

## APPOINTMENT PROCESS –Volunteer Church Worker

In order to be considered for appointment as a volunteer church worker the following steps must be completed.

### 1. SAFE MINISTRY SCREENING (DOCUMENTS TO BE SENT TO THE DIOCESE)

#### a) Safe Ministry Check

A Safe Ministry Check should be carried out on all volunteer workers as it answers important pastoral, legal and insurance questions about the people who represent the church as workers. These are an important tool for ensuring safety and that senior leadership have fulfilled legal due diligence with relation to recruitment.

#### b) All volunteers must hold a current Blue Card

#### c) National Police Background Check (CV check)- volunteers in aged care; paid ministers

#### d) Signed agreement to “Faithfulness in Service” – a copy of this document can be found on the website.

#### e) Referee Checks - Minimum of 3 referees unless the person has been attending the church regularly for 3 years. (References to be checked in person or by phone contact).

#### f) Endorsement: The final step in the screening process is to show the name of the applicant to the Rector and Wardens for endorsement as a volunteer. These office holders share the ultimate responsibility with the diocese for all church workers.

### 2. SAFE MINISTRY TRAINING

An approved Diocesan Safe Ministry Training course must be completed and evidence of completion provided to the Diocesan Office.

### 3. INDUCTION TO A ROLE

All church workers are entitled to receive appropriate information/induction training to enable them to successfully fulfil their role, this includes the provision of any code of conduct and the appropriate sections of “Faithfulness in Service”. The induction process should include prayer for the worker and communication that this person is an endorsed volunteer church worker in the parish.

### 4. MINISTRY REVIEW

At a pre-determined set time, a ministry review should be organised. This could be done at the end of each year, ready for a new year of ministry. This provides an opportunity for leaders to say they will or will not be available next year/time, which is important for the health of committed teams.