



Lay Authorisation and Clearance Submission

When to use this form

This form must accompany submissions from all ministry units (parish/diocese) for lay ministry authorisations at the beginning of a new Lay Authorisation/Appointment Cycle and for mid-cycle appointments.

How to complete this form

This form must be completed by the Parish Priest or a nominated member of Parish Council (or Registrar/Diocesan Archdeacon for Diocesan appointments) and submitted to the Diocese via the Registrar with the relevant documentation as provided by each nominee/appointee.

Where any of the listed roles are not applicable or unfilled in your ministry unit, insert N/A or leave blank.

Where there is insufficient space for all appointments they can be entered under one of the "Other Role" options at the end. Please indicate the role in the space provided.

The Declaration must be signed by the Parish Priest and a member of Parish Council (or Registrar/Diocesan Archdeacon/Bishop for Diocesan appointments).

If you need assistance to complete the form or advice on the lay authorisation process contact the Diocesan Safe Church Officer (safechurch@wangaratta-anglican.org.au), the Diocesan Registrar or Diocesan Archdeacon.

Ministry Unit (Parish/Diocese) Information and Declaration

Ministry Unit Name

Name of Person/s Completing the Submission

This form is for:

- Submission of nominations for the 20____-20____ Lay Authorisation/Appointment Cycle
OR
 Submission of nominations or appointments mid-cycle as at ____/____/20__

We confirm that we endorse the appointment of the individuals identified on this form to the roles specified herein, and that they have provided all required clearance documentation and certification in accordance with the Lay Authorisation Guidelines.

Name:

Position:

Signed:

Date:

Name:

Position:

Signed:

Date:

Appointees/Nominees

The following individuals have been elected/appointed/nominated for lay roles in this ministry unit and the applicable documentation and certification has been provided as indicated.

The WWCC validity has been verified with the issuing State authority as indicated.

Documentation or Certification Codes:

- WWCC = Working with Children Check
- NPC = National Police Check (or VIT Card)
- SMQ = Safe Ministry Questionnaire
- SCT = Safe Church Training (completed or scheduled)

Liturgical and Worship Roles

Lay Reader (Licensed)

NAME	WWCC	WWCC Verified (date/by)	NPC	SMQ	SCT

Lay Preacher (Licensed)

NAME	WWCC	WWCC Verified (date/by)	NPC	SMQ	SCT

Lay Minister (Licensed)

NAME	WWCC	WWCC Verified (date/by)	NPC	SMQ	SCT

Worship Leader (Licensed)

NAME	WWCC	WWCC Verified (date/by)	NPC	SMQ	SCT

Lay Chaplain (Licensed)

NAME	WWCC	WWCC Verified (date/by)	NPC	SMQ	SCT

Adult Bible Study Leader (Licensed)

NAME	WWCC	WWCC Verified (date/by)	NPC	SMQ	SCT

Crucifer/Server/Acolyte (Licensed)

NAME	WWCC	WWCC Verified (date/by)	NPC	SMQ	SCT

Intercessors/Sunday Intercessions

NAME	WWCC	WWCC Verified (date/by)	NPC	SMQ	SCT

Bible Readers

NAME	WWCC	WWCC Verified (date/by)	NPC	SMQ	SCT

Eucharistic/Communion Assistant (Licensed)

NAME	WWCC	WWCC Verified (date/by)	NPC	SMQ	SCT

Sidesperson/Welcomer/Usher

NAME	WWCC	WWCC Verified (date/by)	NPC	SMQ	SCT

Pastoral and Community Ministries

Pastoral Worker/Visitor (Licensed)

NAME	WWCC	WWCC Verified (date/by)	NPC	SMQ	SCT

Nursing Home/Hospital Visitor (Licensed)

NAME	WWCC	WWCC Verified (date/by)	NPC	SMQ	SCT

Home Communion (Licensed)

NAME	WWCC	WWCC Verified (date/by)	NPC	SMQ	SCT

Spiritual Directors/Advisors (Licensed)

NAME	WWCC	WWCC Verified (date/by)	NPC	SMQ	SCT

General Ministry

Verger (Licensed)

NAME	WWCC	WWCC Verified (date/by)	NPC	SMQ	SCT

Op Shop Coordinator (Bishop’s Endorsement)

NAME	WWCC	WWCC Verified (date/by)	NPC	SMQ	SCT

Community Meal/Catering/Event Coordinator

NAME	WWCC	WWCC Verified (date/by)	NPC	SMQ	SCT

Music Leader/Choir Coordinator

NAME	WWCC	WWCC Verified (date/by)	NPC	SMQ	SCT

Choir Member/Musician

NAME	WWCC	WWCC Verified (date/by)	NPC	SMQ	SCT

Stipendiary Music Director

NAME	WWCC	WWCC Verified (date/by)	NPC	SMQ	SCT

Stipendiary Musician

NAME	WWCC	WWCC Verified (date/by)	NPC	SMQ	SCT

Op Shop Worker

NAME	WWCC	WWCC Verified (date/by)	NPC	SMQ	SCT

Community Meals/Catering/Event Worker

NAME	WWCC	WWCC Verified (date/by)	NPC	SMQ	SCT

Bus Driver

NAME	WWCC	WWCC Verified (date/by)	NPC	SMQ	SCT

Children’s and Youth Ministries

Children’s Ministry Coordinator/Worker (Licensed)

NAME	WWCC	WWCC Verified (date/by)	NPC	SMQ	SCT

Youth Leader (Licensed)

NAME	WWCC	WWCC Verified (date/by)	NPC	SMQ	SCT

Playgroup Coordinator/Worker (Licensed)

NAME	WWCC	WWCC Verified (date/by)	NPC	SMQ	SCT

School’s Ministry/Religious Education/Sunday School (Licensed)

NAME	WWCC	WWCC Verified (date/by)	NPC	SMQ	SCT

Elected Roles

Warden (*Parish Centres Contact Information form and Declarations also required*)

NAME	WWCC	WWCC Verified (date/by)	NPC	SMQ	SCT

Parish Councillor (*Parish Councillors Contact Information form and Declarations also required*)

NAME	WWCC	WWCC Verified (date/by)	NPC	SMQ	SCT

Nominator / Suppl. Nominator (*Parish Office Holders Contact Information form also required*)

NAME	WWCC	WWCC Verified (date/by)	NPC	SMQ	SCT

Diocesan Synod Representative

NAME	WWCC	WWCC Verified (date/by)	NPC	SMQ	SCT

Parish and Diocesan Administration

Safe Church Officer (Diocese or Parish) (Licensed)

NAME	WWCC	WWCC Verified (date/by)	NPC	SMQ	SCT

Safe Church Committee Member (Bishop's Endorsement)

NAME	WWCC	WWCC Verified (date/by)	NPC	SMQ	SCT

Offertory/Collection Counter

NAME	WWCC	WWCC Verified (date/by)	NPC	SMQ	SCT

Parish Council Secretary *(Parish Office Holders Contact Information form also required)*

NAME	WWCC	WWCC Verified (date/by)	NPC	SMQ	SCT

Parish Treasurer *(Parish Office Holders Contact Information form also required)*

NAME	WWCC	WWCC Verified (date/by)	NPC	SMQ	SCT

Guild Official

NAME	WWCC	WWCC Verified (date/by)	NPC	SMQ	SCT

Communications/Publicity Officer

NAME	WWCC	WWCC Verified (date/by)	NPC	SMQ	SCT

Volunteer Coordinator

NAME	WWCC	WWCC Verified (date/by)	NPC	SMQ	SCT

Office Administration/Reception

NAME	WWCC	WWCC Verified (date/by)	NPC	SMQ	SCT

Groundskeeper/Landscaper

NAME	WWCC	WWCC Verified (date/by)	NPC	SMQ	SCT

Property and Maintenance/Cleaners

NAME	WWCC	WWCC Verified (date/by)	NPC	SMQ	SCT

Vocational Discernment Panel

NAME	WWCC	WWCC Verified (date/by)	NPC	SMQ	SCT

Diocesan Committee Member (other than Safe Church Committee)

NAME	WWCC	WWCC Verified (date/by)	NPC	SMQ	SCT

General Synod Representative

NAME	WWCC	WWCC Verified (date/by)	NPC	SMQ	SCT

Other Role: _____

NAME	WWCC	WWCC Verified (date/by)	NPC	SMQ	SCT

Other Role: _____

NAME	WWCC	WWCC Verified (date/by)	NPC	SMQ	SCT

Other Role: _____

NAME	WWCC	WWCC Verified (date/by)	NPC	SMQ	SCT

Other Role: _____

NAME	WWCC	WWCC Verified (date/by)	NPC	SMQ	SCT

Other Role: _____

NAME	WWCC	WWCC Verified (date/by)	NPC	SMQ	SCT