

Anglican Diocese of Grafton Safe Ministry
BULLETIN No 2, 2021
Safe Ministry Compliance

Information for Incumbents and Churchwardens.

1. Purpose

Parish Councils are responsible to manage compliance with the requirements of GEN-006 Background Checks and Minimum Standards for Community Protection by all employees and volunteers holding designated roles and to ensure appropriate record-keeping.

This bulletin is provided as a summary of the major requirements and procedures to be followed.

2. Requirements

- a. **Licensed clergy and lay people holding a Bishop's licence (including LLMs)**, are required to maintain:
 - i. A current Working With Children Check clearance that has been verified by the Diocese. Working With Children Check clearances must be renewed every five years.
 - ii. A current National Police Check. National Police Checks must be renewed every three years.
 - iii. A current Safe Ministry Check. Safe Ministry Checks must be renewed every three years.
 - iv. Current Faithfulness in Service training. Faithfulness in Service training must be renewed every three years.
 - v. Current Safe Ministry Training. Safe Ministry training must be renewed every three years.
- b. **Churchwardens and Parish Councillors** are required to maintain:
 - i. A current Working With Children Check clearance that has been verified by the Diocese. Working With Children Check clearances must be renewed every five years.
 - ii. A current Safe Ministry Check. Safe Ministry Checks must be renewed every three years.
 - iii. Current Faithfulness in Service training. Faithfulness in Service training must be renewed every three years.
 - iv. Current Safe Ministry Training. Safe Ministry training must be renewed every three years.
- c. **SRE teachers and Family, Youth or Children's ministry leaders¹** are required to maintain:
 - i. A current Working With Children Check clearance that has been verified by the Diocese. Working With Children Check clearances must be renewed every five years.
 - ii. A current Safe Ministry Check. Safe Ministry Checks must be renewed every three years.
 - iii. Current Faithfulness in Service training. Faithfulness in Service training must be renewed every three years.
 - iv. Current Safe Ministry Training. Safe Ministry training must be renewed every three years.

¹ A designated leader is an individual who holds recognised responsibility for a group and/or co-ordinates a group at some point during an activity.

- d. **Designated Family, Youth or Children’s ministry helpers²** are required to maintain:
 - i. A current Working With Children Check clearance that has been verified by the Diocese. Working With Children Check clearances must be renewed every five years.
 - ii. Current Faithfulness in Service training. Faithfulness in Service training must be renewed every three years.
- e. **Parish Treasurers** are required to maintain:
 - i. A current National Police Check. National Police Checks must be renewed every three years.
 - ii. Current Faithfulness in Service training. Faithfulness in Service training must be renewed every three years.
- f. **Leaders or coordinators of parish and outreach ministries** are required to maintain:
 - i. A current Safe Ministry Check. Safe Ministry checking is conducted upon first appointment and must be renewed every three years.
 - ii. Current Faithfulness in Service training. Faithfulness in Service training must be renewed every three years.
 - iii. Current Safe Ministry Training. Safe Ministry training must be renewed every three years.
- g. **Designated helpers in ministries with people contact (e.g. street ministry, hospital visiting, home visits, soup kitchens), Op Shop volunteers and volunteers in office and administration functions where public contact is involved** are required to:
 - i. Maintain current Faithfulness in Service training. Faithfulness in Service training must be renewed every three years.
- h. **Parish employees** are required to:
 - i. Undergo a National Police Check at the time of appointment.
 - ii. Maintain current Faithfulness in Service Training. Faithfulness in Service training must be renewed every three years.

3. Procedures

- a. Each Parish is required to maintain an up-to-date record of compliance with safe ministry requirements for each person holding a role designated in Attachment A of GEN-006 Background Checks and Minimum Training Standards for Community Protection.
- b. At a minimum this record should include the following information:
 - i. The name of each person in the Parish currently holding each designated role.
 - ii. The date of compliance or expiry date for each relevant requirement.

A sample format is provided as Attachment A.

² A designated helper is an assistant in an activity (i.e. not a leader or co-ordinator who has been recognised as being involved in the activity). Indications that a person is a designated helper include:

- Inclusion on a roster
- Wearing a name badge or uniform.
- Being trained for the role or activity.
- Being in the area reserved for approved workers (e.g. behind a serving counter).

4. Accountability

- a. A copy of the Parish Safe Ministry Compliance record for the preceding year must be provided to the Registry by 31 January each year.
- b. The Incumbent and a Churchwarden must sign the declaration provided as part of the Parish Return. A copy of the declaration is provided as Attachment B.
- c. The registrar will conduct an annual review of Safe Ministry compliance in April each year as required by REG-004 Compliance Register.

Any queries about these requirements and procedures should be emailed to pa@graftondiocese.org.au.

Phillip Bonser
Director of Professional Standards
Anglican Diocese of Grafton
Friday, 5 February 2021

DISTRIBUTION: Incumbents and Parish Councils

SAFE MINISTRY SCREENING RECORD

PARISH: _____

YEAR: _____

Position/Role	Criminal Record Check	Working With Children Check	Safe Ministry Check	Safe Ministry Training	Faithfulness in Service Awareness
Name	Date Completed	Expiry Date	Date Completed	Date Attended	Date Attended
Licensed clergy	✓	✓	✓	✓	✓
Stipended Lay Minister	✓	✓	✓	✓	✓
Licensed Lay Ministers					
Parish employees	✓				✓
Churchwardens		✓	✓	✓	✓
Parish Treasurer	✓				✓
Parish Councillors		✓	✓	✓	✓
Family, Youth or Children ministry leaders		✓	✓	✓	✓
Family, Youth or Children ministry designated helpers		✓			✓
Leaders or coordinators of parish and outreach ministries			✓	✓	✓
For ministry to the aged, frail, intellectually disabled and those with limited English	✓				✓

Position/Role	Criminal Record Check	Working With Children Check	Safe Ministry Check	Safe Ministry Training	Faithfulness in Service Awareness
Op Shop Volunteers					✓
Volunteers in office and administration functions where public contact is involved					✓

Please provide a copy to the Diocesan Registry Office by 31 January each year.

Parish: (Insert Parish name)

SECTION C SAFE MINISTRY

The following certification **must** be completed by the Incumbent and a Warden.

1. We certify that all Parish staff and volunteers meet the requirements for Safe Ministry Screening as set out in GEN-006 Background Checks and Minimum Training Standards for Community Protection.
 - All licenced clergy and lay people holding a Bishop’s licence have an up to date:
 - Criminal Record Check,
 - Working with Children Check clearance,
 - Safe Ministry Check;and have undertaken Faithfulness in Service Awareness, and Safe Ministry Training as required.
 - All Parish employees and the Parish Treasurer have an up to date Criminal Record Check and have undertaken Faithfulness in Service Awareness training as required.
 - All Churchwardens, Parish Councillors and any Family, Youth or Children’s ministry leaders have an up to date Working with Children Check clearance and a Safe Ministry Check and have completed Faithfulness in Service Awareness and Safe Ministry Training as required.
 - All Family, Youth or Children’s ministry designated helpers have an up to date Working with Children Check clearance and have undertaken Faithfulness in Service Awareness as required.
 - All leaders and coordinators of parish and outreach ministries have completed a Safe Ministry Check and undertaken Faithfulness in Service Awareness and Safe Ministry Training as required.
 - All designated helpers in ministries with people contact, Op Shop volunteers and volunteers in office and administration functions where public contact is involved have undertaken Faithfulness in Service Awareness training as required.
2. We certify that a record is maintained by the Parish, including copies of certificates and dates of expiry of all required checks and training.
3. We provided a copy of our Screening Record to the Diocesan Registry Office on / /

.....
Incumbent

.....
Warden

.....
Date

.....
Date