



## Acknowledgement of Lay Appointment, Election or Nomination

### When to use this form

The information on this form is required to confirm that you are willing and able to undertake the role/s you have been appointed, elected or nominated for.

This form will also assist you to identify the necessary documentation or certification as required under the Diocese of Wangaratta's Lay Authorisation Guidelines, which form part of the Diocese's Safe Church model.

You should use this form when:

- You are seeking to be authorised for one or more lay roles in the Diocese of Wangaratta on the recommendation of the Parish Priest and/or the Parish Council.
- You have been elected or appointed as a Lay Office Bearer in your parish.
- As directed by the Diocesan Safe Church Officer or another officer of the Diocese of Wangaratta.

### How to complete this form

This form requires you to enter summary information only. Additional documentation or certification (as applicable to the role/s you are elected/appointed to) must be submitted with this form.

- Enter your name and parish in the space provided.
- Select the role/s you are nominated for, elected or appointed to from the list.
- Select which documentation or certification requirements apply to you (as identified in the list of roles).
- Sign and date the declaration.
- Check you have all necessary documentation or certification.
- Submit this form to your Parish Priest or Parish Council with the relevant supporting documentation.

If you need assistance to complete the form or with obtaining the relevant documentation contact your Parish Priest or nominated Parish Safe Church Officer. Alternatively, the Diocesan Safe Church Officer ([safechurch@wangaratta-anglican.org.au](mailto:safechurch@wangaratta-anglican.org.au)) might be able to assist you.

### Personal Information / Acknowledgement Confirmation

Your Name (Title / Given Names / Family Name)

Your Parish

*I confirm that I accept election or appointment to the role/s identified on this form and am willing and able to undertake the role/s.*

Signed:

Date:

*Endorsed by Parish Priest (for nominations or appointments OTHER THAN parish officeholders)*

Signed:

Date:

**Parish Officeholders Only:** If you are elected or appointed as a Parish Councillor or Churchwarden please complete the Declaration as required by the Parish Administration Act S.79 and 96 for those roles.

## Clearances being applied for

Please mark the applicable boxes to identify the roles that apply to you.

NOTE: Documentation/certification requirements for each role are indicated in italics.

### Liturgical and Worship Roles

- Lay Reader **(Licensed)**  
*WWCC, NPC, SCT, SMQ*
- Lay Preacher **(Licensed)**  
*WWCC, NPC, SCT, SMQ*
- Lay Minister **(Licensed)**  
*WWCC, NPC, SCT, SMQ*
- Worship Leader **(Licensed)**  
*WWCC, NPC, SCT, SMQ*
- Lay Chaplain **(Licensed)**  
*WWCC, NPC, SCT, SMQ*
- Adult Bible Study Leader **(Licensed)**  
*WWCC, NPC, SCT, SMQ*
- Crucifer/Server/Acolyte **(Licensed)**  
*WWCC, SCT, SMQ*
- Intercessors/Sunday Intercessions  
*WWCC, SCT, SMQ*
- Bible Readers  
*WWCC, SCT, SMQ*
- Eucharistic/Communion Assistant **(Licensed)**  
*WWCC, SCT, SMQ*
- Sidesperson/Welcomer/Usher  
*WWCC, SCT, SMQ*

### Pastoral and Community Ministries

- Pastoral Worker/Visitor **(Licensed)**  
*WWCC, NPC, SCT, SMQ*
- Nursing Home/Hospital Visitor **(Licensed)**  
*WWCC, NPC, SCT, SMQ*
- Home Communion **(Licensed)**  
*WWCC, NPC, SCT, SMQ*
- Spiritual Directors/Advisors **(Licensed)**  
*WWCC, NPC, SCT, SMQ*

### General Ministry

- Verger **(Licensed)**  
*WWCC, NPC, SCT, SMQ*
- Op Shop Coordinator **(Bishop's endorsement)**  
*WWCC, NPC, SCT, SMQ*
- Community Meal/Catering/Event Coordinator  
*WWCC, NPC, SCT, SMQ*
- Music Leader/Choir Coordinator  
*WWCC, NPC, SCT, SMQ*
- Choir Member/Musician  
*WWCC, SCT, SMQ*
- Stipendiary Music Director  
*WWCC, NPC, SCT, SMQ*
- Stipendiary Musician  
*WWCC, NPC, SCT, SMQ*
- Op Shop Worker  
*WWCC, NPC, SCT, SMQ*
- Community Meals/Catering/Event Worker  
*WWCC, SCT, SMQ*
- Bus Driver  
*WWCC, NPC, SCT, SMQ*

### Children's and Youth Ministries

- Children's Ministry Coordinator/Worker **(Licensed)**  
*WWCC, NPC, SCT, SMQ*
- Youth Leader **(Licensed)**  
*WWCC, NPC, SCT, SMQ*
- Playgroup Coordinator/Worker **(Licensed)**  
*WWCC, NPC, SCT, SMQ*
- School's Ministry/Religious Education/Sunday School **(Licensed)**  
*WWCC, NPC, SCT, SMQ*

### Parish and Diocesan Administration

- Safe Church Officer (Diocese or Parish) **(Licensed)**  
*WWCC, NPC, SCT, SMQ*

- Safe Church Committee Member  
**(Bishop's Endorsement)**  
*WWCC, NPC, SCT, SMQ*
- Offertory/Collection Counter  
*NPC, SCT, SMQ*
- Parish Council Secretary  
**(Declaration)**  
*WWCC, NPC, SCT, SMQ*
- Parish Treasurer **(Declaration)**  
*WWCC, NPC, SCT, SMQ*
- Guild Official  
*NPC, SCT, SMQ*
- Communications/Publicity Officer  
*WWCC, NPC, SCT, SMQ*
- Volunteer Coordinator  
*WWCC, NPC, SCT, SMQ*
- Office Administration/Reception  
*WWCC, NPC, SCT, SMQ*
- Groundskeeper/Landscaper  
*WWCC, SMQ*
- Property and Maintenance/Cleaners  
*WWCC, SMQ*
- Vocational Discernment Panel  
**(Bishop's Endorsement)**  
*WWCC, NPC, SCT, SMQ*
- Diocesan Committee Member (other than Safe Church Committee)  
*WWCC, NPC, SCT, SMQ*
- General Synod Representative  
*WWCC, NPC, SCT, SMQ*
- Other \_\_\_\_\_  
*(Contact Diocese for advice on requirements)*

### Elected Roles

- Warden **(Declaration)**  
*WWCC, NPC, SCT, SMQ*
- Parish Councillor **(Declaration)**  
*WWCC, NPC, SCT, SMQ*
- Nominator / Suppl. Nominator  
*WWCC, NPC, SCT, SMQ*
- Diocesan Synod Representative  
*WWCC, NPC, SCT, SMQ*

### Documentation or Certification Requirements

For each role you have selected, there will be a set of documentation or certification requirements identified (see italics).

Which documentation or certification requirements are identified for the role/s<sup>1</sup> you are elected or appointed to?

- WWCC - Working with Children Check
- NPC - National Police Check<sup>2</sup>
- SCT - Safe Church Training<sup>3</sup>
- SMQ - Safe Ministry Questionnaire

<sup>1</sup> If you have selected more than one role and they have different requirements, the highest level of certification applies. You only need to provide the documentation once, not for each separate role you have identified.

<sup>2</sup> National Police Checks up to three months old will be accepted.

#### Victorian Institute Teachers Card

In the Diocese of Wangaratta, the VIT Card is accepted for providing a National Police Check. However, the VIT card cannot be accepted in place of a Working with Children Check Card because the VIT Card process does not notify the Diocese in the case of a breach or notification.

<sup>3</sup> If you have already attended the endorsed Safe Church Training please provide a copy of your certificate or the date and location of the workshop you attended. If you have not already attended, please contact the Registry for dates of upcoming training.

### Are you ready to submit?

- I have entered my personal information
- I have selected the role/s I have been nominated for, elected or appointed to
- I have identified any supporting documentation required
- I have signed the relevant declaration/s
- I have attached (as applicable):
  - Certified copy of my WWCC card
  - National Police Check certificate (less than three months old)
  - Safe Ministry Questionnaire
  - Safe Church Training Certificate
- I am ready to submit my lay role application/confirmation to the Parish