



Examples of Ordained, Licensed, Authorised, Paid or Volunteer Church Worker Roles

Volunteer / Church Worker Roles	Volunteer Form AND Police Check – NO CHANGE	Safe Church training Compliance	Working With Children Check	Safe Ministry to Children Forms If this is completed, no need to fill in the Volunteer Form
Op Shop team member	Yes			
Op Shop team leader	Yes	Yes **	Yes**	Yes, if supervising underage or vulnerable Volunteers
Food preparation team member	Yes			
Food preparation team leader	Yes	Yes **	Yes**	Yes, if supervising underage or vulnerable Volunteers
Gardening team member	Yes			
Gardening team leader	Yes	Yes **	Yes**	Yes **
Prayer Ministry team member	Yes			
Prayer Ministry team leader	Yes	Yes **	Yes**	Yes**
Welcomer team member	Yes	Yes **		
Welcomer team leader	Yes	Yes **	Yes**	Yes**
Parish Councillor	Yes	Yes		
Mission Secretary	Yes	Yes		
Auditor	Yes			
Treasurer	Yes	Yes if member of parish council		
Music leader	Yes	Yes **	Yes if working with children, young or vulnerable people	Yes**
Musician team member	Yes			



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Verger	Yes	Yes		
Drivers	Yes	Yes	Yes**	Yes, If supervising Children or vulnerable people
Parish Secretary	Yes	Yes		
Youth and Children's Ministry Leader	Yes	Yes **	Yes	Yes
Mothers Union Member	Yes			
Mother's Union leader	Yes	Yes		
Cursillo team member	Yes	Yes		
Diocesan Council and Trustees	Yes	Yes		
Advocate	Yes	Yes		
Chancellor	Yes	Yes		
Reading and Intercessions in Church	Yes	Yes		
Emergency Relief leader	Yes	Yes		
Synod Reps	Yes	Yes		
And Others.....	Yes			



Ordained, Licensed, Clergy, Authorised Workers, Candidates for Ministry	Federal Police Check	Safe Church Training	Working with Children Check	Safe Ministry Form AND Referee Checks to be completed
Ordained Clergy	Yes	Yes	Yes	Yes
PTO Clergy	Yes	Yes	Yes	Yes
Licensed Lay Ministers	Yes	Yes	Yes	Yes
Safe Church Contact Person	Yes	Yes	Yes	Yes
Warden	Volunteer Police Check	Yes	Yes	Yes
Oversight Committee Members	Volunteer Police Check	Yes	**If Required	Yes
Candidates for Ministry	Yes	Yes	Yes	Yes
Authorised Church Workers	Yes	Yes	Yes	Yes

If a role is responsible for other people in a team or group, whether supervising or co-ordinating, it is known as a Church Worker Team Leader role and the individual must complete the Clearances and Safe Church Training to meet the compliance obligations. If the role is part of a larger team and the individual is not working on their own or not supervising younger people or children, the simple checks and forms are sufficient.

** These positions and others like it, must also have a current Working With Children Check (WWCC) **IF** they supervise volunteers under the age of 18 who are not accompanied by an adult. This is considered an AUTHORISED Worker position.

NEW From 1 January 2019

Safe Ministry Forms for Ordained Ministers, Appointed as a Paid, Licensed or Authorised Worker, Candidates for Ordained Ministry and Lay Church Members. This is a separate category of people. See the obligations in the list.

Referees MUST be checked.

Safe Ministry To Children Forms for Volunteer Workers: 'Ministry to children' and 'pastoral ministry' are defined in the *Safe Ministry to Children Canon 2017*. Pastoral ministry with children includes:



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- giving spiritual advice and support, education, counselling, medical care, and assistance in times of need that involves direct, regular and not incidental contact with children;
- participating in overnight activities such as camps;
- having close personal contact with children such as changing clothes, washing, toileting.

Roles involving pastoral care include Sunday School teacher, holiday program leader, youth leader, camp helper, overnight activity leader, regular creche assistant, music team leader, worship leader