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Category 2 roles

Sunday school teacher, Crucifer, Bible reader, Intercessor, Lay assistant (unless administering communion to congregants, then see communion assistant above), usher (table: Volunteer Adult Church Worker – Working with Children) ¹

Leadership roles including Parish Council and Synod Representative (table: Roles Prescribed By Ordinance)

Morning Tea, Sunday breakfast server, Cleaning, Flowers (table: Volunteer Adult Church Worker)

Church Worker Categories	Safe Ministry Check	WW Children Clearance	National Police check	Safe Ministry Workshop – part 1	Role interview	National Register Assessment	Safe Ministry Implementation workshop
Volunteer Adult Church Worker – Working with Children	✓	✓	✓	✓	✓	✓	
Roles Prescribed By Ordinance	✓	✓	✓	✓	✓	✓	*
Volunteer Adult Church Worker	✓		✓	✓	✓		

The following are the steps you need to take:

1. Register your interest as a volunteer worker with the Secretary at the Church's Office or directly with the Dean or Parish Safe Ministry Administrator
2. Organise a time to meet with the Dean for a role interview where you will receive the relevant forms for the role, as outlined above
3. Apply for the relevant checks and then return all paperwork to the Dean or Parish Safe Ministry Administrator, who will submit all information into the Parish portal and then return your forms to you
4. Once clearance has been obtained, we will look forward to organising an induction meeting

If you would like to look through the forms in advance, they can be downloaded from the Diocesan website: <http://www.ntanglican.org.au/safe-ministry/>

Privacy: We do not store hard copies of forms. We return them to you once they have been inputted into the Parish online portal. Once information is stored in the portal, only the Dean, parish safe ministry administrator and Diocesan safe ministry officers have access and each have signed a statement of confidentiality.

Thank you for considering serving at Christ Church Cathedral. We value you using your God given gifts for the glory of Jesus and the blessing of our church community.

Christ Church Cathedral Parish Council

¹ In the Anglican Diocese of the NT, roles which involve both direct and indirect contact and/or authority over children are considered to be in the category of working with children. This is because they carry the 'actual or apparent authority' of the church.

The phrase 'actual or apparent authority' is found in these pieces of Diocesan and civil legislation: National Register Canon (2007), Faithfulness in Service (Diocesan code of conduct), the Commonwealth WHS Act (2011, which defines the meaning of a worker in section 7). Similar wording is also found in our Professional standards ordinance (2017)



CONFIDENTIAL

ANGLICAN CHURCH OF AUSTRALIA

Northern Territory Diocese

Application for appointment as a
Voluntary Church Worker

APPLICANTS 18 YEARS AND OVER

Safe Ministry Check

Adopted by the General Synod, October 2004

Effective from 1 January 2019

Name of Applicant

Parish, church or
organisation

Role applied for

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 or church organisation.
- The Anglican Church is committed to doing everything we can to ensure that our churches and church organisations 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.
- These standards are explained in the Diocese's policy for selection of volunteers. You should be familiar with this policy which can be found at <http://www.ntanglican.org.au/safe-ministry/>
- 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.
- 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.

2 The Applicant

Personal details

Title Mr Mrs Miss Ms Other, specify

First name(s)

Surname

Previous name

Date of birth (d/m/y)

Gender male female

Marital Status

Occupation

Address

Number, Street

Suburb/town,

State, Postcode

Contact details

Home phone

Work phone

Mobile phone

Email

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 putting a cross [X] 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? No Yes If YES, please provide details.

b) Have you ever had a driver's licence, whether in Australia or in another country? No Go to c) Yes
If YES, has your licence ever been revoked or suspended?
 No Yes If YES, please provide details.

-
- 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.
-
- 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.
-
- e) Have you ever been convicted of a criminal offence in Australia or in any other country? No Yes If YES, please provide details.
-
- f) Have you ever applied for a working with children check or a working with vulnerable people check? No Go to 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
-
- 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.
-
- 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). No Yes If YES, please provide details.
-
- i) Have you ever done anything that may result in someone accusing you of child abuse? No Yes If YES, please provide details.
-
- 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.
-

- 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.
-
- l) Have you ever provided employment, pastoral care or professional services for others? No Go to 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
-
- m) Do you have a history of alcohol abuse? No Yes
-
- 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.

	REFEREE 1 This person must be a church leader, such as a rector, church warden, parish councillor or youth minister, or other responsible person.	REFEREE 2 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



**Northern Territory
Police Force**

SAFE NT

Save time and **APPLY ONLINE**
<https://forms.pfes.nt.gov.au/safent/>

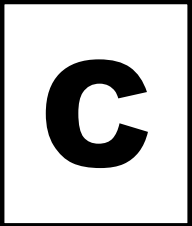
Phone 1800 723 368 (1800 SAFENT)
Email safent.police@nt.gov.au
Mail SAFE NT - NT Police
GPO Box 39764 Winnellie NT 0821

Office Location

Ground Floor, 37 Woods Street Darwin

Opening Hours

Monday - Thursday 8.30am - 4.30pm
Friday 9.30am - 4.30pm



NATIONAL POLICE CHECK

Application for Criminal History Check and consent to release National Police Certificate.

OFFICE USE ONLY

Date Received / / CNI PN
 Receipt No (Police/TBC) Lodged at Entered

CHECK REQUIRED (this section must be completed)

FINGERPRINT & NAME CHECK* NAME CHECK NAME CHECK VOLUNTEER CONCESSION - Complete Section E

*You must supply your fingerprints with this application. Fingerprints can be taken at SAFE NT and some NT Police stations by appointment only. Call (08) 8985 8985 for information and bookings. Visit www.pfes.nt.gov.au/safent/ for a list of current fees.

SECTION A - DETAILS OF APPLICANT (this section must be completed)

Title: Mr Mrs Miss Ms Sex: Male Female
 Family name/surname
 First given name Other given name/s
 Daytime contact Mobile number
 Email address
 Date of birth / / (dd/mm/yyyy)
 Place of birth Town / City State Country

Other Names: Have you been known by any other name? eg. name before marriage, alias, changed by deedpoll.

Maiden name Former name Also known as Given name/s Surname
 OR OR
 Former name Also known as Given name/s Surname
 OR

Please attach a separate sheet to list other names that you have been previously known as.

Australian Postal Address (Your National Police Certificate will be mailed to this address)

PO Box number/Street number/Street name Suburb/town State Postcode

Please check all details, including postcode, are correct. SAFE NT takes no responsibility where undeliverable information is provided.

Current Residential Address (must not be a PO Box or Business Address)

(A current residential address must be supplied in order to process this application)

Street number/Street name Suburb/town State Postcode
 Country

SECTION B - PREVIOUS RESIDENTIAL ADDRESSES

Please provide details of your previous residential addresses for the last 5 years only.

Street number/Street name

Suburb/town

State

Postcode

Date from: (dd/mm/yyyy)

Date to:

Country if outside Australia

Street number/Street name

Suburb/town

State

Postcode

Date from: (dd/mm/yyyy)

Date to:

Country if outside Australia

Street number/Street name

Suburb/town

State

Postcode

Date from: (dd/mm/yyyy)

Date to:

Country if outside Australia

Please attach a separate sheet if you require further space to list other previous residential addresses over the past 5 years.

SECTION C - PURPOSE OF CHECK

This section must be completed.

When compiling a National Police Certificate containing your criminal history information, NT Police conduct a national name check. If information is obtained from other police jurisdictions, the relevant legislation or policy for that jurisdiction, together with that of the Northern Territory is applied to the information before it is released. The legislation to be applied is determined by the purpose of your check, which is listed on your certificate.

Purpose / Occupation

Only one purpose per check is permitted.

Provide a brief description of the work you will be doing.

SECTION D - EMPLOYER ORGANISATION / LICENCING AUTHORITY DETAILS

Name of employer organisation/licencing authority

Postal address of organisation

Daytime Contact phone number

Position title of organisation's representative (e.g. HR Manager, Licensing Board)

Please tick if you require the original results of this check to be sent directly to the organisation listed above

Note: only one certificate will be produced. Additional copies can be purchased - conditions apply.

SECTION E - VOLUNTEER ORGANISATION DETAILS (this section must be completed by the volunteer organisation you will be working for)

To be eligible for the Volunteer Concession fee this section must be completed by your employer/volunteer organisation.

Name of organisation

Postal address of organisation

Daytime Contact phone number.

Please tick if you require the original results of this check to be sent directly to the volunteer organisation listed above
Note: only one certificate will be produced. Additional copies can be purchased - conditions apply.

To be completed by CEO/Manager of Volunteer Organisation

I certify that the person named on this form is a registered volunteer with this organisation and will receive no payment, benefit or financial gain from the work that they undertake on our behalf.

Name/position

Signature

Date signed

 (dd/mm/yyyy)

(Must be completed no earlier than 3 months from the date of application lodgement)

SECTION F - PROOF OF IDENTITY**Proof of identity documentation**

Applicants must attach a copy of a minimum of two (2) types of acceptable identification from the list below with a minimum of 100 points. Identification must include at least one type of photo ID (Category A) plus identification that contains the applicant's current residential address, signature and date of birth. **All documents must be current or valid.**

Category A

You must have at least ONE Category A document

- | | |
|--|--------------------------|
| 1. Passport (Australian/Foreign) = 70 points | <input type="checkbox"/> |
| 2. Australian drivers licence = 40 points | <input type="checkbox"/> |
| 3. Firearms licence = 40 points | <input type="checkbox"/> |
| 4. Tertiary student ID card with photo = 40 points | <input type="checkbox"/> |
| 5. Australian evidence of age card (18+) = 40 points | <input type="checkbox"/> |
| 6. NT Ochre card = 40 points | <input type="checkbox"/> |

Category B

- | | |
|---|--------------------------|
| 7. Australian citizenship certificate = 70 points | <input type="checkbox"/> |
| 8. Australian birth certificate = 70 points | <input type="checkbox"/> |
| 9. Centrelink cards = 40 points | <input type="checkbox"/> |
| 10. Government employee ID = 40 points | <input type="checkbox"/> |
| 11. Statutory declaration as to identity containing image of applicant = 40 points | <input type="checkbox"/> |
| 12. Medicare card = 25 points | <input type="checkbox"/> |
| 13. Credit/debit card of financial institution passbook = 25 points | <input type="checkbox"/> |
| 14. Property rates notice/utilities notice (with current residential address) = 25 points | <input type="checkbox"/> |
| 15. Bank statement (with current residential address) = 25 points | <input type="checkbox"/> |

Add total points - must be 100 points or more
 minimum two (2) types of acceptable identification

NOTE: If insufficient ID is provided, the application will be returned unprocessed to the postal address provided.

SECTION F - PROOF OF IDENTITY CONTINUED

Complete the following section with details from two of the documents used to verify your ID. You must include information from at least one Category A document from the list above, including licence/passport/ID number and expiry date.

Category A document. Please identify document number from list above (1-6).

Copies of all ID must be attached to this application

Passport/licence/ID number

State of Issue

Expiry Date

Country of Issue

Other document provided. Please identify document number from list above (1-15).

This can be a second Category A document.

Card/licence/membership/ID number

State of Issue

Expiry Date

Country of Issue

In certain circumstances of hardship an application may be made to SAFE NT for the ability to vary the requirement for meeting 100 points.

For further information contact: safent.police@pfes.nt.gov.au

If you are under the age of 18, then one document from Group A or a statutory declaration of identity attesting that you are a current student of the school made by a Principal of that school will be sufficient to satisfy the 100 point check

SECTION G - CERTIFICATION AND STATEMENT OF CONSENT AND INDEMNITY (this section must be completed)

I certify that I am the applicant named in this form and all the details provided by me are true and correct. I have not omitted names or aliases that I have or may have used previously. I have read and understood the contents of this form.

I consent to the release of details of any convictions, or other information, including pursuant to section 15 and section 15A of the *Criminal Records (Spent Convictions) Act 1992*, convictions that are otherwise known as 'spent convictions', recorded against my name, to the person and/or organisation listed on this form.

I hereby indemnify the Northern Territory of Australia, its servants and agents including all members of Northern Territory Police against all liabilities and against all actions, suits, proceedings, claims, demands, costs, and expenses whatsoever which may be taken or made in respect of the release or use hereunder of any details of any convictions, or other information purporting to either relate to or involve me.

Name of applicant

Signature

Date Signed

Payment Options (current fees are available online - www.pfes.nt.gov.au/safent)

In person to SAFE NT Ground Floor, 37 Woods Street Darwin

Cash, Cheque/Money Order/Credit Card

Via Mail to SAFE NT NT Police, PO Box 39764 WINNELLIE NT 0821

Cannot accept cash through mail

Cheque / Money Order

Credit Card (Visa/ Mastercard)

Credit card authorisation

I authorise SAFE NT to process my payment of \$ from my Visa/Mastercard.

Cardholders name

Card Number

Expiry

Cardholders signature

Contact: Phone: 1800 723 368

Web: www.pfes.nt.gov.au/safent

Postal:

SAFE NT - PO Box 39764 WINNELLIE NT 0821

Email:

safent.police@nt.gov.au



National Police Check Application

Eligibility for Volunteer concession fee

In order to be eligible for the volunteer concession fee for a National Police Check, you are required to be certified by the organisation you volunteer for.

Please print this form out and have your volunteer organisation representative complete the details below. The signed document will then need to be scanned to a computer and uploaded when you apply for your Clearance Notice online.

Name of Applicant

Address of Applicant

This section to be completed by a Director or Manager of the volunteer organisation:

I certify that the Applicant named on this form engages in volunteer work the organisation named below and will receive no payment, benefit or financial gain from work they undertake.

Name of Organisation

Contact Name

Contact Title

Daytime Contact Number

Signature

Date Signed