

Use this form if you have not been previously licensed
OR
Your existing licence in this Diocese was issued prior
to 1 June 2013

**APPLICATION FOR LICENCE,
AUTHORITY & PERMISSION
AND
CONFIDENTIAL
NOMINATION & QUESTIONNAIRE
FOR
SAFER MINISTRY SCREENING**

Please include the following documentation with this application

1. Completed Application Form
2. National Police Check (either original or a certified copy signed by a Justice of the Peace) to be completed within 3 months of applying for this licence
3. Working With Children Check Notification
4. Safe Ministry Training Certificate
5. Attach a Passport Sized Photograph of Applicant
6. Please sign where requested and initial each page of the completed application form

Screening for:

- Clergy/PTO/CLM/Stipendiary – Parish/Stipendiary - Chaplain
- Ordination Candidates and Year of Discernment Members
- Paid Ministry Workers
- Youth And Children’s Ministry Licence Applicants
- Lay Ministry Authority Applicants

SECTION ONE (ALL APPLICANTS)

YOUR DETAILS

TITLE: _____ NAME IN FULL: _____

PREVIOUS NAMES: _____

DATE OF BIRTH: _____

DATE AND PLACE OF YOUR BAPTISM: _____

DATE AND PLACE OF YOUR CONFIRMATION OR RECEPTION INTO THE ANGLICAN CHURCH: _____

MARITAL STATUS: _____

YOUR CURRENT EMPLOYMENT: _____

DRIVERS LICENCE NUMBER: _____

EXPIRY DATE : _____ TYPE: _____

QUALIFICATIONS: _____

MARRIAGE CELEBRANT NUMBER: _____

WORKING WITH CHILDREN CHECK NUMBER/
OR APPLICATION NUMBER: _____

POSTAL ADDRESS: _____

STREET ADDRESS: _____

SUBURB: _____ POSTCODE: _____

BEST DAY TIME CONTACT NUMBER: _____

EMAIL: _____

OTHER STATES, TERRITORIES OR COUNTRIES YOU HAVE LIVED IN: _____

SECTION TWO (ALL APPLICANTS)

Please attach a passport sized photograph.

Passport sized
photograph

TYPE OF LICENCE OR AUTHORITY

Please indicate which licence or authority you are applying for:

- CLERGY/PTO/CLM/STIPENDIARY – PARISH/STIPENDIARY - CHAPLAIN**
- ORDINATION CANDIDATES/YEAR OF DISCERNMENT MEMBERS**
- PAID MINISTRY WORKERS**
- YOUTH AND CHILDREN’S MINISTRY LICENCE**
- LAY MINISTRY AUTHORITY**
- OTHER (Please specify) _____**

SECTION THREE

A: For All Licences

1. Please advise when you completed the Safer Churches Training Authority Training *or if you are requesting recognition of similar training please attach the details of that training.*

Safer Churches Training Certificate Attached

2. Please forward the original OR a certified copy signed by a Justice of the Peace of your National Police Check which must have been issued within the last 3 months.

National Police Check Attached

B: For Clergy Only

- 1. Please arrange for your current Bishop to forward a letter of Good Standing to the Bishop of Newcastle.
- 2. Please forward a copy of your letters of orders or certificate from the Registrar of the Diocese in which your ordinations occurred (as applicable).
- 3. Please advise the date and place of your ordination as:

Deacon: _____

Priest: _____

Bishop: _____

C: For Lay Ministry Authority Applicants Only

1. Arrange for the Parish Priest *to complete the following nomination* –
With the consent of the Parish Council/Governing Body I nominate this person to the Bishop to receive authority for the following ministries (please INITIAL all that applies to the applicant):

- Lead a Service of the Word according to an authorised form
- Take the Reserved Sacrament to the sick and elderly in their homes
- Preach in a local congregation
- Ministry Team Member with Responsibility for _____
- Other ministries proposed below:

Note: The Parish Priest is responsible for ensuring appropriate training. Applicants for an Authority to Preach in the Local Congregation must have completed the Bishop's Certificate in Theology for Ministry or an equivalent qualification.

I confirm that the nominee is:

- Over the age of 18 years;
- Is a member of the Anglican Church; and
- Is of good character.

I give an undertaking to provide appropriate instruction in the role.

Name of Priest or Supervisor: _____

Signature of Priest or Supervisor: _____

Date: _____

PERMISSION TO OFFICIATE LICENCES APPLICATIONS

Following are the updated requirements for obtaining a PTO License from the Bishop in the Diocese of Newcastle

Priests who are retired in the Diocese or living in the Diocese but not Licensed to a Parish or Agency will need to provide the following information prior to their Permission to Officiate licence being given or renewed by the Bishop:

1. A written note from the Priest of the Parish in which they are currently worshipping of their involvement in the life and ministry of that Parish.

Attached

2. A written list of any other ministries that they are involved with, either in this Diocese or in the wider Australian church.

Attached

3. If this is the first time they have been licensed in the Diocese of Newcastle they will also need to provide:

- a. A letter of Good Standing from their current Bishop;
b. A copy of their letter of orders or certificate from the Registrar of the Diocese in which their Ordinations occurred (as applicable).

Attached

SECTION FOUR (ALL APPLICANTS)

MINISTRY EXPERIENCE AND TRAINING

In which Dioceses have you held office or been licenced or authorised for ministry?:

In which other churches have you held office or been licenced or authorised for ministry?:

What other Dioceses or churches have you been a member during your adult life?:

Please list your employers since turning 18 with years or approximate years of employment:

Please indicate courses of study related to Theology and Ministry which you have successfully completed: *(for example: EfM, Bishop's Certificate or Diploma, Trinity Certificate, BTheol.)*

Please indicate other courses of study or training you have completed:

Please outline the history of your association with the Anglican Church and other churches:

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SECTION FIVE (ALL APPLICANTS)

CONFIDENTIAL APPLICATION FOR CLEARANCE FOR MINISTRY

The contents of this application are strictly confidential and may only be divulged to the Bishop, delegates of the Bishop with specific authority to review clearance applications and bodies responsible for professional standards processes including the Professional Standards Director.

You are asked to give frank and truthful answers to the questions below. Answering 'yes' does not automatically lead to refusal of the application but prompts closer consideration of it. An answer that lacks frankness or is untruthful will be taken into account in considering the merits of the application and may form the basis of further review as part of the professional standards processes.

SECTION FIVE (ALL APPLICANTS)

CONFIDENTIAL APPLICATION FOR CLEARANCE FOR MINISTRY (Cont.)

Where you answer “yes” to any question you should provide specific details in an attachment to this form. Each attachment must be signed by you.

Your Name: _____

Your Date of Birth: _____

Your Working with Children Check Number or Application Number: _____

Other than previously disclosed in writing by you to the Professional Standards Director:

1. Have you been found guilty by a court of an offence in Australia or a foreign country, whether or not a conviction was recorded against you?	Yes/No
2. Are any criminal proceedings pending against you?	Yes/No
3. Are you currently subject to an unresolved complaint, investigation, reference or order under the Professional Standards Ordinance 2012 of the Diocese of Newcastle or any equivalent legislation of another Diocese?	Yes/No
4. Have you been the subject of disciplinary proceedings by any court of law, authority, any employer or any association/organisation/professional body of which you have been a member?	Yes/No
5. Have you ever had a restraining order or apprehended violence made against you?	Yes/No
6. Have you ever had an order made against you, or entered into a composition with creditors or an assignment for the benefit of creditors under the Bankruptcy Act?	Yes/No
7. Do you have a history of alcohol abuse?	Yes/No
8. Do you have a history of substance abuse including abuse of prescribed or over the counter, recreational or illegal drugs?	Yes/No
9. Have you ever had sexual relations with a person (other than your spouse) with whom you had a pastoral or professional relationship or who was under the age of consent (Examples include a parishioner, a client, a patient, an employee, a student, a subordinate)?	Yes/No
10. Is there any other matter or past conduct of yours of which the Bishop should be aware when deciding whether you are fit for ministry?	Yes/No

SECTION SIX (ALL APPLICANTS)

DECLARATION, RELEASE AND UNDERTAKINGS

I _____

Of _____

1. do sincerely declare that:

- The information I have provided in this application and the information contained in any documents accompanying this application are true and correct to the best of my knowledge and belief.
- I understand that any material misstatement in or omission from this questionnaire may render me unfit to hold a particular role or any office in the Church or to remain employed by a Church body.

2. understand that the Bishop of Newcastle or delegates of the Bishop may ask:

- Those who serve or have served as my bishop;
- Churches I have regularly attended as an adult; and
- My employers;

Whether to the best of their knowledge I have engaged in specified conduct that is relevant to the assessment of whether I am a suitable person to undertake ministry in the Church accordingly I have identified all positions in which I have held a bishop's licence, all churches which I have regularly attended as an adult and my employers.

I hereby authorise the Bishop of Newcastle or delegates of the Bishop to contact and exchange information with them.

I further hereby authorise every one of those bishops, churches and employers to inform the Bishop of Newcastle or delegates of the Bishop of any knowledge they may have relevant to the assessment of whether I am a suitable person to undertake ministry in the Church.

3. hereby authorise any referee to provide any information relevant to my application to the Bishop of Newcastle or delegates of the Bishop.

4. hereby release from liability any person or organisation that provides such information. I also agree to release the Bishop of Newcastle or delegates of the Bishop from any and all liability as it relates to any investigation by you or them regarding the information contained in this application, or any action by you or them as a result of such investigation.

SECTION SIX (ALL APPLICANTS) (Cont.)

5. confirm that I am a member of the Anglican Church of Australia and that I will uphold the doctrine and discipline of this Church in undertaking this ministry.
6. promise that in fulfilling this office I will conform to the Constitutions, Canons and Ordinance of the Diocese of Newcastle for the time being in force.
7. undertake to comply with the Work, Health and Safety Policies of the Anglican Diocese of Newcastle
8. commit to assist the community in which I worship and live be a safe place for people of all ages, both male and female, to give and receive Christian ministry, without fear of exploitation or abuse.
9. commit to ensuring that children, young people and the vulnerable involved within my area of ministry are safe from behaviour that is exploitative, predatory, abusive, manipulative, or violent acknowledging that such behaviour, whether physical, sexual, emotional, or spiritual, is always unacceptable.
10. will, if I form a suspicion on reasonable grounds of child abuse or neglect, I will report it to the responsible authorities and if a Church Worker is involved advise the Director of Professional Standards for the Anglican Diocese of Newcastle
11. will not develop inappropriate relationships which may compromise my role or may harm others. I will ensure that I maintain appropriate confidentiality.
12. will comply with the Diocese's code of conduct "Faithfulness in Service"
13. undertake to perform ministry only within the scope of the licence which I hold.
14. undertake that if Bishop issues a directive for me to cease activities relating my licence or to do with ministry of the Anglican Church, I will comply with such direction.
15. undertake to advise the Bishop, in writing if:
 - charged or convicted with any offence, convicted of any offence, or the facts found proven without conviction, whilst holding the Bishop's licence
 - I have been or become aware that my conduct has been or is being investigated by the Commission for Children and Young People, the Ombudsman or the police
 - if I have been or become subject to a restraining order or apprehended violence order

Applicant Signature: _____

Date: _____

SECTION SEVEN: (ALL APPLICANTS):

**THE ANGLICAN DIOCESE OF NEWCASTLE
WORKING WITH CHILDREN CHECK NOTIFICATION**

Full name: _____

Address: _____

Day time contact number: _____

Email Address: _____

Date of Birth: _____

Parish: _____

I advise that my Working Children Check Number is: _____

I undertake to advise the Bishop, in writing if:

- charged or convicted of any offence, or the facts found proven without conviction, whilst holding the Bishop's licence;
- I have become aware that my conduct has been or is being investigated by the Commissioner for Children and Young People or the Ombudsman;
- I have become subject to a restraining order or apprehended violence order.

Signed: _____

Dated: _____

SECTION EIGHT: (ALL APPLICANTS):

THE ANGLICAN DIOCESE OF NEWCASTLE

Privacy Policy

This collection notice applies to personal information collected by the Diocesan Office of the Anglican Diocese of Newcastle (**“Diocesan Office, we, us, our”**). We are collecting your personal information for the purposes of performing our functions, which include providing administrative support to the Bishop of Newcastle, his Ministry team and the ministries of the parishes and organisations of the Anglican Diocese of Newcastle. If you do not provide us with this information, we may not be able to assist you.

In the course of performing our functions, we may share personal information within the Anglican Diocese of Newcastle, its agencies, organisations, parishes and chaplaincies. We may also disclose personal information to third parties, such as our third party service providers or other Anglican Diocese’s and their agencies, Parishes and Chaplaincies, or to comply with laws. We will not disclose your personal information to overseas recipients.

All personal information which we collect is held pursuant to the Privacy Policy of the Anglican Diocese of Newcastle, which contains further information about how our personal information is collected and managed, other entities your information may be disclosed to and your rights to access and seek correction of your personal information. The Privacy Policy is available at <http://newcastleanglican.org.au/privacy-statement>. If you would like to contact the Anglican Diocese of Newcastle about the Privacy Policy, please contact the Privacy Officer by writing to the Diocesan Business Manager, Diocese of Newcastle, P O Box 817, Newcastle NSW 2300.

Dated: 7 October 2015

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