



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 and Clearance 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@wangeratta-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 you are required to complete the official form of Declaration as required by Diocesan legislation.

Clearances being applied for

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

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

Liturgical and Worship Roles

- Lay Reader / Lay Preacher / Lay Minister / 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
WWCC, SCT, CWS
- Intercessor/Sunday Intercessions
No clearance requirements apply
- Bible Reader
No clearance requirements apply
- Eucharistic/Communion Assistant
WWCC, CWS
- Sidesperson / Usher
SCT, CWS
- Welcomer
WWCC, SCT, CWS
- Offertory collector / collection counter
NPC, CWS

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
- Mission Outreach Worker / Coordinator **(Licensed)**
WWCC, NPC, SCT, SMQ

General Ministry

- Verger
WWCC, NPC, SCT, SMQ
- Sacristan
NPC, CWS
- Op Shop Coordinator
WWCC, NPC, SCT, SMQ
- Op Shop Worker
NPC, CWS
- Community Meal / Catering / Event Coordinator
WWCC, NPC, SCT, SMQ
- Community Meals / Catering / Event Worker
CWS
- Community Services Program Worker / Coordinator
WWCC, NPC, SCT, SMQ
- Music Leader / Choir Coordinator
WWCC, SCT, SMQ
- Stipendiary Music Director
WWCC, NPC, SCT, SMQ
- Stipendiary Musician
WWCC, NPC, SCT, SMQ
- Choir Member / Musician (over 18)
WWCC, SCT, CWS
- Bus Driver / Transportation
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
- Diocesan Safe Church Committee Member **(Diocesan Endorsement)**
WWCC, NPC, SCT, SMQ
- Parish Council Secretary
WWCC, NPC, SCT, SMQ
- Parish Treasurer
WWCC, NPC, SCT, SMQ
- Guild Official (Treasurer or Chair)
NPC, CWS
- Communications / Publicity Officer
WWCC, SCT, CWS
- Coordinator of Volunteers (General)
WWCC, SCT, CWS
- Office Administration / Reception
WWCC, NPC, SCT, SMQ
- Groundskeeper/Landscaper
WWCC, CWS
- Property and Maintenance/Cleaners
WWCC, CWS
- Flower Arranger
No clearance requirements apply
- Vocational Discernment Panel / Examining Chaplain **(Bishop's Endorsement)**
WWCC, NPC, SCT, SMQ
- Other _____
(Contact Diocese for advice on requirements)

Elected Roles

- Warden
WWCC, NPC, SCT, SMQ
- Parish Councillor
WWCC, NPC, SCT, SMQ
- Nominator / Suppl. Nominator
CWS

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/s¹ you are elected or appointed to?

- WWCC - Working with Children Check
- NPC - National Police Check²
- SCT - Safe Church Training³
- SMQ - Safe Ministry Questionnaire
- CWS - Church Worker Summary

¹ 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.

² 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 in lieu of a National Police Check and WWCC. However, the VIT card must be verified annually.

³ 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 (or VIT) card
 - National Police Check certificate, less than three months old, or VIT card
 - Safe Ministry Questionnaire / Church Worker Summary
 - Safe Church Training Certificate
- I am ready to submit my lay role application/confirmation to the Parish

Official Use Only (to be completed by the main Ministry Unit e.g. parish):

Parishes should retain copies of all Acknowledgement forms submitted. These copies must be stored securely in accordance with Australian Privacy Principles.

Working with Children Check

WWCC Number:	<input type="text"/>	WWCC Expiry:	<input type="text"/>	Verified by/date:	<input type="text"/>
-----------------	----------------------	-----------------	----------------------	----------------------	----------------------

The Parish/Diocese has received written confirmation* from Working with Children Check authorities that the parish/diocese has been linked as a relevant organisation for this WWCC.

*This will be in the form of a hard copy document sent directly from WWCC to the organisation.

Police Check

Reference Number:	<input type="text"/>	Date of Issue:	<input type="text"/>	Date checked:	<input type="text"/>
----------------------	----------------------	-------------------	----------------------	------------------	----------------------

- The Police Check has a valid date of issue and no disclosable outcomes.
- The Police Check has a valid date of issue but requires review**

**The presence of disclosable outcomes on a police check certificate does not automatically disqualify a person from undertaking a role. The matter is to be referred to the Director of Professional Standards for a determination in relation to the specific role/s being undertaken.

Victorian Institute of Teaching (VIT) Registration (if submitted in place of WWCC and/or Police Check)

VIT Number:	<input type="text"/>	VIT Expiry:	<input type="text"/>	Verified by/date:	<input type="text"/>
----------------	----------------------	----------------	----------------------	----------------------	----------------------

Referee Checks Required?

- This person has been a member of the parish for **more than 2 years**
→ Referee checks DO NOT need to be conducted
- This person has been a member of the parish for **less than 2 years** but is NOT undertaking any roles that require completion of a Safe Ministry Questionnaire
→ Referee checks DO NOT need to be conducted
- This person has been a member of the parish for **less than 2 years** AND is undertaking a role that requires completion of a Safe Ministry Questionnaire
→ Formal referee checks are required and must be recorded on the appropriate form
 Referee checks completed and documented