



**The Anglican Church of Australia
Diocese of Wangaratta**

Lay Authorisation and Clearance Guidelines

Revised October 2019

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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 clearance 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 and clearance requirements for each. Authorisation/clearance 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, clearance 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 has also established minimum safe ministry (safe church) standards, in response to the findings and recommendations of the Royal Commission into Institutional Responses to Child Sexual Abuse.

In meeting the Victorian legislated standards and Anglican Church requirements, the Diocese should also be consistent with the recommendations arising from the Royal Commission and the principles for child safe organisations as set by the NSW government.

The Lay Authorisation and Clearance 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.

Church worker summary

The Church Worker Summary is a form that is required for some lay roles. It was developed as a simpler alternative to the Safe Ministry Questionnaire, to be used for roles that are determined as having lower responsibility and a lower risk profile.

Code of conduct

A Code of Conduct sets out the broad expectations and responsibilities for all people involved in the organisation. The Diocese has 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 and clearance cycle

The Lay Authorisation and Clearance Cycle for the Diocese of Wangaratta is three years. Elected roles and some other roles are determined at parish annual meetings. Other roles, not covered in the Parish Governance Act (formerly the Parish Administration Act), may be appointed at varying times throughout the year. However, it is recommended that the majority of new appointments are confirmed in line with the annual meeting schedule for efficiency of notification and clearance processing. In all cases, the clearance cycle is three years unless otherwise stated in the relevant role documentation.

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.

Where a Police Check is a clearance requirement, the Diocese of Wangaratta will recognise Police Checks up to three months from the date of issue. Any Police Check issued more than three months prior will not be accepted and a new Police Check must be obtained.

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 a Police Check has not already been provided during the current clearance cycle and an additional or new Church role is commenced that requires one, a Police Check issued no more than three months prior must be provided. However, where a Police Check has already been provided as part of clearance requirements in that cycle, and an additional role is commenced that also requires a Police Check, no new Police Check is required during that clearance period.

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.

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.

The Diocese will accept a current registration card from the Victorian Institute of Teaching (VIT) in lieu of a police check.

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.

Referee check

A referee check involves contacting a person's nominated referees to verify that they are suitable and safe for the role/s they are undertaking. The Safe Ministry Questionnaire developed by General Synod requires that two referees be nominated. In the Diocese of Wangaratta anyone in a role that requires completion of a Safe Ministry Questionnaire who has been in the parish for 2 years or less will require formal referee checks to be conducted and documented.

The parish priest or Parish Safe Church Officer will conduct the referee checks. The outcome of the check will be recorded on the Diocese's Referee Check Record form and a copy provided to the Registry. Should an unsatisfactory result arise from any referee check, the matter will be referred to the Director of Professional Standards for further investigation. The DPS will determine whether the subject of the check is suitable to undertake the role/s in question.

Safe church training / Safe church awareness workshop

The General Synod of the Anglican Church of Australia has determined benchmarks 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 (SCAW) and Safe Church Refresher Workshops (SCRW). Training is provided across the Diocese several times a year. 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 program 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.

Other safe church training might be made available in the Diocese. However, only training that has been formerly reviewed by the Diocese and found to be consistent with the General Synod requirements will be recognised by the Diocese for clearance purposes.

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 some church workers (non-clergy) and includes a declaration of an individual's history relevant to involvement in a Church role. (A clergy-specific version is also required for all clergy.)

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, under Victorian legislation, 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). 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 by the individual 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.

A current Victorian Institute of Teaching (VIT) card will be accepted by the Diocese in lieu of a Working with Children Check. When used in place of a WWCC the currency of the VIT registration must be checked annually. The registration status can be verified through the VIT website - <https://www.vit.vic.edu.au/search-the-register>.

Please note:

New notification requirements apply to VIT registered individuals from 1 September 2019.

VIT registered teachers and early childhood service workers... must notify Working with Children Check Victoria (WWCCV) of any child-related work they do outside of their school or early childhood service based position (whether paid or voluntary).

If a teacher's VIT registration is suspended or cancelled, WWCCV may notify the organisations listed that the teacher exemption no longer applies.

To notify WWCCV of their other child-related work, teachers must complete the 'Teacher notification' form. This form must be completed before the end of the 2019 school year.

To access the form, go to <https://service.vic.gov.au/services/teachers-notifications/>

This applies to anyone undertaking child or youth related work in the Diocese of Wangaratta who has submitted a VIT card in lieu of a WWCC.

*An authorised representative for the purposes of verifying WWCC might be the parish priest, Parish Safe Church Officer or program coordinator, the Director of Professional Standards, Diocesan Registrar or Diocesan Safe Church Officer, or other appropriate person. Where it is unclear who the authorised representative/s should be, Parish Council should consider this and make a determination. The Parish Council might opt to seek advice from the Registrar regarding this.

AUTHORISATION AND CLEARANCE PROCESS

Submissions and notifications

Each parish will submit an annual notification to the Registrar that includes any new appointments to roles in the parish arising from, or at the time of, the parish annual meetings (including elected positions). Additional submissions can occur throughout the year as new appointments are made, however, it is recommended that the majority of new appointments are confirmed in line with the annual meeting schedule for efficiency of notification and clearance processing. Notifications must be submitted using the relevant forms as provided by the Diocese and must include supporting evidence for any roles requiring certification such as Police or Working with Children Checks, or relevant qualifications. For roles requiring a Bishop's Licence, 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 or Church Worker Summary where appropriate.

The Diocese will record and track all clearance requirements and advise parishes when clearance items are due for renewal. Parishes might also opt to track the status for their lay workers if they have the capacity to do so in line with Australian Privacy Principles.

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, using the Diocese's exemption request form.

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, Incumbent or Parish Council can, at their discretion, require checks other than those stipulated by Canon, law or Diocesan Policy where this is deemed necessary.

Confirmation of appointment

Most roles require written confirmation of appointment by way of one of the following methods:

- Licence issued by the Bishop
Providing an indication of the scope/limitations/duration of the role
- 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
- The degree to which 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	• SM questionnaire
Crucifer / server / acolyte	Local appointment	YES	NO	YES	• Church worker summary
Intercessors / Sunday intercessions / bible readers	Local appointment	Desirable	NO	Desirable	• None required
Eucharistic assistant / communion assistant	Local appointment	YES	NO	Desirable	• Church worker summary
Sidesperson / usher	Local appointment	Desirable	NO	YES	• Church worker summary
Welcomer	Local appointment	YES	NO	YES	• Church worker summary
Offertory collector / collection counter	Local appointment	Desirable	YES	Desirable	• Church worker summary

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	• SM questionnaire
Home Communion	Bishop's Licence	YES	YES	YES	• SM questionnaire
Spiritual directors / advisors	Bishop's Licence	YES	YES	YES	• SM questionnaire
Mission outreach worker / coordinator	Bishop's Licence	YES	YES	YES	• SM questionnaire

General Ministry

ROLE	AUTH'N LEVEL	WWCC	POLICE CHECK	SAFE CHURCH TRAINING	CLEARANCE LEVEL
Verger	Local appointment	YES	YES	YES	• SM Questionnaire
Sacristan	Local appointment	Desirable	YES	Desirable	• Church worker summary
Op shop coordinator	Local appointment	YES	YES	YES	• SM Questionnaire
Op shop worker	Local appointment	Desirable	YES	Desirable	• Church worker summary
Community meal / catering / event coordinator	Local appointment	YES	YES	YES	• SM Questionnaire
Community meals / catering / event worker	Local appointment	Desirable	NO	Desirable	• Church worker summary
Community services program worker / coordinator	Local appointment	YES	YES	YES	• SM Questionnaire
Music leader / choir coordinator	Local appointment	YES	NO	YES	• SM questionnaire
Stipendiary music director / stipendiary musician	Local appointment	YES	YES	YES	• SM questionnaire
Choir member / musician (over 18 yrs old)	Local appointment	YES	NO	YES	• Church worker summary
Bus driver / transportation	Local appointment	YES	YES	YES	• SM questionnaire

Children's and Youth Ministries

ROLE	AUTH'N LEVEL	WWCC	POLICE CHECK	SAFE CHURCH TRAINING	CLEARANCE LEVEL
Children's ministry worker / coordinator	Bishop's Licence	YES	YES	YES	<ul style="list-style-type: none"> • SM questionnaire • National Register Check
Youth leader	Bishop's Licence	YES	YES	YES	<ul style="list-style-type: none"> • SM questionnaire • National Register Check
Playgroup worker / coordinator	Bishop's Licence	YES	YES	YES	<ul style="list-style-type: none"> • SM questionnaire • National Register Check
School's ministry / religious education	Bishop's Licence	YES	YES	YES	<ul style="list-style-type: none"> • SM questionnaire • 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	<ul style="list-style-type: none"> • SM questionnaire • National register check
(Diocesan) Safe church committee member	Diocesan Endorse-ment	YES	YES	YES	<ul style="list-style-type: none"> • SM questionnaire • National register check
Parish council Secretary	Local appointment (elected/ appointed)	YES	YES	YES	<ul style="list-style-type: none"> • SM questionnaire
Parish Treasurer	Local appointment (elected)	YES	YES	YES	<ul style="list-style-type: none"> • SM questionnaire
Guild official (Treasurer or Chair)	Local appointment	Desirable	YES	Desirable	<ul style="list-style-type: none"> • Church worker summary
Communications officer	Local appointment	YES	NO	YES	<ul style="list-style-type: none"> • Church worker summary
Coordinator of volunteers	Local appointment	YES	NO	YES	<ul style="list-style-type: none"> • Church worker summary
Office administration / reception	Local appointment	YES	YES	YES	<ul style="list-style-type: none"> • SM questionnaire
Groundskeeper / landscaper / Property and Maintenance / Cleaners	Local appointment	YES	NO	Desirable	<ul style="list-style-type: none"> • Church worker summary
Flower arranger	Local appointment	Desirable	NO	Desirable	<ul style="list-style-type: none"> • None required
Vocational discernment panel / examining chaplains	Bishop's endorse-ment	YES	YES	YES	<ul style="list-style-type: none"> • SM questionnaire

Elected Roles

ROLE	AUTH'N LEVEL	WWCC	POLICE CHECK	SAFE CHURCH TRAINING	CLEARANCE LEVEL
Warden	Local appointment (elected)	YES	YES	YES	• SM questionnaire
Parish councillor	Local appointment (elected/ appointed)	YES	YES	YES	• SM questionnaire
Nominator / Supplementary nominator	Local appointment (elected)	Desirable	NO	Desirable	• Church worker summary

Ad hoc roles

For people doing a role similar to any of the roles listed above **as a once-off/ad hoc arrangement**, where the individual doesn't already hold a recognised regular role or roles within the organisation, **the clearance requirements should be identified through a formal risk management assessment of the event or program.**

Examples of ad hoc roles might be:

- Visiting choir for a one-off event
- Cooking the BBQ at a fete
- Setting up the marquee for a church-run stall at a community market

In these situations, the risk management plan for the special service, fete or market will take into account the safety of children and adults and set out requirements to ensure safety. Formal clearance requirements would only need to be met for the **ad hoc role** if the event/program risk assessment has identified this as essential for security or safety purposes.

VIT registration

The revised clearance model (from 1 September 2019) will accept a current VIT card in lieu of both police check and Working with Children Check. Please refer to the Key Terms section (Police check and WWCC entries) of this document for more information.

Version 2.1 of the Lay Authorisation and Clearance Guidelines was approved by Bishop in Council on 15th October 2019.

**APPENDIX ONE -
Review of lay roles and responsibilities – August 2019**

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 / Letter of appointment / contract / none?	WWCC Required?	Police Check Required?	Safe Church Training Required?	Professional Standards Clearance Required?
Lay reader / lay preacher / lay minister / worship leader / lay chaplain / adult bible study leader	Liturgical and worship	high	high	high	high	yes	yes	Licenced	Licence	yes	yes	yes	SMQ
Crucifer / server / acolyte	Liturgical and worship	low	medium	low	medium	no	yes	Appointed	none	yes	no	yes	CWS
Intercessors / Sunday intercessions / bible readers	Liturgical and worship	low	low	low	low	no	yes	Appointed	none	Desirable	no	Desirable	None required
Eucharistic assistant / communion assistant	Liturgical and worship	low	high	low	high	no	yes	Appointed	none	yes	no	Desirable	CWS
Sidesperson / usher	Liturgical and worship	low	high	low	medium	no	yes	Appointed	None	Desirable	no	yes	CWS
Welcomer	Liturgical and worship	low	high	low	high	no	yes	Appointed	none	yes	no	yes	CWS
Offertory collector / collection counter	Liturgical and worship	low	low	high	low	no	yes	Appointed	None	Desirable	yes	Desirable	CWS
Pastoral worker / visitor / nursing home-hospital visitor	Pastoral and community ministries	low	high	high	high	yes	yes	Licenced	Licence	yes	yes	yes	SMQ
Home communion	Pastoral and community ministries	low	high	high	high	yes	yes	Licenced	Licence	yes	yes	yes	SMQ
Spiritual directors / spiritual advisors	Pastoral and community ministries	medium	high	high	high	yes	yes	Licenced	Licence	yes	yes	yes	SMQ
Mission outreach worker / coordinator	Pastoral and community ministries	medium	high	high	high	yes	yes	Licensed	Licence	yes	yes	yes	SMQ
Verger	General ministry	low	high	medium	high	no	yes	Appointed	None	yes	yes	yes	SMQ
Sacristan	General ministry	low	low	medium	low	no	yes	Appointed	None	desirable	yes	desirable	CWS
Op shop coordinator	General ministry	medium	high	high	medium	no	yes	Appointed	Letter of Appt	yes	yes	yes	SMQ
Op shop worker	General ministry	low	high	medium	medium	no	yes	Appointed	None	desirable	yes	desirable	CWS
Community meal / catering / event coordinator	General ministry	medium	high	high	medium	no	yes	Appointed	Letter of Appt	yes	yes	yes	SMQ
Community meals / catering / event worker	General ministry	low	high	medium	low	no	yes	Appointed	None	desirable	no	desirable	CWS
Community services program worker / coordinator	General ministry	medium	high	high	high	no	yes	Appointed	Letter of Appt	yes	yes	yes	SMQ
Music leader / choir coordinator	General ministry	high	high	high	high	no	yes	Appointed	Letter of Appt	yes	no	yes	SMQ
Stipendiary music director / musician	General ministry	high	high	high	high	no	yes	Appointed	Contract	yes	yes	yes	SMQ
musician / choir member (over 18 yrs old)	General ministry	low	high	low	medium	no	yes	Appointed	None	yes	no	yes	CWS
Bus driver / transportation	General ministry	low	high	medium	medium	no	yes	Appointed	None	yes	yes	yes	SMQ

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 / Letter of appointment / contract / none?	WWCC Required?	Police Check Required?	Safe Church Training Required?	Professional Standards Clearance Required?
children's ministry coordinator / worker	Children's and youth ministries	high	high	high	high	yes	yes	Licenced	Licence	yes	yes	yes	SMQ NR
Youth leader	Children's and youth ministries	high	high	high	high	yes	yes	Licenced	Licence	yes	yes	yes	SMQ NR
Playgroup coordinator / worker	Children's and youth ministries	high	high	high	high	yes	yes	Licenced	Licence	yes	yes	yes	SMQ NR
School's ministry / religious education	Children's and youth ministries	high	high	high	high	yes	yes	Licenced	Licence	yes	yes	yes	SMQ NR
Safe church officer (diocese and parish)	Parish and diocesan administration	high	high	high	high	yes	yes	Licenced	Licence	yes	yes	yes	SMQ NR
(Diocesan) Safe church committee member	Parish and diocesan administration	high	medium	high	high	endorsement	no	Appointed	Letter of Appt	yes	yes	yes	SMQ NR
Warden	Elected roles	high	high	high	high	no	yes	Elected	Letter of Appt	yes	yes	yes	SMQ
Parish councillor	Elected roles	high	high	high	high	no	yes	Elected	Letter of Appt	yes	yes	yes	SMQ
Parish council secretary	parish and diocesan administration	high	high	high	high	no	yes	Elected / Appointed	Letter of Appt	yes	yes	yes	SMQ
Parish treasurer	Parish and diocesan administration	high	high	high	high	no	yes	Elected	Letter of Appt	yes	yes	yes	SMQ
Guild official (Chair or Treasurer)	Parish and diocesan administration	medium	medium	high	high	no	yes	Appointed	Letter of Appt	desirable	yes	desirable	CWS
Communications officer	Parish and diocesan administration	medium	high	medium	high	no	yes	Appointed	None	yes	no	yes	CWS
Coordinator of volunteers	Parish and diocesan administration	medium	medium	high	high	no	yes	Appointed	Letter of Appt	yes	no	yes	CWS
Office administration / reception	Parish and diocesan administration	low	high	medium	high	no	yes	Appointed	Contract or Letter of Appt	yes	yes	yes	SMQ
Groundskeeper / landscaper / property and maintenance / cleaners	Parish and diocesan administration	low	Situation dependent	low	low	no	yes	Appointed	Contract or Letter of Appt	yes	no	desirable	CWS
Flower arranger	Parish and diocesan administration	low	low	low	low	no	yes	Appointed	none	desirable	no	desirable	None required
Vocational discernment panel / examining chaplains	Parish and diocesan administration	high	low	high	high	endorsement	no	Appointed	Letter of Appt	yes	yes	yes	SMQ
Nominator / supplementary nominator	Elected roles	medium	low	high	medium	no	yes	Elected	Letter of Appt	desirable	no	desirable	CWS

APPENDIX TWO -

Principles underpinning decision making regarding requirements

- A Safe Ministry Questionnaire (SMQ) is required for anyone in lay ministry, children's ministry, pastoral and mission, safe church and leadership roles. Some roles in historically high-risk areas also require the SMQ, as well as roles assessed as likely to come into contact with children and vulnerable people that may be largely unsupervised.
- Any role needing Bishop's licence or endorsement requires completion of the SMQ.
- Police checks are required where the role involves driving or handling money or property, or where the role has any authority over money or property, or where the role is conducted in someone's home or other place of residence. Positions of authority/leadership require a police check. All paid employees of the diocese or a parish also require a police check.
- Those roles identified as being low across all four assessment criteria are not required to submit any clearance documentation.

Note – letters of appointment, where indicated as required, are to include any statements of expectations associated with the role, and reference relevant codes of conduct, policies, etc.