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 and Clearance Cycle and for mid-cycle appointments.

The form is your master list of all lay roles and relevant nominated/appointed individuals. It is also your guide to what clearance requirements apply.

Please note:
Clearances will not be processed for any individual until all key relevant clearance documentation* has been provided (as applicable - acknowledgement form, Safe Ministry Questionnaire or Church Worker Summary, Working with Children Check, Police Check).
For licenced roles, licences will not be issued until all applicable documentation has been received.

*The only exception is safe church training, which should be completed as soon as possible after the person commences in the role, if not already completed.

The details on this form should be consistent with any other documentation submitted as part of the clearance process.

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 (or Diocesan Safe Church Officer if applicable) *with the relevant documentation as provided by each nominee/appointee*.

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

Parishes should keep a copy of this document in a secure location as a record of what has been submitted to the Diocesan Registry.

Tips for completing the form:

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

- Where one person holds multiple roles you only need to note their compliance details once. For subsequent roles insert "as above" (or similar) in the section next to their name, unless that role has requirements not yet entered.

- Where there is insufficient space to fit all relevant people against a role, they can be entered under one of the "Other Role" options at the end. Please indicate the role in the space provided.

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

Sample entries

Examples of how you might enter data into the various role sections.

Lay Reader / Lay Preacher / Lay Minister / Worship Leader **(Licensed)**

NAME	ACK	WWCC	WWCC Verified (date/by)	NPC	SMQ	CWS	SCT
Jo Bloggs	✓	✓	Min Nolan 23/6/19	✓	✓		24/6/18
Pat Jones	✓	✓	Min Nolan 23/6/19	✓	✓		To do
Des Ryder	✓	✓	Min Nolan 23/6/19	✓	✓		✓

Adult Bible Study Leader **(Licensed)**

NAME	ACK	WWCC	WWCC Verified (date/by)	NPC	SMQ	CWS	SCT
Nil							

Bible Reader

NAME	Please list those appointed. However, no clearance requirements apply to this role.						
Mel Johannson							
Fred Bloggs							
Mildred Manson							

Crucifer / Server / Acolyte

NAME	ACK	WWCC	WWCC Verified (date/by)	NPC	SMQ	CWS	SCT
Mildred Manson	✓	✓	Min Nolan 21/6/19			✓	24/6/18
Val Strong	✓	✓	John Smith 3/7/19			✓	✓
Sam Biggles	✓	✓ (VIT)	Min Nolan 2/6/19			✓	✓
Peter Piper	✓	✓	John Smith 4/7/19			✓	5/8/18

Parish Councillor

NAME	ACK	WWCC	WWCC Verified (date/by)	NPC	SMQ	CWS	SCT
Pat Jones	✓	✓	As above	✓	✓		above
Des Ryder	✓	✓	As above	✓	✓		✓
Sam Biggles	✓	✓ (VIT)	As above	✓ (VIT)	✓		✓
Fig Newton	✓	✓	Min Nolan 2/6/19	✓	✓		✓

Note: The clearance submission MUST be accompanied by the following for each person (as applicable):

- completed Acknowledgement Form
- clear copy of WWCC or full details (State of issue, number, expiry date), or VIT details
- clear copy of NPC or full details (issuing organisation, number, date of issue, outcome), or VIT details
- the SMQ or CWS (all pages must be completed)
- copy of training certificate or details of when/where completed

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 and Clearance 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 and Clearance Guidelines;
- we have checked all documentation to ensure it is complete and all key details are legible;
- all supporting documentation is included with this submission; and
- the validity of all Working with Children Checks has been verified with the issuing State authority.

Name:		Position:	
Signed:		Date:	

Name:		Position:	
Signed:		Date:	

Appointees/Nominees

Documentation or Certification Codes:

ACK	= Acknowledgement Form
WWCC	= Working with Children Check (or VIT card)
NPC	= National Police Check (or VIT Card)
SMQ	= Safe Ministry Questionnaire
CWS	= Church Worker Summary
SCT	= Safe Church Training (completed or scheduled)

Liturgical and Worship Roles

Lay Reader / Lay Preacher / Lay Minister / Worship Leader **(Licensed)**

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

Lay Chaplain **(Licensed)**

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

Adult Bible Study Leader **(Licensed)**

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

Crucifer / Server / Acolyte

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

Intercessor / Sunday Intercessions

NAME	Please list those appointed. However, no clearance requirements apply to this role.						

Bible Reader

NAME	Please list those appointed. However, no clearance requirements apply to this role.						

Eucharistic / Communion Assistant

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

Sidesperson / Usher

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

Welcomer

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

Offertory Collector / Collection Counter

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

Pastoral and Community Ministries

Pastoral Worker / Visitor **(Licensed)**

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

Nursing Home / Hospital Visitor **(Licensed)**

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

Home Communion **(Licensed)**

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

Spiritual Directors / Advisors **(Licensed)**

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

Mission Outreach Worker / Coordinator **(Licensed)**

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

General Ministry

Verger

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

Sacristan

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

Op Shop Coordinator

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

Op Shop Worker

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

Community Meal / Catering / Event Coordinator

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

Community Meals / Catering / Event Worker

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

Community Services Program Worker / Coordinator

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

Music Leader / Choir Coordinator

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

Stipendiary Music Director

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

Stipendiary Musician

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

Choir Member / Musician (over 18 years old)

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

Bus Driver / Transportation

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

Children's and Youth Ministries

Children's Ministry Coordinator / Worker **(Licensed)**

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

Youth Leader **(Licensed)**

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

Playgroup Coordinator / Worker **(Licensed)**

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

School's Ministry / Religious Education / Sunday School Coordinator / Worker **(Licensed)**

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

Parish and Diocesan Administration

Safe Church Officer (Diocese or Parish) **(Licensed)** – includes Parish Safe Church Committee members

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

Diocesan Safe Church Committee Member **(Diocesan Endorsement)**

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

Parish Council Secretary

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

Parish Treasurer

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

Guild Official (Treasurer or Chair)

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

Communications / Publicity Officer

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

Coordinator of Volunteers (General)

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

Office Administration / Reception

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

Groundskeeper / Landscaper

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

Property and Maintenance / Cleaner

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

Flower Arranger

NAME	Please list those appointed. However, no clearance requirements apply to this role.						

Vocational Discernment Panel / Examining Chaplain – Diocesan Roles **(Bishop's Endorsement)**

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

Elected Roles

Warden

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

Parish Councillor

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

Nominator / Suppl. Nominator

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

Other Role: _____

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

Other Role: _____

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

Other Role: _____

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

Other Role: _____

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