



**CONFIDENTIAL**

ANGLICAN CHURCH OF AUSTRALIA

**The Anglican Diocese of Gippsland**

Application for appointment as a  
**Voluntary Church Worker**

APPLICANTS 18 YEARS AND OVER

## **Safe Ministry Check**

*Adopted by the General Synod, October 2004*

*Revised, November 2018*

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**Name of Applicant**

**Parish, church or  
organisation**

**Role applied for**

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## 1 The Safe Ministry Check

**About this form** This form must be completed when a person is going to undertake pastoral ministry that involves direct, regular and not incidental contact with children.

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

- 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 and 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.

**To the Applicant** Thank you for volunteering for a ministry role within your church.

The Anglican Church is committed to doing everything we can to ensure that our churches are safe for all who participate in church activities—including our volunteers. That is why we require everyone who has a ministry role within the church to meet specific standards of personal conduct.

To help us meet our commitment to safe ministry, we ask everyone who wants to be appointed as a voluntary church worker to answer some important questions. That's the purpose of this form.

Some of the questions are personal and sensitive. We are not asking you these questions because we think you've done anything wrong. We ask them because they are part of a process that will help ensure our churches are safe.

**Completing the form**

1. Complete all five sections.
2. Answer the questions in Section 2 honestly. Where required, put a cross [X] in the appropriate box.
3. If you answer 'Yes' to certain questions we may have to ask you for more information. But that doesn't necessarily mean that you can't be a volunteer. If there is insufficient space on the form to provide relevant details, please attach a separate page and clearly identify the question your information relates to.
4. Sign your initials at the bottom of every page and sign your full signature at the end.

**Submitting the form** Please return the form to:

**Safe Ministry Clearances**

**PO Box 410**

**Sale, VIC 3850**

**Privacy** This application is confidential.

It will be retained in a secure place by the parish or church organisation in which you are intending to exercise a voluntary ministry. Except as may be required by law, or by church disciplinary procedures, the information you supply will be used only for screening and disciplinary purposes. If required by law, the information you supply will be made available to the applicable authority.

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## 2 The Applicant

<b>Personal details</b>	Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	<input type="checkbox"/> Other, specify	
	First name(s)						
	Surname						
	Previous name						
	Date of birth (d/m/y)						
	Gender	<input type="checkbox"/> male	<input type="checkbox"/> female				
	Marital Status						
	Occupation						
	<hr/>						
	<b>Address</b>	Number, Street					
Suburb/town,							
State, Postcode							
<hr/>							
<b>Contact details</b>	Home phone					Work phone	
	Mobile phone						
	Email						
	<hr/>						

**Confirming your identity** Please attach to this form a clear copy of **ONE** of the following:  
 A working with children check, a working with vulnerable people check, your current Australian driver's licence; your birth certificate; a current Australian passport; an Australian citizenship document or Australian immigration papers; a current student identity card from an educational institution; or equivalent form of identification.

**Suitability for ministry** Please answer the questions below by clicking in the appropriate box [√].  
 If you are not sure what is meant by a word or phrase in **bold print**, please consult the Key Terms in *Faithfulness in Service*.

a) Do you have any health condition(s), which may affect your work with children or young people?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	If YES, please provide details.
<hr/>			
b) Have you ever had a driver's licence, whether in Australia or in another country?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Go to c) If YES, has your licence ever been revoked or suspended? <input type="checkbox"/> No <input type="checkbox"/> Yes If YES, please provide details.
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- c) Has anyone in Australia or in any other country alleged to a court, disciplinary tribunal or employer that you have committed a criminal offence?  No  Yes If YES, please provide details.
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- d) Have you ever been charged with a criminal offence in Australia or in any other country?  No  Yes If YES, please provide details.  
 'Charged' means that the police or other government authority has accused you in writing of committing a criminal offence. Getting a parking or speeding fine is not a criminal offence.
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- e) Have you ever been convicted of a criminal offence in Australia or in any other country?  No  Yes If YES, please provide details.
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- f) Have you ever applied for a working with children check or a working with vulnerable people check?  No Goto g)  Yes  
 If YES, did the authority to which you applied refuse to issue the check?  
 No  Yes  
 If NO, was your working with children check or a working with vulnerable people check ever cancelled, revoked or suspended?  
 No  Yes
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- g) Have you ever had a court order issued against you as a result of someone accusing you of violence, abuse, likely harm, harassment or stalking?  No  Yes If YES, please provide details.
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- h) Has anyone ever accused you of child abuse?  No  Yes If YES, please provide details.  
 A 'child' is a person under the age of 18. 'Child abuse' means:
  - doing any one or more of the following things to a child, whether directly in person or via an electronic device such as a computer, tablet or phone: **bullying; emotional abuse; harassment; neglect; physical abuse; sexual assault; spiritual abuse; grooming;** or
  - failing—without a reasonable excuse—to comply with any law that requires you to report child abuse to the police or other authority; or
  - possessing, producing or distributing **child exploitation material** (e.g. viewing child pornography or sexting).
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- i) Have you ever done anything that may result in someone accusing you of child abuse?  No  Yes If YES, please provide details.
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- j) Has a child or dependent young person for whom you were caring as a parent or in any other capacity ever been removed from your care, or been the subject of a risk assessment by the relevant authorities?  No  Yes If YES, please provide details.
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k) Have you ever engaged in any of the following conduct, whether personally, virtually or by any electronic means?  No  Yes If YES, please provide details.

- sexual contact with a person under the age of consent; or
- production, sale, distribution or illegal use of **child exploitation material**; or
- conduct likely to cause harm to a child or young person, or to put them at risk of harm.

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l) Have you ever provided employment, pastoral care or professional services for others?  No Goto m)  Yes  
 If YES, have you ever engaged in sexual contact, whether personally, virtually, or by any electronic means, with a parishioner, client, patient, student, employee or subordinate—other than with your spouse?  
 No  Yes

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m) Have you ever been drunk after consuming alcohol?  No  Yes  
 If YES, are you now or have you ever been an alcoholic?  
 No  Yes

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n) Do you have a history of substance abuse?  No  Yes If YES, please provide details.  
 Substance abuse' would include, but not be limited to abuse of prescription, over-the-counter, recreational or illegal drugs, use of mind-altering substances and petrol sniffing.

### 3 Record of ministry

In the table below, please list all churches, parishes or congregations, and, if appropriate, church and para-church organisations (such as Scripture Union groups, Crusaders) where you have undertaken ministry as a voluntary worker. We will ask you to authorise them to tell us what they know that's relevant to our assessment of your suitability for ministry in the church.

Church/ Organisation	Location	Role	From (m/y)	To (m/y)

## 4 Character Reference

Please provide details below of two (2) referees. In this context, a 'referee' is someone over 18 years of age who is able to give a report on your good character and suitability for ministry among children and young people. A referee **can not** be a relative or a close friend. We will contact your referees by phone. If you have lived in another state or country within the last three years, please nominate at least one referee from your most recent parish or placement in that state or country.

	<b>REFEREE 1</b> This person must be a church leader, such as a rector, church warden, parish councillor or youth minister, or other responsible person.	<b>REFEREE 2</b> This person must be either an employer or, if you have no employment history, an adult person who who has known you for 3 years or longer
Title		
First name		
Surname		
Number, Street		
Suburb/Town, Postcode		
State, Country		
Home phone		
Mobile phone		
Email		

## 5 Statements

**Authority for information** *I hereby authorise:*

- *the Anglican Church and its delegates to contact and exchange information with the church organisations, churches, parishes or congregations in the section Record of Ministry;*
- *every one of these bodies to provide to the Anglican Church and its delegates any information they may have that is relevant to assessing whether I am a suitable person to undertake ministry in the Church; and*
- *my referees to provide to the Anglican Church and its delegates any information relevant to my application for appointment as a voluntary church worker.*

**Release from Liability** *I hereby release from liability any person or organisation that provides information relevant to the assessment of my suitability to undertake ministry in the Church.*

*I also agree to release the Anglican Church and its delegates from any and all liability as it relates to any investigation by them regarding the information contained in this application, or any action by them as a result of such investigation.*

**Acknowledgement** *I understand that any intentional error or omission in the information in this application may prevent me from undertaking voluntary ministry with children in the Church.*

**Declaration by the applicant** *I,* \_\_\_\_\_ *(insert your full name)*

*of* \_\_\_\_\_ *(insert your full address)*

*do solemnly and sincerely declare that the information I have provided in this application and the information contained in any documents accompanying this application are true and correct to the best of my knowledge and belief.*

**Signature of applicant**

**Date**



**Code of Conduct Acknowledgement Form**  
**Employees, Church Workers and other Volunteers**

Parish/Agency/Entity / School \_\_\_\_\_

Date \_\_\_\_\_

I have received a copy of **Faithfulness in Service**. I have read and understand this as the Code of Conduct, and I agree to abide by it. I understand that a violation of this code can result in disciplinary action, up to and including termination and/or removal from ministry.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Position**

The signed Code of Conduct Acknowledgement Form shall be kept in employees, Church Workers or other volunteers' personnel files on the Safety Management Online system of the Anglican Diocese of Gippsland.

Please return this completed form to the site where you are an employee, Church Worker or other volunteer.

**For further information please contact:**

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<b>The Director of Professional Standards</b>	<b>The Registrar</b>
<b>Ms Cheryl Russell</b>	<b>Mr Richard Connelly</b>
<b>Phone: 0407 563 313 or (03) 5633 1573</b>	<b>Phone: (03) 5144 2044</b>
<b>Email: <a href="mailto:cherylrussell1@bigpond.com">cherylrussell1@bigpond.com</a></b>	<b>Email: <a href="mailto:registrar@gippsanglican.org.au">registrar@gippsanglican.org.au</a></b>

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