



**Safe Ministry  
Guidelines  
&  
Questionnaire  
for  
Voluntary Church Workers**

**Anglican Church  
Central Queensland**

## INTRODUCTION

Thank you for offering to serve God through the Anglican Church of Central Queensland. As a Diocese we take very seriously our call to provide safe places for all people to worship and live together.

Jesus Christ said, "Love the Lord your God with all your heart, soul, mind and strength and love your neighbour as yourself." These commands guide our behaviour in our relationships and provide the basis for the establishment of safe ministries in an abuse-free, Christian community.

### **SAFE MINISTRY REFERS TO GOD-HONOURING, PERSON VALUING, RESPECTFUL, AND ABUSE AND HARM FREE MINISTRY.**

The Anglican Church of Australia has established standards of conduct for clergy and church workers to maintain a safe and healthy ministry environment.

Our commitment to these standards requires that we conduct background referencing for all persons who intend to engage in ordained and lay ministry in Australia. **This request for information is being made to comply with Anglican Church of Australia policies, and not because we have any reason to believe that any applicant has in fact engaged in inappropriate conduct.** What follows is our Screening Questionnaire for those who intend to carry out ordained or paid or licensed or authorised lay ministry in Australia.

As part of this process, we request you to answer a series of questions, which are, of necessity, intimate in nature. If you do not understand the question or would like to discuss your answer further, please feel free to call Bishop David Robinson at the Diocesan office (07 4027 3188). The completed questionnaire should be sent directly to the address below and will be kept secure in our confidential files, in accordance with the Privacy Act. 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. Where required by law, the information you supply will be produced.

You must answer all questions. You should add any additional information under the question or on a separate page. Please note that a yes answer to a question will not automatically rule an applicant out of selection.

**Please note: we do not interpret a yes answer to a question as a charge of professional misconduct. Each Diocese in Australia provides a formal process for making such a charge.**

Thank you for your time.

Yours,

Bishop David Robinson

Anglican Diocese central Queensland  
89 William St  
Rockhampton, 4700

## DIOCESAN POLICY STATEMENT

**It is the policy of the Diocese of Rockhampton to ensure that the Anglican Church will provide environments that are safe and nurture the wellbeing of all.**

We seek to build and maintain safe communities of faith by:

- fostering relationships between members, and people in the wider community, based on the teachings of Jesus Christ
- providing safe and secure environments where all people feel respected
- providing responsible, loving Christian leadership and management practises
- ensuring that any cases of alleged abuse, neglect or other grievances or complaints, are handled in a consistent, unbiased and thorough manner.

**Please see all relevant policies and protocols on the Diocesan Website:**

**<http://anglicanchurchcq.org.au>**

## VOLUNTARY CHURCH WORKER APPLICANT INFORMATION

This document is to be used by all persons seeking appointment as a Volunteer Church Worker in the Anglican Diocese of Rockhampton. It is expected that all persons seeking a License or Certificate from the Bishop for ministry, all Wardens and Parish Councillors, all members of BiC, Heads of Organisations, the members of the Tanyalla Management Board (and voluntary workers at Tanyalla), the chairperson or presiding officer at St Matthew's and St Mary's Cottages, all persons involved in child, young person or vulnerable adult related ministries will complete this form. If the Parish has any concerns about the application of this process then please seek guidance from the Diocesan Office.

## CHURCH WORKER DEFINITION

The Diocese of Rockhampton Professional Standards Canon 2004 defines a "Church worker" as a person who is or who, at any relevant time, was:

- (a) a member of the clergy; or
- (b) a person employed by a Church body; or
- (c) a person holding a position or performing a function with the actual or apparent authority of a Church authority or Church body;

The Diocesan Safe Ministry Manual states that, "at a minimum, all volunteers are representatives of the Church and that all volunteers could be perceived by the most vulnerable as a trusted person, a representative of the church." The fact that volunteer church workers can be perceived by others as having authority and as representing the church makes it essential that all Church Workers complete the requirements set out below.

## PRE APPOINTMENT PROCESS

Appointing agencies should note and follow the guidelines:

- **Identify the role and the length of time the role is to be**  
All church worker positions (volunteer or paid) should have clearly-defined roles, clear expectations and defined start and end dates.
- **The appointment team**  
Wherever possible, it is good practice for not less than 2 people to recruit and appoint volunteer church workers. This team should include representatives of both genders. In most cases the team needs no more than 2-3 people. Include the program leader in this process.
- **Minimum attendance requirements**  
Any volunteer should have a minimum qualifying period prior to being considered for appointment, e.g. attendance at the church for a minimum of 6 months.

## APPOINTMENT PROCESS

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. This check includes a signed agreement to **"Faithfulness in Service"**.

#### b) Working with Children Check (Blue Card)

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

#### d) Referee Checks - Minimum of 3 referees unless the person has been attending the church regularly for 3 years. (References to be checked in writing)

#### e) 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. The 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.

## VOLUNTARY CHURCH WORKER SAFE MINISTRY CHECK

(Questionnaire for Volunteers over 16 Years)

[Adopted by the General Synod in October 2004. Last revision in May 2017]

This document is to be used for all Lay Voluntary Church Worker applicants, anyone seeking a Bishop's Licence or Certificate for Ministry, all Wardens and Parish Councillors, all members of BiC, Heads of Organisations, the members of the Tanyalla Management Board (and voluntary workers at Tanyalla), the chairperson or presiding officer at St Matthew's and St Mary's Cottages, all persons involved in child, young person or vulnerable adult related ministries.

### PERSONAL DETAILS

Surname: \_\_\_\_\_ Christian Names: \_\_\_\_\_

Title: \_\_\_\_\_  Male  Female

Previous Names: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Occupation: \_\_\_\_\_

Driver's Licence Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

(a copy of a current driver's photo licence issued within Australia must be provided)

**OR other identification provided:**

\_\_\_\_\_  
(a copy of a birth certificate, a current Australian passport, an Australian citizenship document or immigration papers, a current credit card or account from an Australian financial institution, OR a current student identity card from an educational institution must be provided.)

## APPLICANT’S SCREENING QUESTIONNAIRE FOR VOLUNTARY CHURCH WORKERS

Please tick either “yes” or “no” for each question. If the answer to any of the following questions is “yes”, please give details. **A yes answer will not automatically rule an applicant out of selection.**

In this document **charged\*** indicates allegations made in writing and known to you OR allegations made to a court, disciplinary tribunal or employer in Australia or in any other country.

In this document **child exploitation material\*** means material that describes or depicts a person who is or who appears to be a child –

- engaged in sexual activity; or
- in a sexual context; or
- as the subject of torture, cruelty or abuse (whether or not in a sexual context)

in a way that a reasonable person would regard as being, in all the circumstances, offensive. Child exploitation material can include any film, printed matter, electronic data, computer image and any other depiction.

	Yes	No
1. Do you have any health problem(s), which may affect you volunteering for the church?		
2. Have you ever been convicted of a criminal offence?		
3. Have you ever been charged with a criminal offence?		
4. Have you ever had permission to undertake paid or voluntary work with children, young people or vulnerable adults refused, suspended or withdrawn in Australia or any other country?		
5. Have you ever engaged in any of the following conduct (personally, virtually or by any electronic means)? <ul style="list-style-type: none"> <li>▪ sexual contact with a person under the age of consent</li> <li>▪ production, sale, distribution or illegal use of child exploitation material*</li> <li>▪ conduct likely to cause harm to a child or young person, or to put them at risk of harm.</li> </ul>		
6. When in a pastoral or professional relationship, have you ever engaged in sexual contact (personally, virtually or by any electronic means) with a parishioner, client, patient, student, employee or subordinate (other than with your spouse)?		
7. Has your driver’s licence ever been revoked or suspended?		
8. Have you ever had an apprehended violence order, order for protection or the like issued against you as a result of allegations of violence, abuse, likely harm, harassment, stalking, etc?		

	Yes	No
<p>9. Has a child or dependent young person or vulnerable adult in your care (as a parent or in any other capacity) ever been removed from your care, or been the subject of a risk assessment by the authorities?</p>		
<p>10. Have you done anything in the past or present that may result in allegations being made against you of child abuse?                      Child abuse means:</p> <ul style="list-style-type: none"> <li>• bullying;</li> <li>• emotional abuse;</li> <li>• harassment;</li> <li>• neglect;</li> <li>• physical abuse;</li> <li>• sexual abuse;</li> <li>• spiritual abuse;</li> <li>• grooming;</li> <li>• the wilful or reckless failure to comply with the laws of the Commonwealth, a State or Territory requiring the reporting of child abuse to the police or other authority; or</li> <li>• the possession, production or distribution of child exploitation material.</li> </ul>		
<p>11. Have you done anything in the past or present that may result in allegations being made against you of bullying or any form of harassment of adults?</p>		
<p>12. Have you a history of alcohol abuse or a history of substance abuse including recreational or illegal drugs and misuse of prescription, over-the counter medications?</p>		
<p>13. Is there anything in your background that you have not disclosed, which, if it becomes public knowledge, could adversely affect the assessment of your good name and character?</p>		

## AUTHORITY TO PROVIDE INFORMATION AND RELEASE FROM LIABILITY OF REFEREES AND OTHERS AND CONSENT TO NATIONAL POLICE HISTORY CHECK AND/OR WORKING WITH CHILDREN CHECK

I understand that it is the policy of the Anglican Church of Australia to ask my referees:

whether to the best of their knowledge I have engaged in specified conduct that is relevant to the assessment of whether I am a suitable person for to undertake ministry in the Church.

I have identified all church organisations, churches, parishes or congregations of which I have been a member. I hereby authorise you and your delegates to contact and exchange information with them. I further hereby authorise every one of them to inform you and your delegates of any knowledge they may have relevant to the assessment of whether I am a suitable person for to undertake ministry in the Church.

I hereby authorise my referees to provide any information relevant to my application to you and your delegates.

I hereby release from liability any person or organisation that provides such information. I also agree to release you and your delegates from any and all liability as it relates to any investigation by you or them regarding the information contained in this application, or any action by you or them as a result of such investigation.

I hereby consent to provide a National Police History Check if I have resided in another country. I also consent to provide a WORKING WITH CHILDREN CHECK (Blue Card)

\_\_\_\_\_  
Signature

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

### WORKING WITH CHILDREN CHECK (BLUE CARD)

**Current Blue Card Number:**.....

**Expiry date:** .....

*Please note: Current blue cards need to be linked to the Diocese. Please find the appropriate form on the Diocesan website.*

#### Privacy Statement

Any personal information you provide is protected under the *Privacy Act 1988* and is collected by the Diocese for the purpose of your involvement with the Diocese. It will be kept in a confidential file and used in implementing the Diocesan Due Diligence Protocol. It can only be disclosed to someone else if you have been given reasonable notice of the disclosure; where the disclosure is authorised or required by law or is reasonably necessary for the enforcement of the criminal law; if it will prevent or lessen a serious and imminent threat to a person’s life or health; or if you have consented to the disclosure.

## RECORD OF CHRISTIAN CHURCH MEMBERSHIP

**To be completed by applicants who have been a part of the Congregation for LESS THAN 3 YEARS.**

List any church organisations, churches, parishes or congregations (including your current one) with which you have been associated. Add additional pages, if required.

Church	Location	Dates from	Dates to	Positions Held	Name and contact number of Minister in Charge

## CHARACTER REFERENCES

**To be completed by applicants who have been a part of the Congregation for LESS THAN 3 YEARS.**

<b>Referees</b>	Please supply the <b>name, addresses (postal and email) and phone numbers</b> of three referees over the age of 18 years who are able to give a report of your good character and suitability for a ministry position. If you have lived in another state or country, please include a referee from your last parish or placement in that state and/or country.
<b>Referee 1</b> <i>Senior Church Leader – e.g. rector, church warden</i>	
<b>Referee 2</b> <i>Employer or teacher if no work history</i>	
<b>Referee 3</b> <i>Person who has known you longer than 3 years and knows you well</i>	

## DECLARATION

I, \_\_\_\_\_ of \_\_\_\_\_ declare that:

- (1) If there are any changes in regard to the above, I will notify the governing body or the Anglican Bishop of Rockhampton.
- (2) I understand that should I fail to meet my commitments and exercise due care I could be asked to withdraw from my volunteer position.
- (3) I have read and agree to uphold the standards of Faithfulness in Service.**
- (4) I undertake to the best of my endeavours to protect the safety of those I serve as a Church worker.
- (5) I agree to comply with all lawful directions by the Anglican Diocese of Rockhampton or by any person appointed by the Diocese to give such directions in relation to my volunteering.
- (6) I will ensure that I maintain appropriate confidentiality.
- (7) If I have a disclosure or strong suspicion of abuse or neglect, I will immediately contact the Director of Professional Standards.
- (8) The information I have provided in this application and the information contained in any documents accompanying this application and signed by me are true and correct to the best of my knowledge and belief.
- (9) I understand that any material misstatement in or omission from this questionnaire may render me unfit to hold a particular office or any office in the Church.

Applicant's signature: ..... Date declared:.....

### WITNESS TO THE APPLICANT'S DECLARATION

Signature: ..... Date declared: .....

Name of Witness: .....

### ENDORSEMENT OF PARISH PRIEST

I ..... of .....(parish)  
endorse the appointment of ..... as a  
.....(position/role) in this parish.

Signed: ..... Date: .....

*NB: Please seek legal advice if you are uncertain about signing this document*