

## Volunteer Application Form

This application is to be completed by all volunteers within the parish who will be working with children/young people (0-18 years).

It will be kept indefinitely with the confidential Safe Ministry records.

It should be accompanied by:

- A job description detailing the role, who they applicant would report to and length of appointment.
- A copy of the current *Faithfulness In Service* document (available from [safeministry.org.au](http://safeministry.org.au))
- A copy of the relevant *Pathway* document for the role (available from [safeministry.org.au](http://safeministry.org.au))
- A copy of the *Safe Ministry Pledge*

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### PERSONAL INFORMATION

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_ Title: \_\_\_\_\_

Gender: Male ☐ Female ☐

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

Phone number: (m): \_\_\_\_\_

(h): \_\_\_\_\_

(w): \_\_\_\_\_

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

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

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

Ministry position sought: \_\_\_\_\_

Are you a new volunteer? Yes ☐ No ☐ If 'yes' fill in Parts A and B. 'No' fill in just Part B

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### PART A

*To be completed by new applicants only*

**What experience and training have you had relevant to the ministry you are seeking, including any formal qualifications that you may have attained?**

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\_\_\_\_\_

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**What experience have you had in dealing with children and/or youth? (give details)**

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**Have you ever:**

- been acquitted of a charge of any criminal offence against a child,
- had a charge of an offence against a child not proceed,
- had a prohibited status or bar under applicable child protection legislation (in NSW the Working With Children Check) lifted, or
- been the subject of a church complaints process or disciplinary proceedings involving child abuse?

☐ Yes (if 'yes', please arrange to discuss this with your Senior Minister)

☐ No

**Is there any aspect of your life that might be of concern to the church in approving your application to work with children?**

☐ Yes - I would like to discuss a matter privately with the Senior Minister.

☐ No

**Is there any other information that you think is relevant to this application?**

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## REFEREES

*Please list names, email address(es) and phone numbers for the following referees:*

**1. A licensed minister, home group leader, parish councillor or church warden**

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**2. A present employer, previous employer or school/college teacher** (or another from category "1" above)

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**3. Someone who knows you well, other than an immediate family member**

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**PART B** *(to be completed by both new applicants and continuing volunteers)*

## Working With Children Check

In NSW all people aged 18 years or older and working with children are required to have a Working With Children Check Number (WWCC). You can apply for this here:

<http://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check/apply>

As a volunteer, you do not have to pay anything for this, but you have to supply this number and the expiry date to your church **before** you can commence working with children.

**WWCC number:** \_\_\_\_\_ WWC

**Expiry Date:** \_\_\_\_\_

## Volunteers Under 18 years of age

Please sign the declaration below *in the presence* of a parent/guardian, who should then countersign it:

### Declaration:

I have never been convicted of, charged with or accused of sexual abuse of a child or young person.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Parent/Guardian:*

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Safe Ministry Training:

I have completed:

	Date:	Location:
Safe Ministry Junior Leader Course:		
Safe Ministry Essentials:		
Safe Ministry Refresher:		

## Safe Ministry Pledge

**Note: this should only be signed by people 18 years or older**

Being aware of your own behaviours in ministry is so important.

The Anglican Diocese of Sydney requires that all leaders who work with children, youth and other vulnerable people abide by a Code of Conduct. The Code of Conduct is intended to identify the personal behaviour and practices of pastoral ministry that will ensure, as far as possible, that all people, particularly those who are vulnerable, are appropriately protected and cared for.

To encourage leaders to actively commit to this code, a pledge has been created for all volunteer workers to sign.

The *Safe Ministry Pledge* is based on *Faithfulness in Service 2017*, and the Code of Conduct found in the *Safe Ministry Map*. By agreeing to abide by the behaviour and practices the Safe Ministry Pledge outlines, we make our churches safer places for everyone

The pledge (attached to this document) should be read, signed and dated as part of this application.

Additional copies of the pledge can be downloaded from:

<https://safeministry.training/resources/>

## Office Use Only

### Working With Children Check:

Clearance number and expiry date verified by: .....

on .....(date)

Result:.....

Church database updated by: .....

on .....(date)

Reason for exemption from check (if applicable):

.....

(If a person is barred they must cease to involved in child-related ministry immediately and the Professional Standards Unit notified.)

(Note that a clearance number is valid for 5 years and then must be renewed.

If a volunteer moves into paid ministry they must modify their WWCC and pay the \$80 fee.)

The Anglican Diocese of Sydney requires that all leaders who work with children, youth or other vulnerable people abide by the Safe Ministry Pledge. The Anglican Diocese of Sydney wants its ministries to be characterised by grace and forgiveness, not rules and regulations; but the Bible is concerned that leaders have a particularly high standard in their personal life. Unfortunately, not all Christian workers have protected vulnerable people in the past.

The Safe Ministry Pledge is based on Faithfulness in Service 2017 (the national code for clergy and church workers in Anglican churches) and the Code of Conduct for Children's and Youth Ministry found in the Safe Ministry Journey documents (<https://safeministry.org.au/for-parishes/safe-ministry-journey/>).

It is expected that you have read and will comply with the Safe Ministry Journey document best suited to your role.

The National Code of Conduct is intended to identify the personal behaviour and practices of pastoral ministry that will ensure, as far as possible, that our children, youth and other vulnerable people are appropriately protected and cared for. The National Code of Conduct is not exhaustive and does not foresee every set of circumstances that may arise across the variety of church events and activities.

By agreeing to abide by the behaviour and practices the Safe Ministry Pledge outlines, we make our churches safer places for everyone.

By checking each box, you acknowledge that you understand and agree to abide by the Safe Ministry Pledge as it applies to the children, youth and other vulnerable people involved in your church and its programs. If you have any queries or concerns, please contact the Safe Ministry Team (the PSU) at (02) 9265 1604 or email [psu@sydney.anglican.asn.au](mailto:psu@sydney.anglican.asn.au).

**In acknowledgement of the above I pledge to:**

- Never abuse children, youth, or other vulnerable people or cultivate relationships in order to initiate or cloak abuse.
- Report if I see or experience behaviour that could be considered abusive to the appropriate authorities.
- Never be alone with a child or young person away from the presence of other adults in my ministry role.
- Never have children or young people to my home or visit children or young people in their home when no other adult is present, and to never meet privately with a child or young person outside of church activities, except with the permission of a parent or guardian.
- Never touch children, youth, or other vulnerable people in a manner which is inappropriate given their age, gender, cultural background, or personal circumstances.
- Never physically discipline a child, youth or other vulnerable person in my ministry role.
- Never make illicit drugs, alcohol or cigarettes available to children or youth.
- Never develop inappropriate special relationships with particular children, youth or other vulnerable people that could be seen as involving favouritism or any form of special treatment.

- Never engage in any contact with children, youth, or other vulnerable people that is secretive (whether physical or through electronic media or in any other way).
- Never become romantically involved with any person in the youth or children's ministry where I am a leader.
- Refrain from taking unauthorised photos, movies or recordings of a child or young person on church property or at church activities without church authorisation and the parental/guardian consent.
- Refrain from viewing, possessing, producing or distributing restricted material containing sex or nudity without a legitimate purpose; and never view, possess, produce or distribute any form of child pornography or child exploitation material.

**I confirm that:**

- ☐ I will complete Safe Ministry training every 3 years or within 3 months after my appointment (and every 3 years after that).
- ☐ Where required, I will hold a Working with Children Check clearance obtained from the Office of the Children's Guardian.
- ☐ As soon as possible I will read, then regularly review, the Safe Ministry Journey document best suited to my role (where your role is not identified by the Safe Ministry Map or Pathways you should read the Safe Ministry Signpost) <https://safeministry.org.au/for-parishes/safe-ministry-journey/>
- ☐ If I fail to abide by the Safe Ministry Pledge I will inform my senior minister or the Safe Ministry Team (the PSU) at the earliest possible opportunity.
- ☐ I understand that any breach of the Safe Ministry Pledge may lead to my being suspended or terminated from holding any role in relation to working with children, youth or other vulnerable persons in church ministries.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_