

# Lay Authorisations Flow Chart

## Lay Authorisation application form

Obtain from Parish Rector/Priest in Charge/Incumbent

## Completing the application form

Refer to the *Lay Authorisations Policy* in the first instance

Follow instructions on form to complete the application and identify necessary clearances

Consult with Rector/Priest in Charge/Incumbent where required

## Reviewing clearance requirements

**Clearances required**  
Follow the instructions provided for completing the relevant clearance

**National Police History Check** - consent form available from your Rector/Priest in Charge/Incumbent. Submit to clergy when complete.

**Working with Children Check** - complete the application online

**Safe Church Awareness Workshop** - attend an upcoming workshop. The Registry will have record of your attendance.

## Submitting the form for authorisation

Return the completed application to your Rector/Priest in Charge/Incumbent for authorisation and sign off by a Churchwarden

## For roles noted by the Parish

### No Bishop's Authorisation Required

Roles in Section F (Bible Readers, Cleaners etc.) do not require a Bishop's Authorisation but are to be noted by the parish. Return the lay application form to your Rector/Priest in Charge/Incumbent to retain for parish records. These do not need to be processed by the Registry.

## Submitting the form to Registry for processing

Rector/Priest in Charge/Incumbent to forward Lay Authorisation applications that require a clearance to the Registry and attach any Police Check consent forms for processing

When all clearances have been received for the role the application will be submitted to the Bishop for authorisation

The details of the application will be recorded in the Lay Authorisations database

## Completion of application

When all clearances have been provided and the application has been authorised by the Bishop, the Parish Rector/Priest in Charge/Incumbent will be provided with a list of those cleared for lay authorisations.

Individual certificates will not be issued.