



PARISH VOLUNTEER - MINISTRY APPLICATION FORM 2023

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Authorised by: Fr Brendan Hayes (Parish priest) & Parish Safeguarding Committee	

APPLICATION DATE: _____

PERSONAL AND CONTACT DETAILS			
Name: <i>(Please Include ALL Given Names)</i>			
Date of Birth: <i>(DD/MM/YYYY)</i>			
Home Address: <i>(Number, Street, Suburb & Postcode)</i>			
Postal Address: <i>(If different from above)</i>			
Contact Number:	Home:		Mobile:
Email Address:			
Preferred Method of Contact:	<input type="checkbox"/> Home Telephone <input type="checkbox"/> Mobile <input type="checkbox"/> Email <input type="checkbox"/> Phone Call <input type="checkbox"/> Text Message		
Language(s) spoken:			
Current Occupation / Study:	<input type="checkbox"/> Work <input type="checkbox"/> Study <input type="checkbox"/> Volunteer <input type="checkbox"/> Retiree <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual Details:		
Other Voluntary Work:			

AVAILABILITY

Please indicate your availability in the table below:

<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday
<input type="checkbox"/> Morning	<input type="checkbox"/> Morning	<input type="checkbox"/> Morning	<input type="checkbox"/> Morning
<input type="checkbox"/> Afternoon	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Afternoon
<input type="checkbox"/> Late Afternoon	<input type="checkbox"/> Late Afternoon	<input type="checkbox"/> Late Afternoon	<input type="checkbox"/> Late Afternoon
<input type="checkbox"/> Evening	<input type="checkbox"/> Evening	<input type="checkbox"/> Evening	<input type="checkbox"/> Evening
<input type="checkbox"/> Weekly	<input type="checkbox"/> Weekly	<input type="checkbox"/> Weekly	<input type="checkbox"/> Weekly
<input type="checkbox"/> Fortnightly	<input type="checkbox"/> Fortnightly	<input type="checkbox"/> Fortnightly	<input type="checkbox"/> Fortnightly
<input type="checkbox"/> Monthly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Monthly

<input type="checkbox"/> Friday	<input type="checkbox"/> Saturday	<input type="checkbox"/> Sunday
<input type="checkbox"/> Morning	<input type="checkbox"/> Morning	<input type="checkbox"/> Morning
<input type="checkbox"/> Afternoon	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Afternoon
<input type="checkbox"/> Late Afternoon	<input type="checkbox"/> Late Afternoon	<input type="checkbox"/> Late Afternoon
<input type="checkbox"/> Evening	<input type="checkbox"/> Evening	<input type="checkbox"/> Evening
<input type="checkbox"/> Weekly	<input type="checkbox"/> Weekly	<input type="checkbox"/> Weekly
<input type="checkbox"/> Fortnightly	<input type="checkbox"/> Fortnightly	<input type="checkbox"/> Fortnightly
<input type="checkbox"/> Monthly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Monthly

PARISH MINISTRIES AND GROUPS

Please **tick** any of the Partnered Parishes Masses you currently attend:

- Tuesday 9:30am – Wednesday 9:30am Mass at our Lady of Lourdes Armadale
- Thursday 9:30am – Friday 11:30am Mass at St Peter’s Toorak
- Saturday 6:00pm Mass at St Peter’s Toorak
- Sunday 9:30am Mass at St. Peter’s Toorak
- Sunday 11:15am Mass at Our Lady of Lourdes Armadale

The Partnered Parishes of Our Lady of Lourdes Armadale and St. Peter’s Toorak are committed to the safety and wellbeing of all children, young people and vulnerable adults who have access to our Christian Community. We support the rights of the child, young person and vulnerable adult and will act without hesitation to ensure a safe environment is always maintained. We also support the rights and wellbeing of our staff and volunteers and encourage their active participation in building and maintaining a secure environment for all participants.

WWCC – means ‘Working with Children Check’. All Volunteers must obtain and carry a current WWCC with them whilst undertaking their volunteer role. All WWCC must be linked to the ‘Partnered Parishes of Armadale and Toorak,’ via <https://www.vic.gov.au/working-with-children-check> (refer to page 4)

NPC – means ‘National Police Check/National Criminal History Record Check.’ Volunteers that need a NPC is indicated on page 3. (refer to page 5)

PARISH MINISTRIES AND GROUPS

Food Handling Certificate – for Volunteers who would like to help with Parish Hospitality, such as the ‘An Evening with’ series, Morning Teas, and Pizza Nights, etc, will need to gain a Food Handling Certificate. This is a FREE online course. To complete this course, please visit:

<https://dofoodsafely.health.vic.gov.au/index.php/en/>

Please **tick** any of the ministries or groups **you belong** to:

Please **underline** any of the ministries or groups you **may wish to join**:

- Ministry of the Sacristan (**WWCC & NPC**)
- Ministry of the Liturgical Environment (**WWCC**)
- Hospitality (E.g.: Parish Morning Tea & other Parish Events) (**WWCC & Food Handling Certificate**)
- Reader of God’s Word (*Lector*) (**WWCC**)
- Extraordinary Ministers of Holy Communion (during Mass) (*Special Minister*) (**WWCC**)
- Thanksgiving Collector (**WWCC**)

- Thanksgiving Counter (**WWCC & NPC**)
- Ministry of Communion to the Sick/Homebound (*Home Visitation*) (**WWCC & NPC**)
- Parish Finance Committee Members** (**WWCC & NPC**)
- Parish Safeguarding Committee Members** (**WWCC & NPC**)
- Sacramental Program Helpers (**WWCC & NPC**)
- Parish Office Helpers (**WWCC & NPC**)

- Toorak Ecumenical Council Committee Members (**WWCC**)
- Toorak Ecumenical Opportunity Shop Committee Members (**WWCC**)
- Toorak Ecumenical Opportunity Shop Assistants (**WWCC**)

- Other: _____

SAFEGUARDING CRITERIA FOR VOLUNTEERS

Are you aware that the Partnered Parishes of Our Lady of Lourdes Armadale and St Peter’s Toorak requires a Working with Children’s Check and/or National Police Records Check?

Are you willing to undertake the checks required for the ministry?

- Yes No

SAFEGUARDING CRITERIA FOR VOLUNTEERS: WORKING WITH CHILDREN CHECK

Have you applied for a Working with Children's Check? If you have and still haven't received your card in the mail, please fill in the date that you applied for your card.

Yes No Date you applied for card: _____

If you have a current Working with Children's Check (**WWCC**), please fill in the details below:

Card Type: Volunteer Employee

Card Reference Number: _____ Card Expiry Date: _____

Full Name on Card: _____

*Please ensure that you update your "Organisation Details" on your WWCC "MyCheck Account."
To do so please visit: <https://service.vic.gov.au/find-services/work-and-volunteering/working-with-children-check/update-your-working-with-children-check-details>*

Organisation Details:

Name of Place: Armadale and Toorak Partnered Catholic Parishes

Address: 583 Toorak Road, Toorak, VIC, 3142

Phone: 03 9068 8600

Child-related work field:

64 – Religious organisation

76 – Supervision of a child (under 15 years of age) in employment under the Child Employment Act 2005.

A photocopy of your WWCC card, can only be used until an official letter from the Department of Justice is sent to the Parish Office. This can take up to 12 weeks. After this time, the Parish Office will be in contact with you, if we haven't received the Official Letter.

SAFEGUARDING CRITERIA FOR VOLUNTEERS: VICTORIAN INSTITUTE OF TEACHING (VIT)

This section only applies to Volunteers who have a current Victorian Institute of Teaching (VIT) Card.

As of September 2019, anyone who has a Victorian Institute of Teaching (VIT) Card need to register any Organisation they Volunteer for using the following website:

<https://service.vic.gov.au/services/teachers-notifications>

A copy of your VIT Card, along with a form of Photo ID will need to be provided to the Parish Office, with this Application Form.

If you have a current Victorian Institute of Teaching Card (VIT), please fill in the details below:

Card Type: Volunteer Employee Retiree

Card Reference Number: _____ Card Expiry Date: _____

Full Name on Card: _____

SAFEGUARDING CRITERIA FOR VOLUNTEERS: NATIONAL POLICE CHECK

This section only applies to Volunteers who partake in the following ministries: Sacristan, Thanksgiving Counting, at Home Visitation, Finance Committee, Safeguarding Committee, Sacramental Program and Parish Office.

These Volunteers will need to renew their National Police Checks (NPC) every 3 years.

*To apply for a **Volunteer** National Police Check, we recommend using Australia Post: National Police Check. This can be done in person or online for \$30. For more information, please visit:*

<https://auspost.com.au/police-checks>

If you have a current (applied for in the current year) National Police Record Check (NPC), please fill in the details below:

Check Type: Volunteer Employee

Check Reference Number: _____ Check Approval Date: _____

Full Name on Check: _____

Please provide a copy of your National Police Check to the Parish Office, so that we can have it on file. Reimbursement for a National Police Check can be provided. Please contact the Parish Office.

SAFEGUARDING CRITERIA FOR VOLUNTEERS: COVID VACCINATION STATUS

This section only applies to Volunteers who partake in Home Visitation and Ministry of Holy Communion to the Sick and Homebound.

Are you aware that the Partnered Parishes of Our Lady of Lourdes Armadale and St Peter's Toorak requires a Valid and Current (generated for the current year) COVID Vaccination Certificate to participate in any Parish Outreach Ministry?

Yes No

Document number: _____

Date generated: _____

A copy of your updated Vaccination Certificate/Immunisation History needs to be provided to the Parish Office. A copy of your COVID-19 / COVID-19 and Influenza / Complete Immunisation History, can be found in your MyGov Medicare Portal or you can ask your GP for a copy.

SAFEGUARDING CRITERIA FOR VOLUNTEERS: CODE OF CONDUCT DECLARATION

I acknowledge that I have read, and agree to abide by, the Child Safety Code of Conduct ('Safeguarding Children, Young People and Vulnerable Adults' Handbook) when engaged with children, young people, and vulnerable adults, within the Catholic Archdiocese of Melbourne.

Signature: _____

Date: _____

PARISH OFFICE USE ONLY:

(APPLICATION FORM IS ONLY VALID FOR 3 YEARS AFTER 2023)

Date Application Received: _____

Who accepted Application: _____

WWCC Official Letter on File: _____

National Police Check on File (if required): _____

Vaccination Certificate on File (if required): _____

Food Handling Certificate on File (if required): _____

Code of Conduct Signed: _____

(TRAINING SESSIONS FROM 2023 - 2026)

Safeguarding Training Completed: _____

Safeguarding Training Certificate on File: _____

Safeguarding Training Completed: _____

Safeguarding Training Certificate on File: _____

Safeguarding Training Completed: _____

Safeguarding Training Certificate on File: _____

Parish Training Completed: _____

Type of Training: _____

Parish Training Completed: _____

Type of Training: _____

Parish Training Completed: _____

Type of Training: _____