*“Faith without works is dead”* James 2:26

We thank you for offering your time and services as a volunteer, and look forward to the valuable contributions that you will make as a volunteer to build our parish community.

Please complete this for and return to the parish office.

|  |  |
| --- | --- |
| **Volunteer’s Details** | |
| Last Name |  |
| First Name |  |
| Date of Birth | / / (day/month/year) |
| Address |  |
| Telephone | Home: |
|  | Mobile: |
| Email Address |  |

|  |  |
| --- | --- |
| **Nominated Emergency Contact** | |
| Last Name |  |
| First Name |  |
| Address |  |
| Telephone | Home: |
| Mobile: |
| Relationship |  |

**PLEASE INDICATE HOW YOU WOULD LIKE TO BE INVOLVED – OR WHAT YOU ARE HAPPY TO CONTINUE TO BE INVOLVED IN:**

|  |  |
| --- | --- |
|  | **Evangelisation** |
|  | [Baptism Team](https://member.pacem.org.au/s/account/001Ol000000m5p4IAA/baptism-preparation-team) |
|  | [RCIA Sponsor/Team Member](https://member.pacem.org.au/s/account/001Ol000000m5p0IAA/rcia-sponsorteam-member) |
|  | **Faith Formation** |
|  | [Faith Development Team](https://member.pacem.org.au/s/account/001Ol000000m5puIAA/faith-development-program) |
|  | [Rosary and Intercessory Prayers](https://member.pacem.org.au/s/account/001Ol000000mBHLIA2/rosary-and-intercessory-prayers) (Wednesday evening, fortnightly via ZOOM) |
|  | [Sacramental Program](https://member.pacem.org.au/s/account/001Ol000000m5p2IAA/sacramental-program-assist) /ASRE (After School Religious Education) |
|  | **Family Ministry** |
|  | [Parents and Toddlers](https://member.pacem.org.au/s/account/001Ol000000m5pNIAQ/parents-and-toddlers) (Leaders required to restart) |
|  | **Fellowship** |
|  | [Craft Group](https://member.pacem.org.au/s/account/001Ol000000m5pMIAQ/craft-group) |
|  | [Cuppa after 9am Mass](https://member.pacem.org.au/s/account/001Ol000000m5osIAA/cuppa-after-9am-mass) |
|  | [Cuppa after anointing Mass](https://member.pacem.org.au/s/account/001Ol000000m5oyIAA/cuppa-after-anointing-mass) |
|  | [Licensed Cinema Projectionists](https://member.pacem.org.au/s/account/001Ol000000mBHOIA2/licensed-cinema-projectionists) |
|  | [Men's Group](https://member.pacem.org.au/s/account/001Ol000000m5pWIAQ/mens-group) |
|  | [Seniors Group](https://member.pacem.org.au/s/account/001Ol000000mBHJIA2/seniors-group) |
|  | [Women's Group](https://member.pacem.org.au/s/account/001Ol000000mBHKIA2/womens-group) |
|  | **Marriage Ministry** |
|  | [Wedding Ministry](https://member.pacem.org.au/s/account/001Ol000000mBHMIA2/wedding-ministry) |
|  | **Parish Administration** |
|  | [Counting Collection (Sunday morning roster](https://member.pacem.org.au/s/account/001Ol000000m5pQIAQ/counting-collection-sunday-morning-roster)) |
|  | [Garden development and maintenance](https://member.pacem.org.au/s/account/001Ol000000m5pOIAQ/garden-development-and-maintenance)/Memorial Garden |
|  | [Office Admin Support](https://member.pacem.org.au/s/account/001Ol000000m5q7IAA/office-admin-support)/Pastoral Care |
|  | Maintenance Team |
|  | Tech Team |
|  | **Parish Finance Council** |
|  | Assist with Fund Raising |
|  | [Collector](https://member.pacem.org.au/s/account/001Ol000000m5ooIAA/collector)s for Weekend Masses |
|  | [Fete Committee](https://member.pacem.org.au/s/account/001Ol000000m5q8IAA/fete-committee) |
|  | Assist with Combined Catholic Parish Raffle |
|  | [Finance Committee](https://member.pacem.org.au/s/account/001Ol000000m5pPIAQ/finance-committee) |
|  | **Parish Safeguarding Committee** |
|  | [Child/Safeguarding Committee](https://member.pacem.org.au/s/account/001Ol000000m5qAIAQ/childsafeguarding-committee) |
|  | **Service and Outreach** |
|  | [Care to Connect](https://member.pacem.org.au/s/account/0018w000004inW2AAI/care-to-connect) |
|  | [Communion to the sick](https://member.pacem.org.au/s/account/001Ol000000m5ozIAA/communion-to-the-sick) |
|  | [Prayer Shawl Ministry](https://member.pacem.org.au/s/account/001Ol000000m5pGIAQ/prayer-shawl-ministry) |
|  | [Funeral Ministry](https://member.pacem.org.au/s/account/001Ol000000m5psIAA/funeral-ministry)/[Memorial Masses – Tuesday Evening (Private)](https://member.pacem.org.au/s/account/0018w000004ilfjAAA/memorial-mass-private) |
|  | [St Vincent de Paul](https://member.pacem.org.au/s/account/001Ol000000m5pFIAQ/st-vincent-de-paul) |
|  | [Piety Stall](https://member.pacem.org.au/s/account/001Ol000000m5otIAA/piety-stall) |
|  | Social Justice |
|  | [VIV's ReCare](https://member.pacem.org.au/s/account/0018w000004ilejAAA/vivs-re-care) (Separate identity) |
|  | **Worship and Liturgy** |
|  | [Altar Server (Please state available mass time)](https://member.pacem.org.au/s/account/001Ol000000m5prIAA/altar-server-1100-am) |
|  | [Altar Society](https://member.pacem.org.au/s/account/001Ol000000m5pmIAA/altar-society) |
|  | [Audio Video Operator](https://member.pacem.org.au/s/account/001Ol000000m5onIAA/audio-video-operator) (Please state available mass time) |
|  | Children’s Liturgy of the Word ([CLOTW](https://member.pacem.org.au/s/account/001Ol000000m5plIAA/clotw-1100-am)) (Please state available mass time) |
|  | [Choir/[Music Ministry](https://member.pacem.org.au/s/account/001Ol000000mBHTIA2/music-ministry-guitar)](https://member.pacem.org.au/s/account/001Ol000000m5pzIAA/choir-1100-am) (Please state available mass time) |
|  | [Church Cleaners](https://member.pacem.org.au/s/account/001Ol000000m5pnIAA/church-cleaners) |
|  | [Church Environment](https://member.pacem.org.au/s/account/001Ol000000m5ovIAA/church-environment) |
|  | [Church Flower arrangements](https://member.pacem.org.au/s/account/001Ol000000m5owIAA/church-flower-arrangements) |
|  | [Commentator](https://member.pacem.org.au/s/account/001Ol000000m5pZIAQ/commentator-1100-am) (Please state available mass time) |
|  | [Eucharistic Minister](https://member.pacem.org.au/s/account/001Ol000000m5okIAA/eucharistic-minister) |
|  | [Welcome/Hospitality Team](https://member.pacem.org.au/s/account/001Ol000000m5oqIAA/welcome-at-mass) (Please state available mass time) Saturday- / Sunday- |
|  | [Help Desk](https://member.pacem.org.au/s/account/001Ol000000m5phIAA/help-desk-1100-am)(Please state available mass time) Saturday- / Sunday- |
|  | [Liturgy Committee](https://member.pacem.org.au/s/account/001Ol000000m5ptIAA/liturgy-committee) |
|  | [Live-Stream Filming](https://member.pacem.org.au/s/account/001Ol000000m5q9IAA/livestream-filming) (Saturday Evening or Tuesday Morning) |
|  | [Practical Help for Easter/Christmas Liturgies](https://member.pacem.org.au/s/account/001Ol000000m5oxIAA/practical-help-for-easterchristmas-liturgies) |
|  | [Reader](https://member.pacem.org.au/s/account/001Ol000000m5pdIAA/reader-1100-am) (Please state available mass time) |
|  | [Sacristan](https://member.pacem.org.au/s/account/001Ol000000m5qCIAQ/sacristan) |
|  | [Sewing Banners & Stoles](https://member.pacem.org.au/s/account/001Ol000000m5p5IAA/sewing-banners-stoles) |
|  | Holy Hour Team |
|  | **Youth and Young Adults** |
|  | [SSJ](https://member.pacem.org.au/s/account/001Ol000000m5pwIAA/youth-groups-year710) Youth (8-13) |
|  | [SSJ](https://member.pacem.org.au/s/account/001Ol000000m5pwIAA/youth-groups-year710) Youth (14-17) |
|  | [SSJ](https://member.pacem.org.au/s/account/001Ol000000m5pwIAA/youth-groups-year710) Youth (18-35) |

|  |
| --- |
| **Is there a Ministry or Group that you are interested in seeing established?**  Share some details and we will be in touch |
|  |

**Working with Children Check (WWCC) Requirement**

The Safeguarding Children and Young People Policy of the Catholic Archdiocese of Melbourne requires that clergy, employees and volunteers over the age of 18 have a current Working with Children Check.

We therefore ask that you please fill in the details below and provide a copy of your Working with Children Check (Volunteer or Employee) if you already have one and to follow the instructions below to update your profile.

Card Type: 🗆 Volunteer 🗆 Employee

Full Name on Card: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Card Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Card Expiry Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Update your profile**

Please ensure that you record the parish name and address as one of the organisations for which you undertake ministry. To do this, log in to [www.service.vic.gov.au/find-services/work-and-volunteering/working-with-children-check/update-your-working-with-children-check-details](http://www.service.vic.gov.au/find-services/work-and-volunteering/working-with-children-check/update-your-working-with-children-check-details%20)

See **Update details**, Scroll down to ‘Organisation details’ to **Add an organisation:**

|  |  |
| --- | --- |
| St Simon the Apostle Parish  2 Taylors Lane, Rowville VIC 3178  0397644058 | St Jude's Parish Scoresby  49 George Street, Scoresby VIC 3179  0397637302 |

Then scroll to the bottom of the screen and check the box to declare that the information is correct. Click **update details**

The WWCC Unit will send the parish, agency or entity confirmation that you have nominated the organisation.

**To apply for a Working with Children Check online through Service Victoria, please visit the link below:**

[Working with Children Check (service.vic.gov.au/services/working-with-children)](https://service.vic.gov.au/services/working-with-children)

**If you don’t have a compatible phone or the right documents, you can’t prove your identity or apply through Service Victoria you’ll have to apply directly through** [In-person applications for Working with Children Checks | vic.gov.au (www.vic.gov.au)](https://www.vic.gov.au/person-applications) to finalise your application online, and will still need to provide certain ID documents.

If you successfully verify your identity online, you’ll just need to present one acceptable photo ID document at Australia Post when you lodge your application.

If you do not have the two required documents to verify your identity online, or you’d rather not provide them online, you can bring them to a [participating Post Office](https://auspost.com.au/locate/?services=85) [participating Post Office](https://auspost.com.au/locate/?services=85) for verification in-person.

**To renew your Working with Children Check online, please visit the link below:**

[Renew your Working with Children Check online (service.vic.gov.au/find-services/work-and-volunteering/working-with-children-check/renew-your-working-with-children-check](https://service.vic.gov.au/find-services/work-and-volunteering/working-with-children-check/renew-your-working-with-children-check))

There is no cost for volunteers and the Parish Office is happy to assist with your application.

**VIT**

A teacher who holds a current registration with the Victorian Institute of Teaching (VIT) and is involved in child-related work in an educational setting is exempt from the requirements to undertake a WWCC.

VIT will require registered teachers to nominate organisations in which they undertake volunteer work to WWCC Unit. The WWCC Unit will send the parish, agency or entity confirmation that the teacher has nominated the organisation.

If you have a current Victorian Institute of Teaching (VIT), please provide a copy of your VIT card and fill in the details below:

Registration Category:🗆 Full registration 🗆 Provisional registration

🗆 Non-practising registration 🗆 Permission to teach

Full Name on Card: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Card Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Card Expiry Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**National Police Certificate**

Certain roles require a Police Check, therefore you may be required to obtain a certificate.

Parish office is happy to assist you with your application.

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

Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reference Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Issued Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Safeguarding Essentials online training module**

All parish group members within the Catholic Archdiocese of Melbourne are required to complete Safeguarding Essentials Training module and provide a copy of the certificate to the parish.

Safeguarding Essentials is a 30-60 minute compulsory online training module for all clergy, parish staff and volunteers within the Catholic Archdiocese of Melbourne. This accessible and engaging online resource provides clergy, parish staff and volunteers with foundational knowledge in relation to safeguarding children, young people and vulnerable persons from abuse and harm.

**Please follow the link below to access the training** [Login (safeguarding.melbournecatholic.org/s/login/?ec=302&startURL=%2Fs%2F)](https://safeguarding.melbournecatholic.org/s/login/?ec=302&startURL=%2Fs%2F)

Note - This is to be done every year for clergy or parish staff, and every three years for volunteers.

Safeguarding Children and Young People Code of Conduct Declaration

Please see your ministry leader or contact the parish office to obtain a copy.

I have read, and agree to abide by, Safeguarding Children and Young People Code of Conduct when engaged with children and young people within the Catholic Archdiocese of Melbourne.

|  |  |  |
| --- | --- | --- |
| Declaration | | |
| Name (please print) | Signature | Date |
|  |  | / / |
| Name of witness (please print) | Signature | Date |
|  |  | / / |

Note - Clergy, employees and volunteers are required to sign the Safeguarding Children and Young People Code of Conduct Declaration upon their commencement. Volunteers are required to re-sign the Declaration every three years.