

Applicant Name First: _____ Last: _____

CONFIDENTIAL

PCQ Safe Ministry with Children

Appointment Agreement



Intent:

This form is to be completed by all paid employees and volunteers currently, or intending to be, involved in the provision of Presbyterian Church of Queensland Ministries directed mainly towards, or mainly involving, Children (young persons under 18 years).

This includes:

- Individuals that have oversight, management, or decision-making roles in churches that provide such ministries (i.e. those on Session and Management Committee); and
- Individuals directly engaged in the provision of such services, programs, events or activities.

Action required by Applicant:

The applicant is to read the PCQ Code of Conduct and Introductory Training, and partake in an interview to determine their suitability. The applicant will complete this form along with all required Blue Card Forms and return it to the delegated Children's Ministry Coordinator.

Action Required by Coordinator:

Provide the Applicant with the necessary Blue Card forms and inform them of the legislative requirements for completion, and provide the PCQ Code of Conduct, and Children's Ministry Introductory Training. On the return of the documents, undertake an interview with applicant and complete referee checks as required, and submit a recommendation to Session. On approval by Session, provide feedback to the Applicant, submit the necessary documentation to Blue Card Services, and update the Elvanto Register.

Action required by Charge:

This completed form and all associated Blue Card documents are to be stored in hard copy or by digital technology in/by the office of the approving Charge.

Presbyterian Church of Queensland

Phone: 07 3716 2800

Fax: 07 3716 2810

Location: Level 4, 19 Lang Parade, Milton QLD 4064

Postal: PO Box 1351, Milton QLD 4064

Applicant's Personal Details:

Title: _____ First Name: _____ Middle Name: _____

Last Name _____ Date of Birth: ___/___/___

Home Address: _____

Phone: Mobile _____ Home _____

Email: _____

Marital Status: Single Married Previously Married Widowed

Occupation: _____

Church Attended: _____

Do you have a current First Aid/CPR Certificate or other qualifications/skills (e.g. Bus driver, Cook, Musician, IT, Admin, etc) that may assist your proposed ministry?

YES NO If yes, please provide details: _____

Do you have any physical or mental health issues that the church should be aware of?

YES NO If yes, please give details: _____

Blue Card Details:

Do you hold a current Working with Children Check - Blue Card or Exemption Card?

YES NO If yes, provide card number _____ and expiry date ___/___/___

If no, please choose either of the following:

I will complete a Blue Card/Exemption Application and associated forms and submit it to the Session delegated Children's Ministry Coordinator along with this Application Agreement form at my earliest convenience.

I hereby advise that I am ineligible to apply for a Blue Card because: _____

NB: The Working with Children (Risk Management and Screening) Act 2000 requires all individuals working in child-related "employment", who are not otherwise exempt, to hold a current Blue Card. Police Officers and Registered Teachers must apply for an Exemption Card. It is an offence for a disqualified person to sign a blue card application form.

Volunteers must hold a valid Blue Card or Exemption Card before they can commence volunteer work.

Intended Program or Ministry Service Area: _____

Child Safety Training Details:

Have you completed the designated PCQ Safe Ministry with Children Training?

YES NO If yes, provide training completion date ___/___/_____ and details

You cannot commence in Children's Ministry until the PCQ Safe Ministry with Children Introductory Training has been completed.

Code of Conduct:

These principles provide guidance on the expected behavior to create a safe environment and ensuring children are protected from harm and abuse. The complete Code of Conduct is attached:

- Become familiar with and act in accordance with the Safe Ministry with Children Policy and Safe Ministry with Children Procedures for Sessions and Committee;
- Act according to the highest standards in their personal life and relationships;
- Only engage in appropriate actions and activities with children;
- Treat all people with respect and dignity regardless of age, culture, gender, religious/denominational affiliation, sexual orientation or personal circumstances;
- Accept responsibility for the appropriate duty of care for all participants;
- Understand that any perpetration of verbal, emotional, physical or sexual abuse or harassment is unacceptable and will be treated seriously and sensitively, and must be reported in accordance with the Church mandatory reporting Policy and Procedures;
- Act with courtesy, consideration and good judgement, in interpersonal relationships;
- Carry out their role in accord with the doctrines and values of the Presbyterian Church of Queensland;
- Engage only in lawful activity and never assist persons engaged in illegal activities.
- Respect the authority of leaders and act in accordance with reasonable directions ;
- Complete training as required by the Church in relation to Children's Ministry roles;
- Care for equipment and resources used in Ministry.

The Church agrees to:

- Educate and train those involved Children's Ministry in their duties and responsibilities;
- Support those involved in Children's Ministry as they carry out their roles;
- Provide policies and procedures for best practice and high levels of safety and care;
- Adequately insure approved programs, events and activities;

As a Code of Conduct cannot explain every situation where discernment is required, those involved in Children's Ministry should seek advice if placed in a position of uncertainty.

Declaration:

- I agree to work within PCQ Safe Ministry with Children Policies and Procedures.
- I have read the PCQ Code of Conduct and agree to work within this Code.
- I have completed Safe Ministry with Children Introductory Training.

Signature: _____ Date: ___/___/_____.

Referee Report for: _____

First Name

Last Name

1. Have you known the applicant for at least 12 months?

YES NO

If yes, go to section 3.

If no, go on to section 2 then to section 3.

2. If you have known the applicant less than 12 months then you must obtain one of the following confirmations of suitability, in addition to your section 3 recommendation.

(a) For applicants transferring from another Presbyterian congregation, confirmation must be obtained from at least ONE referee in their previous church; preferably the minister or a ministry leader. More references should be sought if any concern is expressed about suitability.

Referee's Name : _____ Church: _____

Position: _____ Phone: _____ Confirmed suitability: YES NO ___/___/___

(b) For applicants recently involved with another Christian denomination, confirmation of suitability must be obtained from at least ONE leader in their previous church. More references may also be sought.

Referee's Name : _____ Church: _____

Position: _____ Phone: _____ Confirmed suitability: YES NO ___/___/___

(c) In all other cases, confirmation must be obtained from TWO referees within your own church, one of whom must be an elder or minister. More references may also be sought as considered prudent.

Elder/Minister: _____ Confirmed suitability: YES NO ___/___/___

Other Referee: _____ Confirmed suitability: YES NO ___/___/___

Summary of Referee Feedback: _____

3. Based on your personal knowledge of and interview with the applicant, and any information from referees, do you consider the applicant suitable to serve the Church's Ministry to Children, in terms of both their character and demonstrated Christian commitment? YES NO

Are you recommending the applicant as a Team Member? YES NO

Are you recommending the applicant as a Team Leader or Ministry Coordinator? YES NO

Provide a brief basis for your decisions: _____

Name: _____ Date: ___/___/___

Signature: _____

Session Approval:

On ___/___/___ Session approved the applicant to be part of providing Ministry to Children (persons under 18 years of age) at _____ Presbyterian