



**Diocese of Toowoomba**  
**PARISH MINISTRY VOLUNTEERS: SAFEGUARDING REQUIREMENTS**  
**A GUIDE for PARISH LEADERSHIP PERSONNEL**  
**14 April 2023**

The purpose of this Guide is to assist Parish Leadership personnel in determining accreditation requirements for Parish Ministry Volunteers. Please use this Guide with pastoral discretion: good sense based on lived experience. Each person involved in the following areas of Parish Ministry acts in the name of the Parish community. These are recognized positions or roles for which appointment by the Parish community, through the Parish Priest or the Parish Leader, is necessary. The Parish takes a zero tolerance approach to all forms of abuse.

<b>PARISH MINISTRY</b>	<b>Volunteer Application Form</b>	<b>Blue Card</b>	<b>Police Check</b>	<b>Safeguarding Code of Conduct</b>	<b>Diocesan Safeguarding Policy</b>
<b>LEADERSHIP ROLES</b>					
Parish Priest / Parish Leader	Yes	Yes	Yes	Yes	Yes
Pastoral Associate / Pastoral Coordinator	Y	Y	Y	Y	Y
Assistant Priest	Y	Y	Y	Y	Y
Parish Secretary	Y	Y	...	Y	Y
Parish Safeguarding Contact	Y	Y	Y	Y	Y
Parish Council Chair	Y	Y	Y	Y	Y
Finance Council Chair	Y	Y	Y	Y	Y
<b>ADVISORY / DISCERNMENT ROLES</b>					
Parish Council Member	Y	Y	Y	Y	Y
Finance Council Member	Y	...	Y	Y	Y
Money Counter (outside Mass)	Y	...	Y	Y	Y
<b>PASTORAL MINISTRY ROLES</b>					
Liturgy Committee Co-ordinator / Member	Y	...	...	...	Y
Baptism Team Member	Y	...	...	...	Y
Funeral Team Member	Y	...	...	...	Y
Children's Liturgy Co-ordinator / Member	Y	Y	...	Y	Y
RCIA Leader / RCIA Team Member	Y	...	...	...	Y
<b>LITURGICAL ROLES</b>					
Liturgy of the Word Leader	Y	...	...	Y	Y
Sacristan	Y	...	...	...	Y
Welcomer	Y	...	...	...	Y
Reader	Y	...	...	...	Y
Communion Minister: Church	Y	...	...	...	Y
Choir / Singer (Adult)	Y	...	...	...	Y
Children's Choir Co-ordinator	Y	Y	...	Y	Y
Musician / Organist	Y	...	...	...	Y
Offertory Gifts Procession	Y	...	...	...	Y
Altar Server	Y	...	...	...	Y
Collector (at Mass)	Y	...	...	...	Y
Flower Arranger	Y	...	...	...	Y

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<b>WORKING with CHILDREN ROLES</b>					
Sacramental Co-ordinator / Team Member	Yes	Yes	...	Yes	Yes
Catechist: RE in Schools	Y	Y	...	Y	Y
Youth Leader	Y	Y	...	Y	Y
Altar Server Co-ordinator	Y	Y		Y	Y
Play Group Co-ordinator	Y	Y	...	...	Y
<b>WORKING with ADULTS at RISK ROLES</b>					
Communion Minister: aged care + home	Y	...	Y	Y	Y
Prayer Group Leader / Member	Y	...	...	...	Y
Friendship / Seniors Group Leader	Y	...	...	...	Y
Faith Education Leader	Y	...	...	...	Y
Transport Ministry Co-ordinator / Member	Y	...	Y	Y	Y
Care & Concern Leader / Member	Y	...	...	...	Y
<b>COMMUNITY SUPPORT ROLES</b>					
Hospitality Co-ordinator: morning tea, BBQ	Y	...	...	...	Y
Cleaner: Church + Presbytery + Hall	Y	...	...	...	Y
Grounds & RPM Worker	Y	...	...	...	Y
General Volunteer: annual/ad hoc/one-off	Y	...	...	...	Y

In the past, Catholic Church Insurances (CCI) provided an excellent online resource named **'Safeguarding Essentials'**, which many people in the Diocese have completed. CCI has now arranged for GRC Solutions to provide this safeguarding resource on their behalf. This resource will be accessible through the Parish Office or the Diocesan Safeguarding Ministry Office.

Please provide all Parish Volunteers with a copy of the *Diocesan Safeguarding Policy for Children, Young People and Adults at Risk (April 2023)*. Encourage them to read and discuss the Safeguarding Policy.

If the Parish Office is not able to make copies of the *Safeguarding Policy*, please contact the Diocesan Safeguarding Ministry Office (4638 1379 or [profstandards@twb.catholic.org.au](mailto:profstandards@twb.catholic.org.au)).

Please place a copy of the *Diocesan Safeguarding Policy for Children, Young People and Adults at Risk (April 2023)* in the Church.

**Thank you for your ongoing and generous commitment to the safeguarding of children, young people and adults at risk in our community.**

**Peter Dorfield:**

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