation
5.2.1.1.3.5	Teaching
5.2.1.1.4	Events
5.2.1.1.4.1	Holiday Club
5.2.1.1.4.2	Calendar
5.2.1.1.4.3	Regular Events
5.2.1.1.4.4	Upcoming Events
5.2.1.1.4.5	Duties
5.2.1.1.5	Resources
5.2.1.1.5.1	Books and Summaries and articles
5.2.1.1.5.2	Sermons and Media Files
5.2.1.1.5.3	Emmdev
5.2.1.1.5.4	Emmdev Archive
5.2.1.1.6	Blog
5.2.1.1.7	Contact Us

5.2.1.2 Grace Presbyterian Church Website www.gracepresby.org.za

5.2.1.2.1	Home
5.2.1.2.2	Info
5.2.1.2.2.1	Our Vision
5.2.1.2.2.2	Contact
5.2.1.2.2.3	People
5.2.1.2.2.4	History
5.2.1.2.2.5	Map
5.2.1.2.2.6	Credits
5.2.1.2.3	News
5.2.1.2.4	Sermons

5.2.2 *Financial records*

Annual financial statements and working papers
General ledger
Subsidiary ledgers (receivables, payables, etc.)
Bank statements, cheque books, cheques
Supplier statements and invoices
Deposit slips
Cash books and petty cash books
Fixed asset register
Tax returns and assessments
Budgets and business plans
Insurance record
Compilation reports
Board of Management's responsibilities and approval
Systems documentation
Management review
Income and Expenditure report
Credit agreement
Record of assets
Record of liabilities and obligations
Record of property held
Record of revenue
Record of expenses

5.2.3 *Compilation Report by Professional Accountant*

Correspondence

5.2.4 *Credit Agreements*

ABSA Mortgage Bond
Classroom Loans from Members

5.2.5 *Transportation*

Motor Vehicle Licenses

5.2.6 *Fixed Property*

Building plan
Mortgage bond
Title deed

5.2.7 *Health and Safety*

Register, record of earnings, time worked, payment and particulars of all employees

5.2.8 *Information Technology*

Agreements
Members database
Hardware
Internet
Intranet
Licenses
Operating systems
Software packages
Telephone lines

5.2.9 *Insurance*

Claim records
Details of coverage, limits and insurers
Insurance policies

5.2.10 *Legal, Agreements and Contracts*

Acquisition or disposal documentation
Agreements with contractors, suppliers, service providers
Contracts, including lease agreements and finance agreements

5.2.11 *Personnel Records*

Disciplinary records
Employee information records
Employee remuneration
Employee date of birth
Employment contracts
Expense accounts
IRP 5 and IT 3 certificates
Letters of appointment
Leave applications
Name and occupation of each employee
Payroll
Particulars of each employee
Personnel file
Policies and procedures
Salary slips
UIF, PAYE
Workmen's Compensation documents

5.2.12 *Outreach*

Emmanuel Manuals
Face of Grace

5.2.13 *Statutory Records*

Annual Returns to General Assembly and Presbytery
Constitution
Manual of Faith and Order
Session Minutes
Board of Management Minutes
Register of Baptisms
Church Members Roll

5.2.14 *Taxation*

Income taxation returns
Taxation assessments

6. OTHER INFORMATION AS MAY BE PRESCRIBED [Section 51(1)(f)]

Not applicable.

7. AVAILABILITY OF THE MANUAL. [Section 51(3)]

This manual is available from the South African Human Rights Commission (see details above) and Emmanuel Presbyterian Church (see details above).

8. FEES IN RESPECT OF PRIVATE BODIES

1.	The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R1,10 for every photocopy of an A4-size page or part thereof.	
2.	The fees for reproduction referred to in regulation 11(1) are as follows:	R
(a)	For every photocopy of an A4-size page or part thereof	1,10
(b)	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	0,75
(c)	For a copy in a computer-readable form on -	
	(i) stiffer disc	7,50
	(ii) compact disc	70,00
(d)	(i) For a transcription of visual images, for an A4-size page or part thereof	40,00
	(ii) For a copy of visual images	60,00
(e)	(i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
	(ii) For a copy of an audio record	30,00
3.	The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is	50,00
4.	The access fees payable by a requester referred to in regulation 11(3) are as follows:	
(1) (a)	For every photocopy of an A4-size page or part thereof	1,10
(b)	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	0,75
(c)	For a copy in a computer-readable form on -	
	(i) stiffer disc	7,50
	(ii) compact disc	70,00
(d)	(i) For a transcription of visual images, for an A4-size page or part thereof	40,00
	(ii) For a copy of visual images	60,00
(e)	(i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
	(ii) For a copy of an audio record	30,00
(f)	To search for and prepare the record for disclosure, for each hour or part of an hour reasonably required for such search and preparation.	30,00
(2)	For purposes of section 54(2) of the Act, the following applies:	
(a)	Six hours as the hours to be exceeded before a deposit is payable; and	
(b)	one third of the access fee is payable as a deposit by the requester.	
(3)	The actual postage is payable when a copy of a record must be posted to a requester.	

9. PRESCRIBED REQUEST FORM REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

(Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

[Regulation 10]

A. Particulars of private body

The Minister:

Emmanuel Presbyterian Church

B. Particulars of person requesting access to the record

- | |
|---|
| <p>(a) <i>The particulars of the person who requests access to the record must be given below.</i></p> <p>(b) <i>The address and/or fax number in the Republic to which the information is to be sent must be given.</i></p> <p>(c) <i>Proof of the capacity in which the request is made, if applicable, must be attached.</i></p> |
|---|

Full names and surname:	
Identity number:	
Postal address:	
Telephone number:	
Fax number:	
E-mail address:	
Capacity in which request is made, when made on behalf of another person:	

C. Particulars of person on whose behalf request is made

<p><i>This section must be completed ONLY if a request for information is made on behalf of another person.</i></p>

Full names and surname:	
Identity number:	

D. Particulars of record

<p>(a) <i>Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.</i></p>

<p>(b) <i>If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.</i></p>
--

1. Description of record or relevant part of the record:

9. PRESCRIBED REQUEST FORM REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

(Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

[Regulation 10] (Continued)

2. Reference number, if available:

3. Any further particulars of record:

E. Fees

<i>(a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.</i>
<i>(b) You will be notified of the amount required to be paid as the request fee.</i>
<i>(c) The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.</i>
<i>(d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.</i>
Reason for exemption from payment of fees:

F. Form of access to record

<i>If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.</i>		
Disability:		Form in which record is required:

9. PRESCRIBED REQUEST FORM REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

(Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

[Regulation 10] (Continued)

Mark the appropriate box with an **X**.

NOTES:

- (a) Compliance with your request in the specified form may depend on the form in which the record is available.
- (b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.
- (c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

1. If the record is in written or printed form:

<input type="checkbox"/>	copy of record	<input type="checkbox"/>	inspection of record
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2. If record consists of visual images

(this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):

<input type="checkbox"/>	view the images copy of the images	<input type="checkbox"/>	transcription of the images
--------------------------	------------------------------------	--------------------------	-----------------------------

3. If record consists of recorded words or information which can be reproduced in sound:

<input type="checkbox"/>	listen to the soundtrack (audio cassette)
--------------------------	---

<input type="checkbox"/>	transcription of soundtrack (written or printed document)
--------------------------	---

4. If record is held on computer or in an electronic or machine-readable form:

<input type="checkbox"/>	printed copy of record
--------------------------	------------------------

<input type="checkbox"/>	printed copy of information derived from the record
--------------------------	---

<input type="checkbox"/>	copy in computer readable form (stiffy or compact disc)
--------------------------	---

If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?

Postage is payable.

<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
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10. SIGNATURE

According to Section 51 of the Promotion of Access to Information Act, 2 of 2000 – This manual is duly signed by the Information officer.

Theo Groeneveld
Information officer

A handwritten signature in black ink that reads "Theo Groeneveld". The signature is written in a cursive style with a large, sweeping initial "T".

Signature of Information officer

12 January 2012