



**VOLUNTEER CHURCH WORKER**

**Safe Church Ministry Check (Questionnaire for Volunteers over 18 years)**

Form to be completed by anyone commencing as a Volunteer, including people who are not members of the Church, Office Bearers, Team Leaders, Parish Council Members and parishioners who undertake volunteer work within a parish/diocesan organisation.

**Once completed, please send this form to the Diocesan Office for processing.**

**NB:** For any volunteer position requiring the Bishop’s Licence (e.g., Licenced Lay Ministers, Safe Church Contact Person, Clergy with Permission To Officiate), the applicant must complete the relevant nomination/approval forms with the Priest, ensure they have their Duty Statement and meet their Supervisor.

The Volunteer worker will also be required to maintain Safe Church Standards, participating in training as required.

|                               |        |                    |                                       |
|-------------------------------|--------|--------------------|---------------------------------------|
| <b>Personal Information</b>   |        | <b>Date:</b>       |                                       |
| Surname:                      |        | Christian Name(s): |                                       |
| Previous Name (if applicable) |        | Date of Birth:     |                                       |
| Mailing Address:              |        | Marital Status:    | Sex: M / F / Other<br>(Please circle) |
|                               |        |                    |                                       |
| Contact Phone:                | Email: |                    |                                       |
| Emergency Contact Details:    |        |                    |                                       |

**VOLUNTEER CHURCH WORKER ROLE:**

|   |          |
|---|----------|
| Name of Centre / Parish you will be working in:   |          |
| Which role(s) do you expect to be involved in?  |          |
|   |          |
| Are you a Team Leader?  |          |
| Is it likely that your role(s) will require you to drive other people in a Church Owned motor vehicle? (Please note the Diocese does not have insurance for volunteers using privately owned vehicles). | YES / NO |
| If YES, please provide a photocopy of a current photo driver’s licence.   |          |
| Has your driver’s licence ever been revoked or suspended? YES/NO If Yes, please give reasons.   |          |



|  |
|--|
| What experience and training have you had relevant to the role(s) you are seeking? |
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|  |
|  |

*(Please attach any other information that you think is relevant to this application)*

**CONNECTION TO PARISH:**

Do you attend the church services? YES / NO Are you on the Parish Register? YES / NO  
If No to either question, go straight to **Background Checks** and Complete.  
If Yes, please complete the following section:

|   |                              |        |
|---|------------------------------|--------|
| Parish:   | Church/Centre now attending: |        |
| How long have you attended this church?   | Years                        | Months |
| Have you been involved in another parish/denomination during the past 5 years?                                | YES/NO                       |        |
| If so, please list all previous churches in that period and the roles you were involved in.<br>Attach details |                              |        |

**BACKGROUND CHECKS:**

**A. POLICE CHECKS:** All Volunteer Church Workers, whether or not they are parishioners, are asked to consent to the following check.

|                                  |        |
|----------------------------------|--------|
| Volunteer National Police Check. | YES/NO |
|----------------------------------|--------|

**B. WORKING WITH CHILDREN CHECK:**

|  |          |
|--|----------|
| Will your role involve working with children or young people (0-18 years)? | YES / NO |
|--|----------|

***In Western Australia, employees and volunteers in “child-related work” are required to obtain a Working with Children Check (WWCC). Generally, if the usual duties associated with your role involve contact with children, either face to face or via telephone or email, then you will need a WWCC. The Diocese requires a number of roles to have WWCC. Please speak to the Warden or Priest for details.***

|   |                |
|---|----------------|
| If you already have a WWCC, please attach a photocopy of your evaluation card.<br><i>If not you may have a legal obligation to obtain one before commencing volunteer work.</i><br>Information is available from <a href="http://www.checkwwc.wa.gov.au">www.checkwwc.wa.gov.au</a> or the Professional Standards Unit. | Copy attached? |
|   | YES/ NO        |



**C. OTHER INFORMATION**

|   |        |
|---|--------|
| Have you been convicted or investigated for sexual abuse, assault or any sexual offence of any kind?  | YES/NO |
| Is there anything from your past that would call into question your suitability to work with children or other people with vulnerability?   | YES/NO |
| Has anyone expressed concerns about your behaviour towards a child?   | YES/NO |
| Are there health issues of which we need to be aware that may affect you in this role   | YES/NO |
| <i>If there is something the church should know before you commence a volunteer role in this diocese, you are encouraged to inform the Director Professional standards directly. Details may be placed in a sealed envelope marked 'Private &amp; Confidential' and addressed to: Director of Professional Standards, GPO Box W2067, Perth, WA, 6846. This information will assist the Church manage your involvement in Parish Life.</i> |        |

**DECLARATION:**

- I confirm the information I have supplied on this form is true and correct.
- I agree a representative of the Church may contact referees mentioned in the application (below) and, in relation to positions with significant responsibility, any previous employer whose knowledge of me may assist the Church to determine my suitability for appointment.
- I agree to release and hold harmless from liability any persons or organisation providing information.
- I agree to hold harmless the Church, officers, employees & volunteers in relation to this application.

Applicant's Signature: \_\_\_\_\_

Witnessed by: \_\_\_\_\_ Name:

(Priest, Warden or nominated 'Responsible Person'.) Title: \_\_\_\_\_ Date:

If you would like to receive information from the Parish about events and information relating to this role, please confirm. **Yes** **No**



**REFEREES:**

Please list contact details for two referees who may be contacted:

Senior Church Leader – (i.e. Warden, Parish Councillor, home group leader. (Not your Priest) Office use

Full Name:

\_\_\_\_\_

Mailing address: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email:

\_\_\_\_\_

Work Related (if applicable) – (i.e., Present or previous employer)

Full Name:

\_\_\_\_\_

Mailing address: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email:

\_\_\_\_\_

Personal: (i.e., Someone who knows you well for more than 3 years, other than an immediate family member)

Full Name:

\_\_\_\_\_

Mailing address: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email:

\_\_\_\_\_

*(NB. Team leaders or coordinators undertaking reference checks may wish to use the form available from the Diocesan office)*

**Privacy statement**

Personal information collected by the Anglican Diocese of Bunbury will only be used for the purposes of determining your suitability as a Church Worker. If you would like to access your personal information you can do this by contacting the Diocesan Secretary on 9721 2100.



## Definitions

### Parishioner

Parishioner – a person who regularly attends public worship in a parish, minister or community with in the Diocese and is on the Parish Register.

### ‘Volunteer’ and ‘Church Worker’

These two titles have the same definition.

A Volunteer or Church Worker is an individual who is active in volunteer or paid work sponsored, directly led or auspiced by the Anglican Church community and parish. There are a broad range of activities that take place in and around a church, its buildings and in the community established and managed by the Church in response to the community needs, and for which the Church, Parish and Diocese is responsible. Activities might include working in an Op Shop, volunteering in Emergency Relief or in the provision of meals. It also includes people who do Prayer Ministry, Quilt Ministry, Music Ministry, welcoming people to church, all of which is directly involved in the life of the church itself.

To be a Volunteer or Church Worker does not require the individual to be a parishioner or Voting Parishioner. All who wish to volunteer through the church’s activities are welcomed through this process.

All Volunteers or Church Workers must, as a minimum, complete the Volunteer Form and the Federal Police Check. If there are concerns about this, please speak to your Priest.

### Church Worker Team Leader, Team Supervisor or Co-ordinator

To be a Church Worker leader, the individual may be a Parishioner, and by definition, a Leader will also be a Volunteer and Church Worker.

All Church Worker team leaders must have participated in Safe Church Workshop training, and completed the relevant forms: National Police Clearance Check, completed the Volunteer Form and in some cases, the Working With Children Check. No-one can be a team leader without these checks being completed satisfactorily. These checks must also be kept up to date.

A fuller definition of Church Worker is provided by the Diocesan Office.