

Application – Lay Authorisations

Instructions

- Tick the role(s) you wish to be authorised for on the table over the page
- In the summary section, identify which clearances you will require. Consult with your Rector/Priest in Charge/Incumbent where required
- Circle the Bishop's Authorisation Category(s) applicable to the role(s) you have selected
- Sign the application form
- Return the application to your Rector/Priest in Charge/Incumbent for authorisation

Clearance requirements

- **A National Police Check** can be conducted by the Registry Office at the volunteer rate of \$16.90. To obtain a consent form contact your Rector/Priest in Charge/Incumbent. Refer to the instructions provided on how to correctly complete your National Police Check. If you already have a National Police Check issued within three years, please forward a certified copy to the Registry.
- **A Working with Children Check** application must be completed online (www.workingwithchildren.vic.gov.au). Refer to the instructions provided on how to complete the application. There is no charge for a volunteer Working with Children Check. If you already have a Working with Children Check, please contact the Registry for instructions on how to list the Anglican Diocese of Bendigo as a registered organisation.
- **Safe Church Awareness Workshops** are conducted across the diocese throughout the year. Contact your Rector/Priest in Charge/Incumbent for details of upcoming workshops.

Contact: Sarah Crutch
 Phone: 03 5443 4711 | Email: authorisations@bendigoanglican.org.au

Contact Details

Parish					
Surname		Given name			
Address					
Town		State		Postcode	
Phone		Mobile			
Email					

I seek authorisation for lay ministry in the role(s) indicated and agree to obtain the necessary clearance requirements to ensure a safe church environment

Name (please print)	Signature	Date
Applicant		
Rector/Priest in Charge/Incumbent		
Churchwarden		
Bishop's Authorisation		

Application – Lay Authorisations

✓	Role	Bishop's Authorisation Category	Working with Children Check	National Police Check	Safe Church Awareness Workshop
A Liturgical and Worship Roles					
	Lay Reader/Lay Preacher	1	Yes	Yes	Yes
	Worship Leader/Service Leader/Lay Leader	2	Yes	Yes	Yes
	Crucifer, Server/Acolyte	2	Y N*	Y N*	Yes
	Verger	2	Y N*	Y N*	Preferable
	Sunday Intercessions	2	No	No	Preferable
	Eucharistic Assistant/Communion Assistant	3	Y N*	No	Preferable
B Pastoral and Community Ministries					
	Pastoral Worker/Visitor	4	Yes	Yes	Yes
	Home Communion	4	Y N*	Yes	Preferable
	Nursing Home Visitor	4	No	Yes	Preferable
	Op Shop Coordinator	4	Yes	Yes	Yes
	Community Meal Coordinator	4	Yes	Yes	Yes
C Children and Youth Ministries					
	Sunday School Coordinator or Teacher/Children's Church Leader	5	Yes	Yes	Yes
	Youth Leader	5	Yes	Yes	Yes
	Playgroup Coordinator	5	Yes	Yes	Yes
	School's Ministry	5	Yes	Yes	Yes
	Children's Talk (Worship Service)	5	Yes	No	Preferable
D Parish Council Roles					
	Warden	Noted by Diocese & Parish	Yes	Yes	Yes
	Parish Councillor	Noted by Diocese & Parish	Y N*	Y N*	Yes
	Parish Council Secretary	Noted by Diocese & Parish	Y N*	Y N*	Yes
	Parish Treasurer	Noted by Diocese & Parish	Y N*	Yes	Yes
E Parish Administration and General Ministry					
	Morning Tea or Catering Coordinator	Noted by Parish	Y N*	No	Preferable
	Music Leader/Choir Coordinator/Musician/Choir Member	Noted by Parish	Y N*	No	Yes
	Bible Study Leader/Small Group Leader	Noted by Parish	Y N*	No	Preferable
	Offertory or Collection Counter	Noted by Parish	No	Yes	Preferable
	Parish Office Secretary/Office Helper	Noted by Parish	No	Yes	Yes
F The following roles do not require a Bishop's Authorisation. Once completed please return the form to your Rector/Priest in Charge/Incumbent to retain for parish records					
	Bible Reader	Noted by Parish	No	No	Preferable
	Groundskeeper/Landscaper	Noted by Parish	No	No	Preferable
	Property & Maintenance	Noted by Parish	No	No	Preferable
	Cleaners	Noted by Parish	No	No	No
	Sidesperson/Welcomer	Noted by Parish	No	No	Preferable
	Multimedia Operator	Noted by Parish	No	No	No
	Hospitality/Catering Team/Morning Tea helpers	Noted by Parish	No	No	No

SUMMARY		Working with Children Check	National Police Check	Safe Church Awareness Workshop
Clearances required (please tick)				

Bishop's Authorisation Category(s) required (please circle)				
1	2	3	4	5

* These positions are context driven. See your Rector/Priest in Charge/Incumbent for the requirements of this role. Circle Y for 'Yes', meaning the check is required or circle N for 'No' if the check is not required by your Rector/Priest in Charge/Incumbent.