



Lay Church Worker Referee Check Record

About this form

Formal referee checks must be conducted for all people in lay roles that require a Safe Ministry Questionnaire to be completed as part of the clearance process who have been in the parish for 2 years or less. These referee checks relate primarily to safe church clearance rather than job-related capacity.

Referee checks will be conducted by the Parish Priest or Parish Safe Church Officer and the results documented on this form. A copy is to be provided to the Diocesan Registrar.

The person conducting the checks should explain why the checks are being undertaken to each referee. Suggested wording is:

will be undertaking a lay role/s in the Diocese of Wangaratta and we require referee checks for anyone doing that role/those roles who has been in our Parish for less than two years. This is part of our safe church system to ensure we are able to protect everyone involved in the life of the Parish.

Should an unsatisfactory result arise from any referee check the matter will be referred to the Diocesan Director of Professional Standards (DPS) for further investigation. Based on this investigation, the DPS will determine whether the subject of the check is suitable to undertake the role/s in question.

Referee check record (lay church worker)

Parish:

Subject of referee check (name of person the check is about):

Referee check conducted by (name):

Referee check conducted on (date):

<input type="text"/>	<input type="text"/>
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Role/s for which Safe Ministry Questionnaire is a requirement (as applicable to the person the check is about)

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

I confirm that I have contacted the minimum two (2) referees as nominated by _____ and believe that I have, to the best of my capacity, accurately documented the feedback of the referees on this form.

Name (person conducting checks):

Signature:

<input type="text"/>	<input type="text"/>
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Referee #1

Details:

Name:	
Phone / Email:	

Response:

Question	Response
How do you know ### and how long have you known them for?	
In terms of personal character, how would you describe ###?	
Would you have any reservations about putting ### in a role where they might have contact with children or vulnerable people?	
Would you have any reservations about putting ### in a role where they might have access to or control over money or assets?	
Do you have any other comments about ### that might speak towards their suitability to take on a position of responsibility in the Church?	

Referee #2

Details:

Name:	
Phone / Email:	

Response:

Question	Response
How do you know ### and how long have you known them for?	
In terms of personal character, how would you describe ###?	
Would you have any reservations about putting ### in a role where they might have contact with children or vulnerable people?	
Would you have any reservations about putting ### in a role where they might have access to or control over money or assets?	
Do you have any other comments about ### that might speak towards their suitability to take on a position of responsibility in the Church?	