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|  | **The Anglican Church of Australia**  **Diocese of Wangaratta**  **Acknowledgement of Lay Appointment, for non elected roles.** |

**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 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 Clearance and Authorisation 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.
* 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 areappointed to) must be submitted with this form.

* Enter your name and parish in the space provided.
* Select the role/s you are nominated for 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@wangaratta-anglican.org.au](mailto:safechurch@wangaratta-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 appointment to the role/s identified on this form and am willing and able to undertake the role/s.***

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| --- | --- | --- | --- | --- |
| Signed: |  |  | Date: |  |

***Endorsed by Parish Priest***

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| --- | --- | --- | --- | --- |
| Signed: |  |  | Date: |  |

**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 Minister **(Licensed)**

*WWCC, NPC, SCT, SMQ*

🞏 Adult Bible Study Leader **(Licensed)**

*WWCC, NPC, SCT, SMQ*

🞏 Server

*WWCC, SCT, CWS*

🞏 Intercessor / Bible Readers

*No clearance requirements apply*

🞏 Eucharistic Assistant

*WWCC, CWS*

🞏 Sidesperson / Usher / Welcomer

*CWS*

🞏 Music Leader / Choir Coordinator / Bell Tower Captain

*WWCC, SCT, SMQ*

🞏 Stipendiary Music Director   
*WWCC, NPC, SCT, SMQ*

🞏 Stipendiary Musician

*WWCC, NPC, SCT, SMQ*

🞏 Choir Member / Musician / Bell Ringer (over 18)

*WWCC, SCT, CWS*

🞏 Offertory collector / collection counter

*NPC, CWS*

**Pastoral and Community Ministries**

🞏 Pastoral / Nursing Home / Hospital / Home Communion Visitor **(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*

🞏 Coordinator of Ministry Volunteers

*WWCC, NPC, SCT, SMQ*

🞏 Op Shop Coordinator

*WWCC, NPC, SCT, SMQ*

🞏 Op Shop Worker

*NPC, CWS*

🞏 Catering / Event Coordinator

*WWCC, NPC, SCT, SMQ*

🞏 Community Meals / Catering / Event Worker

*CWS*

🞏 Community Services Program Worker / Coordinator

*WWCC, NPC, SCT, SMQ*

🞏 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 Administration**

🞏 Parish Council Secretary

*WWCC, NPC, SCT, SMQ*

🞏 Parish Treasurer

*WWCC, NPC, SCT, SMQ*

🞏 Parish Groups Office Holder (Treasurer or Chair)

*NPC, CWS*

🞏 Communications / Publicity Officer

*WWCC, SCT, CWS*

🞏 Office Administration / Reception

*WWCC, NPC, SCT, SMQ*

🞏 Grounds, Property and Maintenance/Cleaners

*CWS*

🞏 Flower Arranger

*No clearance requirements apply*

**Elected Roles**

🞏 Warden

*WWCC, NPC, SCT, SMQ*

🞏 Parish Councillor

*WWCC, NPC, SCT, SMQ*

🞏 Nominator / Suppl. Nominator

*CWS*

**Diocesan Administration Roles**

🞏 Safe Church Officer (Diocese or Parish) **(Licensed)**

*WWCC, NPC, SCT, SMQ*

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

*WWCC, NPC, SCT, SMQ*

🞏 Vocational Discernment Panel / Examining Chaplain **(Bishop’s Endorsement)**

*WWCC, NPC, SCT, SMQ*

🞏 Diocesan Committee Member (other than Safe Church Committee)

*WWCC, NPC, SCT, SMQ*

🞏 Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Contact Diocese for advice on requirements)*

**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 older than three months will not 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. **This must have taken place within the last three years.**

**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**

**DO NOT SEND TO THE DIOCESE FOR RECORDING AND CLEARANCE WITHOUT ACCOMPANYING DOCUMENTS.**

No person may take up their role until a **Certificate of Clearance** has been received by the person requesting and the Parish Priest.

**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: |  | WWCC  Expiry: |  | Verified by/date: |  |

🞎 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: |  | Date of Issue: |  | Date checked: |  |

🞎 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: |  | VIT  Expiry: |  | Verified by/date: |  |

**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