



The Anglican Church of Australia
Diocese of Wangaratta

Lay Authorisation Guidelines

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PURPOSE OF THE GUIDELINES

The Diocese of Wangaratta is committed to ensuring all members of the Church have opportunities for ministry and participation in the life of the Church within a safe, supportive and welcoming environment.

These guidelines aim to provide a clear structure and processes for lay authorisation and participation. Historically many of these lay roles have not required verification or certification for those undertaking the roles, however, to ensure we meet all current legislative and other requirements relating to Safe Church some changes have been introduced.

The guidelines identify the types of roles that are or might in future be in place across the Diocese and the authorisation requirements for each. Authorisation might include licensing by the Bishop, police checks, working with children checks, safe church training and adherence to a code of conduct or position description, although the requirements will vary depending on the type of role.

These guidelines apply to lay people only. There are separate recruitment, authorisation and professional standards processes in place for clergy.

CONTEXT

In 2017 all religious organisations in Victoria became subject to the Victorian Child Safe Standards and a statutory organisational duty of care. In 2017-2018 recommended standards were also released in NSW and nationally which are consistent with the compulsory standards set by Victoria.

These standards arose from reviews in Victoria and nationally which revealed significant levels of abuse of children within institutional settings. The abuse was able to occur at such levels due to systemic failures. The standards and other related new legislation seek to compel organisations to embed more robust systems and processes in order to protect any children under the care of or engaging with the organisations. Any religious organisation that fails to implement these protective systems, including rigorous screening procedures, will be guilty of breaching legislated standards.

The Anglican Church of Australia is also establishing minimum safe ministry (safe church) standards, in response to the findings and recommendations of the Royal Commission into Institutional Responses to Child Sexual Abuse. Some of these changes are being embedded through new Canons.

The new Lay Authorisation Guidelines for the Diocese of Wangaratta are developed with the various State and Church requirements in mind. The more robust screening procedures included in the Guidelines are essential for the diocese to meet its legal obligations and provide a safe place for all children and other vulnerable people.

KEY TERMS

Church workers

Lay persons who are employed or hold a position or perform a particular function within the Anglican Church of Australia. Church workers might be paid or voluntary.

If you are a church member who is not employed by the Anglican Church of Australia and you do not hold a position or perform a particular function within the Church, you are not considered to be a church worker for the purposes of these guidelines.

Clearance processes

Where clearance processes are indicated as applicable to a role this will include, as a minimum, completion of a Safe Ministry Questionnaire (SMQ). Some roles also require clearance by the Director of Professional Standards (DPS) which might include checks against the Anglican Church's National Register (NR). Most roles require a valid Working with Children Check and/or Police Check.

Code of conduct

A Code of Conduct sets out the broad expectations and responsibilities for all people involved in the organisation. The Diocese has developed and/or implemented Codes of Conduct for clergy, church workers, adults involved in the Church, young children and older children. A Code of Conduct is an important tool for supporting Safe Church standards and practices.

Faithfulness in Service

This is a comprehensive document that is the primary Code of Conduct for all clergy and church workers across the Diocese.

Lay authorisation cycle

Lay authorisations are processed according to a schedule. Ad hoc authorisations are only processed in the event that a vacancy arises mid-cycle. The Lay Authorisation Cycle for the Diocese of Wangaratta is three years, with nominations to be submitted by November in the commencement year for each cycle.

Lay ministry

As servants of God every Christian has a role to play in the ministry of the Church. For those that don't feel the call to serve through ordination there are many other opportunities to serve, whether in governance and leadership roles in the parish or diocese, through pastoral or liturgical roles, or in other support functions in the Church.

Police check

National Police Record Checks search for criminal history within Australia for an individual. Following a Police Check a National Police Check Certificate is issued that lists any criminal history a person may have. The certificate details any court outcomes that can be disclosed, from any state or territory in Australia, along with pending charges. The certificate won't include any restricted court outcomes.

A Police Check might be required for employment, voluntary work and occupation-related licensing or registration purposes. In the Diocese of Wangaratta Police Checks are required for all members of clergy and for some lay ministry roles.

Police Checks can be applied for online through the police service in the State in which a person normally resides or through national services such as Australia Post and specialist security services such as CV Check.

Prices for a Police Check might vary depending on which organisation a person applies through. The Diocese of Wangaratta recognises Police Checks up to three months from the date of issue. If a Police Check is required and the existing certificate was issued more than three months prior, a new Police Check must be provided.

In the Diocese of Wangaratta a Police Check, if required, must be provided prior to commencement in the specified role OR evidence provided that an application for a Police Check has been made prior to commencement. Once in a role, a new Police Check must be provided every three years.

If an additional or new Church role is commenced within three months from the date of issue of the Police Check, no additional check is required. However, if an additional or new Church role is started more than three months from the date of issue a new Police Check is required*.

The responsible organisation (parish or diocese) is encouraged to pay for or subsidise Police Checks for voluntary positions. Where a position is remunerated, the individual employee could reasonably be expected to cover the cost of the Police Check, however, this is something that should be clarified in each ministry unit.

Police Check certificates will be noted as received, however, certificates are not to be stored in hard copy or electronic form. A certificate must be returned to the individual who has provided it, or destroyed/deleted, within two business days of the document being processed by the diocese/parish.

Where a Police Check contains an adverse report the matter will be referred to the Diocesan Director of Professional Standards who will evaluate if the offence history is relevant to the role being undertaken and recommend a response.

*For the 2018 Lay Authorisation Cycle only, police checks submitted with lay ministry applications between November 2017 and November 2018 will be accepted if the police check was issued no earlier than November 2017.

Position description

Model position descriptions currently exist for some positions across the Diocese and others are under development. This will be an ongoing process with the intention that most identifiable roles will soon have a position description applicable to that role. Position descriptions set out the scope of a role, clearly identifying the expectations and responsibilities. This provides clarity for the person undertaking the role and those they are working with.

Safe church training / Safe church awareness workshop

The General Synod of the Anglican Church of Australia has developed minimum standards for safe church training, with all dioceses expected to have a suitable training program in place. The Diocese of Wangaratta is a signatory to the Safe Church Training Agreement (SCTA) which provides a multi-denominational national training program including Safe Church Awareness Workshops and Safe Church Refresher Workshops. Training is provided across the Diocese several times a year and SCTA training provided in other areas and by other denominations is open to anyone wishing to register.

Safe Church Awareness Workshops are designed for all congregational members, all ministry leaders, and children, youth and family leaders. Completion of the endorsed Safe Church training is a requirement for all licensed clergy and most lay ministry roles. The responsible organisation (parish or diocese) is encouraged to pay for or subsidise the Safe Church Training fees, where possible.

This training is valid for 3 years and requires a refresher course when that period has expired.

Safe ministry questionnaire

A standardised form developed by the Anglican Church of Australia General Synod office. This forms part of the clearance processes for church workers (non-clergy) and includes a declaration of an individual's history relevant to involvement in a Church role.

Working with children check

Each state in Australia has a Working with Children Check (or equivalent) program and related legislation. They aim to enable organisations to protect children (or in some states, other vulnerable people) through screening of employees and volunteers. The Checks are mandatory for people engaged in organisations or roles that provide services to children or where children are likely to be involved. They look at relevant information from national criminal records over a person's lifetime as well as reports from courts or other relevant agencies and departments.

The checks are issued free for volunteers and a small fee applies where the person is employed or self-employed in a relevant role. A Working with Children Check is valid for five years but might be revoked if something occurs to invalidate the Check.

The government requirement for who must have a Working with Children Check is a minimum. Individual organisations can set additional requirements as part of their child safe and risk management policies and systems.

For more information of Working with Children Checks relevant to the Diocese of Wangaratta go to:

- For those engaged in work or relevant roles in Victoria -
<http://www.workingwithchildren.vic.gov.au/>
- For those engaged in work or relevant roles in NSW -
<https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check/apply>

In the Diocese of Wangaratta a Working with Children Check, if required, must be provided prior to commencement in the specified role OR evidence provided that the WWCC application has been submitted.

If a current WWCC is part way through the period of issue when starting in a new or additional role, the validity of the current WWCC must be verified. This can be done online by an authorised representative of the diocese and/or parish (as applicable). An authorised representative might be the parish priest, Parish Safe Church Officer or program coordinator, the Director of Professional Standards, Diocesan Registrar or Diocesan Safe Church Officer (as applicable). The authorised representative will ensure the updated status of the Check is documented.

If an individual has an existing WWCC originally issued for the purposes of undertaking a role with a different organisation, as well as checking to ensure it is still valid, the WWCC official record must be updated to reflect the new employing or responsible organisation (i.e. the parish and the diocese).

If an individual is deemed to be unsuitable to be issued with a WWCC, or if the WWCC becomes invalid during the period of issue, the Director of Professional Standards should be consulted to determine the most appropriate course of action.

AUTHORISATION PROCESS

Submissions and notifications

At the commencement of each Lay Authorisation Cycle (to be advised by the Registrar) each parish will submit their lay authorisation nominations to the Registrar using the submission form provided by the Diocese. The submission must include supporting evidence for any roles requiring certification such as Police or Working with Children Checks, or relevant qualifications. Any supporting evidence (as required) must be submitted before the relevant licence/s can be issued.

Parishes are responsible for ensuring that all individuals nominated for roles in the parish have the relevant valid checks or other certification and have completed the Safe Ministry Questionnaire where appropriate.

Where a role requires checks or training the parish must keep up to date records regarding the completion status and expiry dates and also provide this information to the Diocese. Templates will be provided to each parish to support these processes.

Some positions must be licensed by the Bishop of Wangaratta, whilst some require endorsement by the Bishop. Other positions are appointed, elected or endorsed at the parish level. Details of requirements for each role are included in Appendix One.

The Diocese recognises that there may be limited circumstances where it would be reasonable to grant an exemption for an individual from one of the authorisation requirements. Exemptions will only be granted where exceptional circumstances can be shown and applications for exemption must be accompanied by a risk assessment and, if applicable, a risk management plan. Applications for exemption will be assessed by the Exemption Review Panel appointed by the Bishop. Applications for exemption can only be submitted by the parish on behalf of the individual concerned.

Where a role is deemed to “require” or “not require” a particular check it is understood here that this is the minimum standard. The Bishop, Rector, Priest in Charge or Parish Council can, at their discretion, require checks other than those stipulated by law or Diocesan Policy where this is deemed necessary.

Confirmation of appointment

Each individual will receive confirmation of appointment to a role by way of one of the following methods:

- Licence issued by the Bishop
Providing an indication of the scope/limitations/duration of the role
- Certificate of appointment
Indicating the role, parish and any key dates associated with the appointment
- Letter of appointment
Including any statements of expectations associated with the role, relevant codes of conduct, etc.
- Employment contract
Consistent with standard HR practices

Details of the appropriate method of confirmation can be found in Appendix One.

ROLES AND REQUIREMENTS - SUMMARY

All roles have been assessed against a number of criteria (see Appendix One) with four key factors used to determine the authorisation and other requirements. The four factors were:

- Whether the role involved leadership or culture change responsibilities
- The level of likely or possible contact with children
- The level of responsibility attributed to the role
- Whether the role could be perceived as representing the church

A set of principles underpinned the decision making process. These are outlined in Appendix Two.

The authorisation level, and clearance and training requirements as identified in the role review are summarised below. Where one person undertakes multiple roles the requirements for that person at that time will be as indicated for the highest clearance level applicable to that person's roles.

Liturgical and Worship Roles

ROLE	AUTH'N LEVEL	WWCC	POLICE CHECK	SAFE CHURCH TRAINING	CLEARANCE LEVEL
Lay reader / lay preacher / lay minister / worship leader / lay chaplain / adult bible study leader	Bishop's Licence	YES	YES	YES	<ul style="list-style-type: none">• SM questionnaire• DPS review
Crucifer / server / acolyte	Bishop's Licence	YES	NO	YES	<ul style="list-style-type: none">• SM questionnaire
Intercessors / Sunday intercessions / bible readers	Local appointment	YES	NO	YES	<ul style="list-style-type: none">• SM questionnaire
Eucharistic assistant / communion assistant	Bishop's Licence	YES	NO	YES	<ul style="list-style-type: none">• SM questionnaire
Sidesperson / welcomer / usher	Local appointment	YES	NO	YES	<ul style="list-style-type: none">• SM questionnaire• DPS review

Pastoral and Community Ministries

ROLE	AUTH'N LEVEL	WWCC	POLICE CHECK	SAFE CHURCH TRAINING	CLEARANCE LEVEL
Pastoral worker / visitor Nursing Home / Hospital Visitor	Bishop's Licence	YES	YES	YES	<ul style="list-style-type: none">• SM questionnaire• DPS review
Home Communion	Bishop's Licence	YES	YES	YES	<ul style="list-style-type: none">• SM questionnaire• DPS review
Spiritual directors / advisors	Bishop's Licence	YES	YES	YES	<ul style="list-style-type: none">• SM questionnaire• DPS review

General Ministry

ROLE	AUTH'N LEVEL	WWCC	POLICE CHECK	SAFE CHURCH TRAINING	CLEARANCE LEVEL
Verger	Bishop's Licence	YES	YES	YES	<ul style="list-style-type: none"> • SM questionnaire • DPS review
Op shop coordinator	Local appointment (Bishop's Endorsement)	YES	YES	YES	<ul style="list-style-type: none"> • SM questionnaire • DPS review
Community meal / catering / event coordinator	Local appointment	YES	YES	YES	<ul style="list-style-type: none"> • SM questionnaire • DPS review
Music leader / choir coordinator	Local appointment	YES	YES	YES	<ul style="list-style-type: none"> • SM questionnaire • DPS review • National Register check
Choir member / musician	Local appointment	YES	NO	YES	<ul style="list-style-type: none"> • SM questionnaire • DPS review
Stipendiary music director / stipendiary musician	Local appointment	YES	YES	YES	<ul style="list-style-type: none"> • SM questionnaire • DPS review • National Register check
Op shop worker	Local appointment	YES	YES	YES	<ul style="list-style-type: none"> • SM questionnaire • DPS review
Community meals / catering / event worker	Local appointment	YES	NO	YES	<ul style="list-style-type: none"> • SM questionnaire • DPS review
Bus driver	Local appointment	YES	YES	YES	<ul style="list-style-type: none"> • SM questionnaire • DPS review

Children's and Youth Ministries

ROLE	AUTH'N LEVEL	WWCC	POLICE CHECK	SAFE CHURCH TRAINING	CLEARANCE LEVEL
Children's ministry coordinator	Bishop's Licence	YES	YES	YES	<ul style="list-style-type: none"> • SM questionnaire • DPS review • National Register Check
Youth leader	Bishop's Licence	YES	YES	YES	<ul style="list-style-type: none"> • SM questionnaire • DPS review • National Register Check
Playgroup coordinator	Bishop's Licence	YES	YES	YES	<ul style="list-style-type: none"> • SM questionnaire • DPS review • National Register Check
School's ministry / religious education	Bishop's Licence	YES	YES	YES	<ul style="list-style-type: none"> • SM questionnaire • DPS review • National Register Check

Parish and Diocesan Administration

ROLE	AUTH'N LEVEL	WWCC	POLICE CHECK	SAFE CHURCH TRAINING	CLEARANCE LEVEL
Safe church officer (diocese and parish)	Bishop's Licence	YES	YES	YES	• SM questionnaire • DPS review
Safe church committee member	Bishop's Endorsement	YES	YES	YES	• SM questionnaire • DPS review
Offertory / collection counter	Local appointment	NO	YES	YES	• SM questionnaire
Warden	Local appointment (elected)	YES	YES	YES	• SM questionnaire • DPS review
Parish councillor / parish council secretary	Local appointment (elected/appointed)	YES	YES	YES	• SM questionnaire • DPS review
Parish Treasurer	Local appointment (elected)	YES	YES	YES	• SM questionnaire • DPS review
Guild official	Local appointment	NO	YES	YES	• SM questionnaire
Communications officer	Local appointment	YES	YES	YES	• SM questionnaire • DPS review
Volunteer coordinator	Local appointment	YES	YES	YES	• SM questionnaire • DPS review
Office administration / reception	Local appointment	YES	YES	YES	• SM questionnaire • DPS review
Groundskeeper / landscaper / Property and Maintenance / Cleaners	Local appointment	YES (if coming into contact with children)	NO	NO	• SM questionnaire • DPS review (if coming into contact with children)
Vocational discernment panel	Bishop's Endorsement	YES	YES	YES	• SM questionnaire • DPS review
Diocesan committee member (other than safe church committee)	Local appointment (elected / appointed)	YES	YES	YES	• SM questionnaire • DPS review
Synod / General Synod representative	Local appointment (elected)	YES	YES	YES	• SM questionnaire • DPS review

APPENDIX ONE -**Review of lay roles and responsibilities – March 2018**

Role	Type of Role	L'ship or Culture Change role?	Likely or possible degree of contact with children?	Level of Responsibility?	Role perceived as representing the Church?	Bishop's Authorisation Required?	Parish authorisation required?	Licenced / Elected / Appointed / Other?	Licence / Certificate / Letter of appointment / contract / none?	WWCC Required?	Police Check Required?	Safe Church Training Required?	Professional Standards Clearance Required?	Subject to Faithfulness in Service?	Role specific training desired or required?	Other Role specific training desired or required?
Lay reader / lay preacher / lay minister / worship leader / lay chaplain / adult bible study leader	Liturgical and worship	yes	high	high	yes	yes	yes	Licenced	Licence	yes	yes	yes	SMQ DPS	yes	liturgical / pastoral / counselling	
Crucifer / server / acolyte	Liturgical and worship	no	medium	low	yes	no	yes	Licenced	Licence	yes	no	yes	SMQ	yes	liturgical / pastoral / counselling	
Intercessors / Sunday intercessions / bible readers	Liturgical and worship	no	low	low	yes	no	yes	Appointed	Certificate	yes	no	yes	SMQ	yes	liturgical / pastoral / counselling	
Eucharistic assistant / communion assistant	Liturgical and worship	no	low	low	yes	no	yes	Licenced	Licence	yes	no	yes	SMQ	yes	liturgical / pastoral / counselling	
Sidesperson / welcomer	Liturgical and worship	no	high	low	yes	no	yes	Appointed	Certificate	yes	no	yes	SMQ DPS	yes		
Pastoral worker / visitor / nursing home-hospital visitor	Pastoral and community ministries	no	high	high	yes	yes	yes	Licenced	Licence	yes	yes	yes	SMQ DPS	yes	liturgical / pastoral / counselling	
Home communion	Pastoral and community ministries	no	high	high	yes	yes	yes	Licenced	Licence	yes	yes	yes	SMQ DPS	yes	liturgical / pastoral / counselling	
Spiritual directors / spiritual advisers	Pastoral and community ministries	yes	high	high	yes	yes	yes	Licenced	Licence	yes	yes	yes	SMQ DPS	yes	liturgical / pastoral / counselling	
Verger	General ministry	yes	high	medium	yes	no	yes	Licenced	Licence	yes	yes	yes	SMQ DPS	yes	liturgical / pastoral / counselling	
Op shop coordinator	General ministry	yes	high	high	yes	yes	yes	Appointed	Letter of Appt	yes	yes	yes	SMQ DPS	yes	wh&s / risk mgt	business skills
Community meal / catering / event coordinator	General ministry	yes	high	high	yes	no	yes	Appointed	Letter of Appt	yes	yes	yes	SMQ DPS	yes	safe food handling	responsible service of alcohol
Music leader / choir coordinator	General ministry	yes	high	high	yes	no	yes	Appointed	Letter of Appt	yes	yes	yes	SMQ DPS NR	yes		
musician / choir member	General ministry	no	high	low	yes	no	yes	Appointed	Certificate	yes	no	yes	SMQ DPS	yes		
Stipendiary music director / musician	General ministry	yes	high	high	yes	no	yes	Appointed	Contract	yes	yes	yes	SMQ DPS NR	yes		
Op shop worker	General ministry	no	high	medium	yes	no	yes	Appointed	Certificate	yes	yes	yes	SMQ DPS	yes		

Role	Type of Role	L'ship or Culture Change role?	Likely or possible degree of contact with children?	Level of Responsibility?	Role perceived as representing the Church?	Bishop's Authorisation Required?	Parish authorisation required?	Licenced / Elected / Appointed / Other?	Licence / Certificate / Letter of appointment / contract / none?	WWCC Required?	Police Check Required?	Safe Church Training Required?	Professional Standards Clearance Required?	Subject to Faithfulness in Service?	Role specific training desired or required?	Other Role specific training desired or required?
Community meals / catering / event worker	General ministry	no	high	medium	yes	no	yes	Appointed	Certificate	yes	no	yes	SMQ DPS	yes		
Bus driver	General ministry	no	high	medium	yes	no	yes	Appointed	Certificate	yes	yes	yes	SMQ DPS	yes		
children's ministry coordinator	Children's and youth ministries	yes	high	high	yes	yes	yes	Licenced	Licence	yes	yes	yes	SMQ DPS NR	yes		
Youth leader	Children's and youth ministries	yes	high	high	yes	yes	yes	Licenced	Licence	yes	yes	yes	SMQ DPS NR	yes		
Playgroup coordinator	Children's and youth ministries	yes	high	high	yes	yes	yes	Licenced	Licence	yes	yes	yes	SMQ DPS NR	yes		
School's ministry / religious education	Children's and youth ministries	yes	high	high	yes	no	yes	Licenced	Licence	yes	yes	yes	SMQ DPS NR	yes		
Safe church officer (diocese and parish)	Parish and diocesan administration	yes	high	high	yes	yes	yes	Licenced	Licence	yes	yes	yes	SMQ DPS	yes	wh&s / risk mgt	
Safe church committee member	Parish and diocesan administration	yes	med	high	yes	yes	yes	Appointed	Letter of Appt	yes	yes	yes	SMQ DPS	yes		
Offertory / collection counter	Parish and diocesan administration	no	low	high	no	no	yes	Appointed	Certificate	no	yes	yes	SMQ	yes		
Warden	Parish and diocesan administration	yes	high	high	yes	no	yes	Elected	Letter of Appt	yes	yes	yes	SMQ DPS	yes	wh&s / risk mgt	
Parish councillor / parish council secretary	parish and diocesan administration	yes	high	high	yes	no	yes	Elected / Appointed	Letter of Appt	yes	yes	yes	SMQ DPS	yes		
Parish treasurer	Parish and diocesan administration	yes	high	high	yes	no	yes	Elected	Letter of Appt	yes	yes	yes	SMQ DPS	yes		
Guild official	Parish and diocesan administration	yes	med	high	yes	no	yes	Appointed	Letter of Appt	no	yes	yes	SMQ	yes		
Communications officer	Parish and diocesan administration	situation dependent	low	high	yes	no	yes	Appointed	Certificate	yes	yes	yes	SMQ DPS	yes		
Volunteer coordinator	Parish and diocesan administration	yes	high	high	yes	no	yes	Appointed	Letter of Appt	yes	yes	yes	SMQ DPS	yes		
Office administration / reception	Parish and diocesan administration	no	high	high	yes	no	yes	Appointed	Contract	yes	yes	yes	SMQ DPS	yes		
Groundskeeper / landscaper / property and maintenance / cleaners	Parish and diocesan administration	no	low*	low	no	no	yes	Appointed	Contract or Letter of Appt	No *unless likely contact with children	no	no	If likely contact with children: SMQ DPS	Situation dependent		

Role	Type of Role	L'ship or Culture Change role?	Likely or possible degree of contact with children?	Level of Responsibility?	Role perceived as representing the Church?	Bishop's Authorisation Required?	Parish authorisation required?	Licenced / Elected / Appointed / Other?	Licence / Certificate / Letter of appointment / contract / none?	WWCC Required?	Police Check Required?	Safe Church Training Required?	Professional Standards Clearance Required?	Subject to Faithfulness in Service?	Role specific training desired or required?	Other Role specific training desired or required?
Vocational discernment panel	Parish and diocesan administration	yes	low	high	yes	yes	no	Appointed	Letter of Appt	yes	yes	yes	SMQ DPS	yes		
Diocesan committee member (other than safe church committee)	Parish and diocesan administration	yes	low	high	yes	no	yes	Elected / Appointed	Letter of Appt	yes	yes	yes	SMQ DPS	yes		
Synod / General Synod representative	Parish and diocesan administration	yes	low	high	yes	no	yes	Elected	Letter of Appt	yes	yes	yes	SMQ DPS	yes		

APPENDIX TWO -**Principles underpinning decision making regarding requirements**

- If likely contact with children is high, they must have a WWCC, attend safe church training and have at a minimum a DPS review. If in a children's ministry role, must have a National Records check as well.
- If any of the 4 criteria are yes/high/medium then safe church training is required. That means anyone in a leadership or culture change role, anyone likely to have contact with children, anyone holding a position of responsibility or anyone in a role that might be perceived as representing the church must undertake the training.
- If a role is deemed to be a leadership position and one of responsibility and one that might be perceived as representing the church, the person requires a DPS review regardless of whether they are expected to have contact with children in the role or not.
- If contact with children is low, there is no leadership role and the position is unlikely to be seen to represent the church, then no WWCC or police check is required UNLESS the workplace (wherever the role will be fulfilled) is near a school or where children and young people regularly pass or gather, in which case they would need a WWCC and DPS review.
- Any role deemed to be a leadership position and one with responsibility requires a police check. Police checks are also required where the role involves driving or handling money or property, or where the role is conducted in someone's home or other place of residence.
- If a position is appointed then:
 - Where responsibility is high – a letter of appointment is required
 - Where responsibility is med/low – a certificate only is required
 - Where it is a paid role – a contract is required.

Note – letters of appointment are to include any statements of expectations associated with the role, reference relevant codes of conduct, etc.