



### Approval for Ministry Program

Please complete the following form as an opportunity to check that all necessary steps have been taken to prepare for this ministry in line with Safe Church guidelines and all relevant policies.

This form should be used for each one-off event (i.e. Parish Fete, outing etc.,) and also once each year for each regular ministry (i.e. Home groups, children's groups, bible studies etc.,).

Parish Name: \_\_\_\_\_

Name of Programme \_\_\_\_\_

Where the Program/Event takes place: \_\_\_\_\_

Date, Time and regularity of Program: \_\_\_\_\_

Program leader/s Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

#### Complete (and attach where appropriate) the following:

- \_\_\_\_\_ Team List (team is large enough to run the program).
- \_\_\_\_\_ Team have been trained, or will attend Safe Church training this year (if applicable).
- \_\_\_\_\_ A First Aider will be available if applicable (please attach details).
- \_\_\_\_\_ Teams have been recruited in line with Safe Church policy and forms filed with the Diocese.
- \_\_\_\_\_ The individual program risks have been assessed and negated or minimised. Attach risk assessment plans for individual program risks, if applicable.
- \_\_\_\_\_ Participant information gathered in line with Safe Church policy.
- \_\_\_\_\_ All notes for permission prepared and/or collected as necessary.
- \_\_\_\_\_ Ministry program details attached.

Once this form has been completed, and at least 1 month before the event/program begins, please forward to your Parish Priest.

**This form is to be signed after consideration of the reminders on the following page.**



**REMINDERS**

**Please tick to confirm the following:**

|  | YES                      | NO                       | NA                       |
|--|--------------------------|--------------------------|--------------------------|
| All relevant persons and authorities have been consulted or informed before details of any ministry program or event are finalised.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Where food is being prepared or sold in relation to this ministry, the relevant diocesan manual has been referred to and the local shire/council permits are obtained if required.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Where children and/or young people are involved in this ministry, the relevant diocesan manual has been referred to for further guidance.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| If goods are sold at this ministry, the diocesan manual on the sale of goods or if relevant the Op Shop manual has been referred to. This is particularly important if potentially hazardous good such as electrical may <b>NOT</b> be sold. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Where ministries are to take place outdoors a local shire/council permit may be required, please check if that will apply to this ministry.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

If you are in any doubt about ensuring that your ministry program or event is safe or need support in obtaining the required permits please refer the matter in the first instance to the Parish Priest and if further information is needed, contact the diocesan office, on (08) 9721 2100 or by email: [secretary@bunbury.org.au](mailto:secretary@bunbury.org.au)

**SIGNATURES:**

Submitted by Project Leader- Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supported by – Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Position: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by Diocesan Secretary: \_\_\_\_\_

Date: \_\_\_\_\_