

APPLICATION or RENEWAL FOR LICENCE, AUTHORITY & PERMISSION

Applicant's Full name

Parish Name

Insert Passport sized
photograph

Use this form if you have not been previously licenced in the Diocese of Newcastle
AND/OR if you are renewing your existing licence in this Diocese.

Prior versions of this application form will not be accepted.

This form is to be used for:

- Clergy: Permission to Officiate, Clergy in Local Mission, Stipendiary - Parish, Stipendiary - Chaplain
- Ordination Candidates and Year of Discernment Members
- Paid Ministry Workers
- Youth and Children's Ministry Licence Applicants
- People seeking to be licenced as a Lay Reader

Directions

- Please **complete all sections** of the application form unless otherwise stated.
- Please sign where requested and **initial each page** of the completed application form.
- Ensure **the following documentation is included** with this application:
 1. Completed Application Form
 2. Copies of your Qualification certificates
 3. National Police Check - either original or a certified copy signed by a Justice of the Peace (required on first occasion of licencing within the Diocese).
 4. Working with Children Check
 5. Safe Ministry Training Certificate
 6. Passport Sized Photograph of Applicant

SECTION A: YOUR DETAILS

PERSONAL DETAILS

Title Given Name Other Given Names Surname

Date of Birth: / /

Previous names (please list all):

Occupation:

Baptism:

/ /
Date Place

Confirmation or Reception into the Anglican Church:

/ /
Date Place

Marital Status:

☐ Single ☐ Married ☐ Divorced ☐ Widowed ☐ Other:

Are you married to a person of the same sex? ☐ No ☐ Yes

Have you ever been divorced? ☐ No ☐ Yes

CONTACT DETAILS

Phone number Mobile number Email

Residential Address:

Street address Suburb/City Postcode

Postal Address: ☐ same as residential address

Street address Suburb/City Postcode

Other States, Territories or Countries you have lived in:

CITIZENSHIP

Are you a citizen or permanent resident of Australia?

- ☐ Yes, Australian Citizen
- ☐ Yes, Permanent Resident
- ☐ No ***if No, please provide evidence of your Entitlement to Work in Australia.***

QUALIFICATIONS AND TRAINING

Theological Qualifications: *(please list all)*

Diploma/Degree name:	Year completed:	Institution:

Other Significant Qualifications: *(please list all)*

Diploma/Degree name:	Year completed:	Institution:

- ☐ I have attached copies of my qualifications to this application.

Marriage Celebrant Number *(if applicable)*:

SECTION B: TYPE OF LICENCE OR AUTHORITY

Please indicate which licence or authority you are applying for:

- ☐ **Clergy in stipendiary Ministry (Parish or Chaplaincy)**
- ☐ **Clergy in self-supporting Ministry (Parish or Chaplaincy)**
- ☐ **Clergy seeking permission to officiate**
- ☐ **Lay Reader**
- ☐ **Lay Reader with authority to Preach**
- ☐ **Paid Ministry Workers**
- ☐ **Ordination candidates/Year of Discernment members**
- ☐ **Youth and Children's Ministry**
- ☐ **Other Lay Ministry Authority**
- ☐ **Other (please specify):**

SECTION C: DOCUMENTATION

PART A: For All Licence Applicants

1. Please advise when you completed **SAFE MINISTRY TRAINING** or if you are requesting recognition of similar training please attach the details of that training.
Safe Ministry Training must be completed every three years.

Date Safe Ministry Training was completed: / /

☐ **Evidence of Safe Ministry Training Attached**

2. Have you previously submitted a **NATIONAL POLICE CHECK CERTIFICATE**?

☐ **YES** ☐ **NO**

If no, 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.

A National Police Check is only required on the first occasion of licencing in the Diocese after 1 June 2013.

Certificate number: Date issued: / /

☐ **National Police Check Certificate Attached**

3. Have you previously submitted **THE GENERAL SYNOD SAFE MINISTRY QUESTIONNAIRE**

☐ **YES** ☐ **NO** *if no, please forward the questionnaire with your application.*

☐ **General Synod Safe Ministry Questionnaire Attached**

4. Do you have a current **WORKING WITH CHILDREN CHECK (WWCC)**?

☐ **YES** ☐ **NO** *If no, you must have a valid WWCC before you submit your licence application.*

WWCC number: Date expires: / /

PART B: For Clergy only

1. If you are not currently licenced in the Diocese of Newcastle, please arrange for your current Bishop to forward a letter of Good Standing to the Bishop of Newcastle.
☐ **Letter of Good Standing arranged to be sent to the Bishop of Newcastle**
☐ **I am currently licenced in the Diocese of Newcastle**
2. If you were not ordained in the Diocese of Newcastle, please forward a copy of your letters of orders or certificate from the Registrar of the Diocese in which your ordinations occurred (as applicable).
☐ **Letters of Orders/ Registrar's certificate attached**
☐ **I was ordained in the Diocese of Newcastle**
3. Please advise the date and place of your ordination as:

Deacon:

Date: / /

Place:

Priest:

Date: / /

Place:

or; ☐ Not applicable

Bishop:

Date: / /

Place:

or; ☐ Not applicable

PART C: For Permission to Officiate Licence Applicants only

Below are the updated requirements for obtaining a PTO Licence from the Bishop in the Diocese of Newcastle.

Priests who are retired in the Diocese or living in the Diocese but not Licenced 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 you are currently worshipping and involved in the life and ministry of that Parish.
☐ **Attached**
2. A written list of any other ministries that you are involved with, either in this Diocese or in the wider Australian Church.
☐ **Attached**

PART D: For Lay Ministry Authority Applicants only

1. If your Parish Priest proposes that you should receive a licence to preach, please advise of your current experience in preaching.

2. 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
- ☐ Other ministries proposed:

Note: The Parish Priest is responsible for ensuring appropriate training. Applicants for an Authority to Preach must be confirmed communicant members of the Anglican Church. They should also provide information about their theological qualifications and preaching experience.

I give an undertaking to provide appropriate instruction, supervision, and support in this role.

Name of Incumbent:

Signature of Incumbent:

Date:

/ /

SECTION D: PRIVACY POLICY

THE ANGLICAN DIOCESE OF NEWCASTLE

Privacy Policy

Effective 21st December 2019

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, PO Box 817, Newcastle NSW 2300.

SECTION E: DECLARATION, RELEASE AND UNDERTAKINGS

I, _____,

of _____,

Do sincerely declare that:

1. 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.
2. 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.
3. I 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 and 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.

4. I authorise any referee to provide any information relevant to my application to the Bishop of Newcastle or delegates of the Bishop.
5. I 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.

6. I 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.
7. in fulfilling this office, I will conform to the Constitutions, Canons and Ordinances of the Diocese of Newcastle for the time being in force.
8. I will undertake to comply with the Work, Health and Safety Policies of the Anglican Diocese of Newcastle.
9. I will 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.
10. I will 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.
11. I understand my obligations relating to the mandatory reporting requirements of the Children and Young Persons (Care and Protection) Act 1998 and will, if I form a suspicion on reasonable grounds of child abuse or neglect, 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.
12. I will not develop inappropriate relationships which may compromise my role or may harm others. I will ensure that I maintain appropriate confidentiality.
13. I will comply with the Diocese's code of conduct "Faithfulness in Service."
14. I will undertake to perform ministry only within the scope of the licence which I hold.
15. if Bishop issues a directive for me to cease activities relating to my licence or to do with ministry of the Anglican Church, I will comply with such direction.
16. I will undertake to advise the Bishop, in writing if:
 - charged or convicted with any offence, or the facts found proven without conviction;
 - I have been or become aware that my conduct has been or is being investigated by the Office of the Children's Guardian, the Ombudsman or the Police in any jurisdiction;
 - I have been or become subject to a restraining order or apprehended violence order.
17. I have read the Privacy Statement and acknowledge and accept the terms as outlined.
18. I confirm that there is no matter which might adversely affect my licence application and licence which has not been disclosed to the Bishop in writing.

Applicant Signature:

Date:

 / /

SECTION F: MINISTRY AFFIRMATIONS

I undertake and affirm that I will exercise my ministry in a manner which is consistent with the commitments of the Diocese of Newcastle:

- to communion with the Church of England in England and with other churches in communion with the Church of England according to the conditions outlined in the Constitution of the Anglican Church of Australia,
- to the work of unity for which Jesus is praying including the commitments to:
 - work to disagree well and seek to be an example of this to the wider Church
 - act consistently with the General Synod guide 'Being Together', and
 - take great care in the way we speak of our faith to one another,
- affirm that women and men can exercise sacramental, teaching and leadership ministries to all people,
- affirm that safeguarding and professional standards are essential to the trust, credibility, and witness of the Church including to speak in ways that
 - strengthen confidence in the Church's safeguarding work,
 - uphold the authority of its professional standards bodies, and
 - promote integrity in people's conduct.

Applicant Signature:

Date:

 / /