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**Diocese of Toowoomba**

**PARISH MINISTRY VOLUNTEER APPLICATION FORM**

**14 April 2023**

The Catholic Diocese of Toowoomba is committed to ensuring the safety and well-being of all people who engage with the Catholic Church in our region of southern and south-west Queensland. This often occurs though contact with Parish communities embedded in town, city or rural settings. The Church reaches out to people through ministries of service and of prayer, especially Mass and Sacraments. In all these ministry activities of the Church, generous and committed volunteers are involved.

In all pastoral activities, the Diocese is committed to providing a safe ministry environment for all involved. The first step for a person wishing to become involved in a Parish ministry is to complete this *Parish Ministry Application Form for Volunteers*. This Application Form covers all Parish ministries.

While the good will and generosity of the volunteer are welcomed and respected, the Parish community, through its leadership personnel, is responsible for affirming suitability or readiness of the volunteer for a particular Parish ministry of interest.

*Please note*: where the Parish ministry involves working with children (up to the age of 18 years) or adults at risk (adults who are vulnerable), there are specific ministry requirements. For both of these Parish ministries, Parish volunteers must read, understand and sign the Diocesan Safeguarding Code of Conduct.

The Safeguarding Code of Conduct names the standards of respectful and responsible behavior expected of all Parish and Diocesan personnel in their relationships with the people they serve in the exercise of their ministry. While this Code of Conduct is recommended to all persons in Parish ministry, it is required by those who work with children or adults at risk. The Parish takes a zero tolerance approach to all forms of abuse. The Parish will provide a copy of this Code of Conduct.

In these two areas there are also legal requirements. Volunteers working with Children require a Blue Card. Volunteers working with Adults at risk (vulnerable adults) require a Police Check (Criminal History Check). The Parish will provide information and assistance in accessing these legal documents.

As with all ministries of service to people, annual review is essential: review of the ministry itself and review of the work of leaders and members involved in the ministry, with a particular focus on safeguarding responsibilities. Unless major issues arise, this review is to be brief, constructive and affirming.

This *Parish Ministry Application Form for Volunteers* will be held by the Parish as private and confidential.

|  |  |
| --- | --- |
| **Family Name**: | **First Name**: |
| Date of Birth:  |  |
| Address: Street+Number:  | Town+Postcode: |
| Mobile Phone: | Home Phone: |
| Email address: |  |
|  |  |
| **Blue Card**: Current Blue Card: Yes  No  | Current Exemption Card: Yes  No  |
| Registration Number: | Expiry date: |
| Applying Blue Card/Exempt Card: Yes  No  | *Required for ministry with Children* |
|  |  |
| **Police Check**: Current Police Check: Yes  No  |  |
| Registration Number: | Date Issued: |
| Applying Police Check: Yes  No  | *Required for ministry with Adults at Risk* |

In my relationships with people I serve in the exercise of Parish ministry, I will:

1. Commit to safe and supportive relationships
2. Uphold dignity and respect
3. Act with fairness and justice
4. Be diligent in safeguarding practice
5. Maintain confidentiality
6. Be responsible in management of information and records

*You may wish to name a fellow parishioner who recommends you as a volunteer in Parish ministry:*

|  |  |
| --- | --- |
| Family Name: | First Name: |
| Address: Street+Number: | Town+Postcode: |
| Mobile Phone: | Home Phone: |
| Email: |  |

*You may wish to name a person to be contacted in case of an emergency involving yourself:*

|  |  |
| --- | --- |
| Family Name: | First Name: |
| Address: Street | Town + Postcode: |
| Mobile Phone: | Home Phone: |
| Email: |  |

I understand that the Parish leadership is responsible for ensuring that all persons involved in Parish ministry are suitable for the ministry in which they are engaged. I understand that this responsibility extends to affirming the suitability of those who wish to become involved for the first time as a volunteer

in a Parish ministry.

Where this Parish ministry of interest involves working with children, young people or adults at risk,

I understand that there are legal requirements involved in determining eligibility, suitability and participation.

I willingly declare that there are no prior reasons or circumstances which would stand in the way of my being involved in pastoral ministry in Parish life. The information I have provided is true and accurate.

I readily offer my time, gifts and experience to assist in the active life of the Parish community.

|  |  |
| --- | --- |
| Signature |  |
| Full Name (please print) |  |
| Previous Name(s) (if any) |  |
| Date |  |
| Ministry of Interest |  |
| Prior experience in Ministry |  |
| *Parish Name and Address* |  |
| *Parish Person receiving the**Volunteer Application Form* | *Name*: *Signature*:*Position in Parish*: |

*[DSM A PARISH VOLs Min Application Form 14Apr23]*