



FACT SHEET

Lay Authorisation and Clearance Resources

To support the authorisation and/or clearance process for all lay roles within the Diocese of Wangaratta a suite of resources has been developed. These resources include the following types of documentation:

- Guidelines and Policies – these set the rules for how we must do things to ensure safety for everyone.
- General Resources – these provide additional information on certain parts of the processes.
- Forms and Checklists – these are the approved forms for submitting certain types of information, and checklists to help you navigate the processes.

Every person doesn't need to use or refer to every document. The following table indicates what resources are available and who they are relevant to:

| Resource Title | Document Type | For Use By |
|---|---------------------------|---|
| Lay Authorisation Guidelines | Guideline/Policy | All |
| Summary of Checks and Screening | General Resource | All |
| Guidelines for Submitting Requests for Exemption from Clearance or Certification Requirements | Guideline | Ministry Units (parishes/diocese) |
| Lay Authorisation and Clearance Process Overview | General Resource | All |
| Safe Ministry Questionnaire | Form | Individuals |
| Acknowledgement of Lay Appointment, Election or Nomination | Form/Checklist | Individuals |
| Lay Authorisation and Clearance Submission | Form | Ministry Units (parishes/diocese) |
| Position Descriptions | Guideline - Role Specific | Ministry Units (parishes/diocese) Individuals in Specified Roles |
| Declaration of Churchwarden | Form | Individuals (Specific Role) |
| Declaration of Parish Councillor | Form | Individuals (Specific Role) |
| Fact Sheet – Verifying Working with Children Checks | General Resource | Ministry Units (parishes/diocese) |
| Fact Sheet – Lay Authorisation and Clearance Resources (<i>this document</i>) | General Resource | All |
| Parish Office Holders Contact Information | Form | Parishes |
| Parish Councillors Contact Information | Form | Parishes |
| Parish Centres Contact Information | Form | Parishes |
| Nomination for Election of a Parish Councillor | Form | Parishes |
| Nomination for Election of a Churchwarden | Form | Parishes |