

# APPOINTMENT POLICY & PROCEDURE



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## 1 PURPOSE

- 1.1 To ensure that all workers in the Diocese of North West Australia (“The Diocese”) are carefully appointed.

## 2 SCOPE

This regulation applies to all church workers in the Diocese.

## 3 REGULATION STATEMENT

- 3.1 Diocesan Council is responsible for the engagement of all workers in the Diocese and delegates this responsibility to:
- The Registrar (as Council Secretary) for all paid workers and all workers in the Diocesan Office; and
  - The Minister-in-Charge of each ministry centre for all other workers.
- 3.2 The Bishop is responsible for licencing workers for ministry.

## 4 RESPONSIBILITIES

All church workers will comply with all elements of the regulation in their own spheres of responsibility.

### Bishop

- 4.1 The Bishop will:
- lead compliance with this regulation in all the governance bodies he chairs, including Synod, Diocesan Council and Diocesan Trustees
  - clearly set out his expectations of all licenced workers;
  - oversee the training, development and support of all licenced workers;
  - administer the making of solemn promises by licenced workers; and
  - licence church workers according to the schedule below.

### Ministry Licence Classes

**Ministry Licence**

Clergy who are working as a Minister-in-Charge, Assistant Minister, Honorary Minister or *Locum Tenens*; and laity who are conducting services (Lay Readers), preaching (Lay Preacher), regularly assisting in the administration of Holy Communion (Lay Server), regularly conducting pastoral visitation (e.g. as a Hospital Visitor, Ship Visitor) or providing any other lay ministry authorised by the Bishop (e.g. Youth Worker, Lay Locum, Pastoral Worker). This includes laity with specific roles, e.g. Chancellor, Professional Standards Director, Registrar, Safety Coordinator, Safe Ministry Officer, Board member of an Anglican or Diocesan agency.

**Permission to Officiate**

Clergy who are not working in a Parish and who have not resigned or retired.

**General License**

Clergy who have resigned or retired but are conducting authorised ministry in the diocese.

Ministry Licences will be valid until the end of an episcopacy and a Permission to Officiate is valid for 5 years, after which time the worker can apply to the Registry for a renewal.

**Bishop's Orders**

4.2 In addition to receiving a licence, all ministry workers will be ordered by the Bishop to fulfill an office in the church, such as:

- Lay Ministry Worker
- Trainee Minister (Catechist), Trainee Assistant Minister (Curate) or Assistant Minister
- Minister-in-Charge (Rector)
- Archdeacon or Dean

**Registrar**

4.3 The Registrar will:

- ensure compliance with this regulation in all governance bodies, ministry centres and agencies;
- ensure documentation related to this regulation is available to church workers, agency workers and the public;
- communicate targeted, relevant, specific information about this regulation across the Diocese;
- maintain records relevant to this regulation subject to the Privacy Policy;
- monitor compliance with this regulation in ministry centres via quarterly returns and incidental queries;
- conduct a review of this regulation and compliance with it every three years;
- report on compliance with this regulation to the Bishop, Diocesan Council and Synod;
- facilitate the training, development and support of all workers; and
- engage all paid workers using the documents listed below.

**Documents for Clergy:**

- Letter of Engagement
- Fair Work Information Statement\*
- TFN Declaration Form\*
- Statutory Declaration
- Office Description

**Documents for Laity:**

- Letter of Engagement\*
- Letter of Welcome †
- Fair Work Information Statement\*
- TFN Declaration Form\*
- Choosing a Super Fund information sheet\*
- Statutory Declaration
- Job Description

\* For paid workers only.

† For volunteer workers only.

## Ministers-in-Charge

- 4.4 The Minister-in-Charge of each ministry centre will:
- ensure compliance with this regulation by the ministry centre governance group;
  - ensure documentation related to this regulation is available to church workers and the public;
  - maintain records relevant to this regulation subject to the Privacy Policy;
  - facilitate the training, development and support of church workers; and
  - engage all volunteers using a Letter of Welcome and a verbal or written job description.

## 5 DEFINITIONS

- 5.1 Terms not defined in this document may be found in the Diocesan Glossary.

## 6 RELATED LEGISLATION AND DOCUMENTS

### Commonwealth Government

*Fair Work Act 2009*

### Anglican Church of Australia

*Lay Assistants at Holy Communion Canon 1973*

*Authorised Lay Ministry Canon 1992*

*Oaths Affirmations Declarations and Assents Canon 1992*

### Diocese of North West Australia

*Parochial Statute 2017, especially § 6 (b) & (c)*

### Other related documents:

Worker Selection Procedure

Worker Training Procedure

Worker Support Procedure

Privacy Policy

## 7 QUESTIONS & FEEDBACK

- 7.1 Church members who have any questions about this regulation or who wish to provide feedback about this document should contact the Diocesan Registrar at [registrar@anglicandnwa.org](mailto:registrar@anglicandnwa.org).

## 8 APPROVAL AND REVIEW DETAILS

Certifications and Assent	Details	Signature	Date
Chair of Committees	Certified as printed in accordance with the regulation as reported		
Registrar	Certified as passed by the Synod or Diocesan Council or Diocesan Council Executive		
Bishop	Assented		
Approval and Amendment History	Details		
Original Approval Authority and Date	Diocesan Council 24/06/2020		
Next Review Date	Diocesan Council 24/06/2026		

## 9 APPENDICES

### **Bishop's Documentation**

Bishop's Letter of Orders for a Priest or Deacon – TEMPLATE  
Bishop's Letter of Orders for another Office – TEMPLATE  
Bishop's Expectations and Guidelines for Ministry  
Statutory Declaration for Licenced Workers  
Solemn Promises – Clergy  
Solemn Promises – Chancellor  
Solemn Promises – Laity  
Bishop's Ministry Licence – Clergy TEMPLATE  
Bishop's Ministry Licence – Laity TEMPLATE  
Bishop's Permission to Officiate – TEMPLATE  
Bishop's General Licence – TEMPLATE

### **Registrar's Documentation**

Letter of Engagement - Paid Worker TEMPLATE  
Confirmation of Engagement TEMPLATE  
Letter of Engagement - Volunteer TEMPLATE  
Notice of Appointment TEMPLATE  
Personal Information Form

### **General Diocesan Documentation**

Statutory Declaration for Governors  
Statutory Declaration for Visiting Speakers  
Statutory Declaration for all other non-licenced Workers  
Qualifications for Election as a Lay Member of Synod – Form of Declaration  
ODF - Minister-in-Charge TEMPLATE  
ODF - Assistant Minister TEMPLATE  
ODF - MTS Chaplain TEMPLATE  
JDF - Lay Ministry Worker TEMPLATE  
JDF - Administration Worker TEMPLATE

<coat of arms or logo>

BY THE TENOR OF THESE PRESENTS, WE <CHRISTIAN NAME OF BISHOP> by Divine Providence BISHOP OF NORTH WEST AUSTRALIA do make it known to all People that on the <Date> day of <Month> in the Year of our Lord Two Thousand and <Number>; WE, the Bishop before mentioned, solemnly administering Holy Orders under the Protection of the Almighty, within our Diocese DID ADMIT our beloved in Christ <Full name of Candidate> (of whose godly life and conversation, and knowledge of the Holy Scriptures We were well assured) into the Order of <DEACON or PRIEST> according to the manner and form prescribed and used by the Anglican Church of Australia; he having first made and subscribed to the Declarations of Assent and Canonical Obedience.

IN WITNESS WHEREOF we have caused our Episcopal Seal to  
be affixed to these presents, on the  
<number> day of <month> in the year of our Lord  
Two Thousand and <number>, and in the  
<number> year of our Consecration.

**Registered at Geraldton**  
the day and year within written  
by me

<title, first & second name of Registrar>  
**Diocesan Registrar**

<title, first & second name of Bishop>  
**Bishop of North West Australia**

# <CHRISTIAN NAME OF BISHOP>

by Divine Providence

## BISHOP OF NORTH WEST AUSTRALIA

**LET IT BE KNOWN** that I, <full name of bishop>, by Divine Providence, Bishop of the Diocese of North West Australia, do appoint <full name> to be a <name of office> in the Diocese of North West Australia, to hold and exercise that Office subject to the Constitution of the Anglican Church of Australia, **AND**, subject to the provisions of the law of the Anglican Church of Australia having force in this Diocese and to the Constitution and Statutes of the Diocese from time to time in force, do grant and confirm in <full name> the authority, jurisdiction rights and powers of the office of <name of office> and to do and perform all things pertaining to such office as may be prescribed or permitted by law or custom in this Diocese.

IN WITNESS WHEREOF we have caused our Episcopal Seal to  
be affixed to these presents, on the  
<number> day of <month> in the year of our Lord  
Two Thousand and <number>, and in the  
<number> year of our Consecration.

**Registered at Geraldton**  
the day and year within written  
by me

<title, first & second name of Registrar>  
**Diocesan Registrar**

<title, first & second name of Bishop>  
**Bishop of North West Australia**

## BISHOP'S EXPECTATIONS & GUIDELINES FOR MINISTRY

*Jesus said, '... make disciples of all nations ...' (Matthew 28:19)  
Preach the word; be prepared in season and out of season;  
correct, rebuke and encourage—with great patience and careful instruction  
... always be sober-minded, endure suffering, do the work of an evangelist  
and fulfil your ministry. (2 Timothy 4:2,5)  
Continue steadfastly in prayer, being watchful in it with thanksgiving. (Colossians 4:2)  
And whatever you do, in word or deed, do everything in the name of the Lord Jesus Christ,  
giving thanks to God the Father through him. (Colossians 3:17)*

I am thankful for your willingness to serve in the Diocese of North West Australia. May Lord Jesus bless your ministry as you seek to obey Christ's command to 'make disciples of all nations'.

### Expectations

#### 1) Personal

- Grow in the grace and knowledge of our Lord and Saviour Jesus Christ (2 Peter 3:18)
- Let the word of Christ dwell in you richly (Colossians 3:16)
- Rejoice always, pray without ceasing, give thanks in all circumstances (1 Thessalonians 5:16-18)
- Maintain loving and pure relations with spouse, family and friends (Ephesians 5:22-33; 4:25-4:2; Philippians 4:8; 1 Thessalonians 4:1-8)

#### 2) Parish

- Fulfill licensed ministry role with grace and gospel faithfulness
- Stand firm in sound doctrine, as expressed in the Creeds, the Thirty-nine Articles, the Book of Common Prayer and the Jerusalem Declaration (see Titus 1:9)
- Encourage the members of your church, your family and your fellow ministers in their relationship with the Lord Jesus
- Conform to the Statutes that impact parochial ministry

#### 3) Diocesan

- Attend the biennial Synod
- Attend the biennial School of Theology and Fellow Worker's Conference
- Participate in Diocesan occasions, in particular: ordinations, Archdeaconry meetings and training events (unless it is not possible due to unforeseen circumstances)
- Keep in regular contact with the Bishop
- Promote the diocese by encouraging prayer support (eg. use of diocesan prayer diary) and gospel partnership, including financial support (e.g. use of the *Network*, church visits and pastoral letters)

#### 4) Safe Ministry

To hold the Bishop's licence, you must comply with State and Diocesan requirements in respect of professional standards and Safe Ministry by:

- Completing and returning the Screening Questionnaire for Licenced Church Workers;
- Completing a Working with Children Check;
- Providing a current National Police Clearance;
- Attending Safe Ministry training, in-person and/or on-line;

AND

- Signing and returning a scanned copy **and** the **original** of the enclosed Statutory Declaration, indicating that you have read and understood the:
  - *Professional Standards Statute 2016*;
  - Faithfulness in Service code of conduct;
  - Safe Ministry Policy;

AND

- signing and returning a scanned copy **and** the **original** of the enclosed Statement of Solemn Promises.

## Guidelines for Ministry

As a minister of the diocese you are committing yourself to Jesus' priority of 'making disciples of all nations'. This involves proclaiming the gospel; nurturing people through God's Word; and providing loving pastoral care. Ministers also must ensure they model kingdom values in all their thinking, speaking and acting.

The Diocesan Mission encourages ministers and churches to make disciples by:

1. *Engaging* with the community – this encompasses a variety of situations such as chaplaincy work, emergency/paramedic services involvement, and community markets;
2. *Evangelising* our contacts – this begins with a deep-seated commitment to the gospel, followed by a determination to create opportunities to proclaim the gospel and encourage a response of repentance and faith;
3. *Establishing* Christians in the faith – since making disciples is our overall command then this will impact:
  - i) our preparation and participation in church services as we aim for congregational meetings to be theologically rich;
  - ii) the prayerful thoroughness spent on sermon preparation being mindful of both biblical content (particularly contextual issues and relevant applications), and clear, passionate communication of biblical teaching;
  - iii) the observable anchoring of all that is undertaken in God's word whether in meetings, parish planning or especially in the provision of Bible study groups, whether on a one to one basis, or in groups;
  - iv) prayer life of the church at every level by biblical prayer concerns being evidenced in personal and corporate prayer;
  - v) pastoral ministry whether through visiting church members, supporting people in suffering, grief or other crises; and
  - vi) the manner in which we model and teach Christian living.
4. *Equipping* Christians for service – Ephesians 4 reminds us that Christ... 'gave the apostles, the prophets, the evangelists, the shepherds and teachers, to equip the saints for the work of ministry, for building up the body of Christ ...'.

This will involve the organisation of ongoing training opportunities that equip church members for serving in areas such as prayer, evangelism; nurture; Bible reading; pastoral care; children's ministry; welcoming; leading services and hospitality. This will be accompanied by safe ministry training.
5. *Exporting* our resources for the sake of the kingdom – our diocese is marked by a population constantly on the move due to mining industry employment, seafaring and tourist situations. Thus, ministers seek to 'export' people for the kingdom whether as new Christians better equipped Christians. As well, we aim to support gospel ministry outside of our diocese, especially in our link diocese of Karamoja, with prayer and sharing of resources.



## STATUTORY DECLARATION FOR LICENCED WORKERS

*The name,  
address and  
occupation of  
person making  
the declaration*

I,

make the following declaration under the *Statutory Declarations Act 1959*:

*The matter  
declared to in  
numbered  
paragraphs*

- 1 I agree to abide by the legislation and regulations of the Diocese of North West Australia, as can be found on the Diocesan website.
- 2 In particular, I have read and understood the:
  - *Professional Standards Statute 2016*;
  - Faithfulness in Service code of conduct; and
  - Safe Ministry Policy.
- 3 I understand that it is my responsibility to remain cognizant of changes made from time to time to the legislation and regulations of the Diocese.

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959*, and I believe that the statements in this declaration are true in every particular.

*Signature of  
person making  
the declaration*

*Place  
Day  
Month and year*

Declared at

on

of

Before me,

*Signature of  
person before  
whom the  
declaration is  
made (see over)*

*Full name,  
qualification and  
address of person  
before whom the  
declaration is made  
(in printed letters)*

*Note 1* A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years — see section 11 of the *Statutory Declarations Act 1959*.

*Note 2* Chapter 2 of the *Criminal Code* applies to all offences against the *Statutory Declarations Act 1959* — see section 5A of the *Statutory Declarations Act 1959*.

**A statutory declaration under the *Statutory Declarations Act 1959* may be made before—**

- (1) a person who is currently licensed or registered under a law to practise in one of the following occupations:
- |                      |                      |                    |
|----------------------|----------------------|--------------------|
| Chiropractor         | Dentist              | Legal practitioner |
| Medical practitioner | Nurse                | Optometrist        |
| Patent attorney      | Pharmacist           | Physiotherapist    |
| Psychologist         | Trade marks attorney | Veterinary surgeon |
- (2) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or
- (3) a person who is in the following list:
- Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
  - Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)
  - Bailiff
  - Bank officer with 5 or more continuous years of service
  - Building society officer with 5 or more years of continuous service
  - Chief executive officer of a Commonwealth court
  - Clerk of a court
  - Commissioner for Affidavits
  - Commissioner for Declarations
  - Credit union officer with 5 or more years of continuous service
  - Employee of the Australian Trade Commission who is:
    - (a) in a country or place outside Australia; and
    - (b) authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and
    - (c) exercising his or her function in that place
  - Employee of the Commonwealth who is:
    - (a) in a country or place outside Australia; and
    - (b) authorised under paragraph 3 (c) of the *Consular Fees Act 1955*; and
    - (c) exercising his or her function in that place
  - Fellow of the National Tax Accountants' Association
  - Finance company officer with 5 or more years of continuous service
  - Holder of a statutory office not specified in another item in this list
  - Judge of a court
  - Justice of the Peace
  - Magistrate
  - Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*
  - Master of a court
  - Member of Chartered Secretaries Australia
  - Member of Engineers Australia, other than at the grade of student
  - Member of the Association of Taxation and Management Accountants
  - Member of the Australasian Institute of Mining and Metallurgy
  - Member of the Australian Defence Force who is:
    - (a) an officer; or
    - (b) a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service; or
    - (c) a warrant officer within the meaning of that Act
  - Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants Member of:
    - (a) the Parliament of the Commonwealth; or
    - (b) the Parliament of a State; or
    - (c) a Territory legislature; or
    - (d) a local government authority of a State or Territory
  - Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*
  - Notary public
  - Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public Permanent employee of:
    - (a) the Commonwealth or a Commonwealth authority; or
    - (b) a State or Territory or a State or Territory authority; or
    - (c) a local government authority;with 5 or more years of continuous service who is not specified in another item in this list
  - Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
  - Police officer
  - Registrar, or Deputy Registrar, of a court
  - Senior Executive Service employee of:
    - (a) the Commonwealth or a Commonwealth authority; or
    - (b) a State or Territory or a State or Territory authority
  - Sheriff
  - Sheriff's officer
  - Teacher employed on a full-time basis at a school or tertiary education institution

## SOLEMN PROMISES – CLERGY

### 1. Promise regarding Doctrine

I, \_\_\_\_\_  
firmly and sincerely believe the Catholic Faith and I give my assent to the doctrine of The Anglican Church of Australia as expressed in the Book of Common Prayer and the Ordering of Bishops, Priests and Deacons and the Articles of Religion, as acknowledged in section 4 of the Constitution, and I believe that doctrine to be agreeable to the word of God.

I declare my assent to the Fundamental Declarations of The Anglican Church of Australia as set out in sections 1, 2 and 3 of the Constitution.

In public prayer and administration of the sacraments I will use the form prescribed in the Book of Common Prayer or a form authorised by lawful authority and none other.

Declared before me \_\_\_\_\_ (Signature)

\_\_\_\_\_ (Signature)

### 2. Promise regarding Services

I, \_\_\_\_\_  
solemnly promise to conduct only services in the Book of Common Prayer or –  
(a) services authorised by statute of the Synod for use in the Diocese, or  
(b) other services of public worship which are agreeable to the Word of God and consistent with the doctrine of the Anglican Church of Australia, pursuant to the *Canon Concerning Services 1992 Adopting Ordinance 1998*.

Declared before me \_\_\_\_\_ (Signature)

\_\_\_\_\_ (Signature)

### 3. Promise of Obedience

I, \_\_\_\_\_  
solemnly and sincerely affirm that I will pay true and canonical obedience to the Bishop of North West Australia and his successors in all things lawful and honest.

Declared before me \_\_\_\_\_ (Signature)

\_\_\_\_\_ (Signature)

#### 4. Promise regarding vestments

I, \_\_\_\_\_

solemnly promise that so long as I hold a licence to perform the office of minister in the Diocese of North West Australia, I will neither by myself nor by others permit the use of the chasuble or other eucharistic vestment in any church or chapel or other place in the Diocese in which I may officiate.

\_\_\_\_\_ (Signature)

Declared before me

\_\_\_\_\_ (Signature)

#### 5. Promise regarding the Jerusalem Declaration

I, \_\_\_\_\_

understand that the Diocese of North West Australia has subscribed to the Jerusalem Declaration (see <https://www.gafcon.org/resources/the-complete-jerusalem-statement>) and I solemnly promise to endorse this.

\_\_\_\_\_ (Signature)

Declared before me

\_\_\_\_\_ (Signature)

\*\*\*\*\*

The above Solemn Promises were completed with me

on \_\_\_\_\_

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

Position held: \_\_\_\_\_

*Signature*

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## SOLEMN PROMISES - CHANCELLOR

### Promise regarding Doctrine

I, \_\_\_\_\_  
firmly and sincerely believe the Holy Scripture to be the Word of God, and assent to the doctrine of the Anglican Church of Australia, an expression of the Catholic and Apostolic Faith which is determined by the teaching of Scripture, confessed in the 39 Articles and given liturgical form in the Book of Common Prayer and in the Ordering of Bishops, Priests and Deacons, and I solemnly promise to uphold the Word of God.

\_\_\_\_\_ (Signature)

Declared before me

\_\_\_\_\_ (Signature)

### Promise of Obedience

I, \_\_\_\_\_  
solemnly promise that I will obey all such directions as the Bishop of North West Australia and his successors are authorised by law to give.

\_\_\_\_\_ (Signature)

Declared before me

\_\_\_\_\_ (Signature)

\*\*\*\*\*

The above Solemn Promises were completed with me

*on* \_\_\_\_\_

*Name:* \_\_\_\_\_

\_\_\_\_\_

Position held: \_\_\_\_\_

Signature \_\_\_\_\_

Anglican Diocese of North West Australia

## SOLEMN PROMISES - LAITY

### Promise regarding Doctrine

I, \_\_\_\_\_  
firmly and sincerely believe the Holy Scripture to be the Word of God, and assent to the doctrine of the Anglican Church of Australia, an expression of the Catholic and Apostolic Faith which is determined by the teaching of Scripture, confessed in the 39 Articles and given liturgical form in the Book of Common Prayer and in the Ordering of Bishops, Priests and Deacons, and I solemnly promise to uphold the Word of God.

\_\_\_\_\_ (Signature)

Declared before me

\_\_\_\_\_ (Signature)

### Promise of Obedience

I, \_\_\_\_\_  
solemnly promise that I will obey all such directions as the Bishop of North West Australia and his successors are authorised by law to give.

\_\_\_\_\_ (Signature)

Declared before me

\_\_\_\_\_ (Signature)

### Promise regarding the Jerusalem Declaration

I, \_\_\_\_\_  
understand that the Diocese of North West Australia has subscribed to the Jerusalem Declaration as promulgated by Gafcon (see over) and I solemnly promise to endorse this.

\_\_\_\_\_ (Signature)

Declared before me

\_\_\_\_\_ (Signature)

\*\*\*\*\*  
The above Solemn Promises were completed with me

on \_\_\_\_\_

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

Position held: \_\_\_\_\_



## The Jerusalem Declaration

In the name of God the Father, God the Son and God the Holy Spirit:

We, the participants in the Global Anglican Future Conference, have met in the land of Jesus' birth. We express our loyalty as disciples to the King of kings, the Lord Jesus. We joyfully embrace his command to proclaim the reality of his kingdom which he first announced in this land. The gospel of the kingdom is the good news of salvation, liberation and transformation for all. In light of the above, we agree to chart a way forward together that promotes and protects the biblical gospel and mission to the world, solemnly declaring the following tenets of orthodoxy which underpin our Anglican identity.

1. We rejoice in the gospel of God through which we have been saved by grace through faith in Jesus Christ by the power of the Holy Spirit. Because God first loved us, we love him and as believers bring forth fruits of love, ongoing repentance, lively hope and thanksgiving to God in all things.
2. We believe the Holy Scriptures of the Old and New Testaments to be the Word of God written and to contain all things necessary for salvation. The Bible is to be translated, read, preached, taught and obeyed in its plain and canonical sense, respectful of the church's historic and consensual reading.
3. We uphold the four Ecumenical Councils and the three historic Creeds as expressing the rule of faith of the one holy catholic and apostolic Church.
4. We uphold the Thirty-nine Articles as containing the true doctrine of the Church agreeing with God's Word and as authoritative for Anglicans today.
5. We gladly proclaim and submit to the unique and universal Lordship of Jesus Christ, the Son of God, humanity's only Saviour from sin, judgement and hell, who lived the life we could not live and died the death that we deserve. By his atoning death and glorious resurrection, he secured the redemption of all who come to him in repentance and faith.
6. We rejoice in our Anglican sacramental and liturgical heritage as an expression of the gospel, and we uphold the 1662 Book of Common Prayer as a true and authoritative standard of worship and prayer, to be translated and locally adapted for each culture.
7. We recognise that God has called and gifted bishops, priests and deacons in historic succession to equip all the people of God for their ministry in the world. We uphold the classic Anglican Ordinal as an authoritative standard of clerical orders.
8. We acknowledge God's creation of humankind as male and female and the unchangeable standard of Christian marriage between one man and one woman as the proper place for sexual intimacy and the basis of the family. We repent of our failures to maintain this standard and call for a renewed commitment to lifelong fidelity in marriage and abstinence for those who are not married.
9. We gladly accept the Great Commission of the risen Lord to make disciples of all nations, to seek those who do not know Christ and to baptise, teach and bring new believers to maturity.
10. We are mindful of our responsibility to be good stewards of God's creation, to uphold and advocate justice in society, and to seek relief and empowerment of the poor and needy.
11. We are committed to the unity of all those who know and love Christ and to building authentic ecumenical relationships. We recognise the orders and jurisdiction of those Anglicans who uphold orthodox faith and practice, and we encourage them to join us in this declaration.
12. We celebrate the God-given diversity among us which enriches our global fellowship, and we acknowledge freedom in secondary matters. We pledge to work together to seek the mind of Christ on issues that divide us.
13. We reject the authority of those churches and leaders who have denied the orthodox faith in word or deed. We pray for them and call on them to repent and return to the Lord.
14. We rejoice at the prospect of Jesus' coming again in glory, and while we await this final event of history, we praise him for the way he builds up his church through his Spirit by miraculously changing lives.

# <CHRISTIAN NAME OF BISHOP>

by Divine Providence

## BISHOP OF NORTH WEST AUSTRALIA

to our Beloved in Christ

<Christian names> <Family name>

### GREETINGS

in the name of our Lord Jesus Christ.

We do by these presents give and grant to you our

### LICENCE

as <name of ministry> of <location>

to Preach the Word of God, Read the Common Prayers,

and perform all other Ecclesiastical duties

within this Diocese and Jurisdiction, you having

first made the Declarations which are

required to be taken and made, and you having

also declared that you will duly conform to all

the Acts and Regulations of the Synod of the

Diocese of North West Australia for the time being in force.

IN WITNESS WHEREOF we have caused our Episcopal Seal to  
be affixed to these presents, this <Number> day of <Month> in the  
year of our Lord Two Thousand and <number>, and in the  
<Number> year of our Consecration.

### Registered at Geraldton

the day and year within written  
by me

<title, first & second name of Registrar>  
**Diocesan Registrar**

<title, first & second name of Bishop>  
**Bishop of North West Australia**



# <CHRISTIAN NAME OF BISHOP>

by Divine Providence

## BISHOP OF NORTH WEST AUSTRALIA

to our Beloved in Christ

<Christian names> <Family name>

### GREETINGS

in the name of our Lord Jesus Christ.

We do by these presents give and grant to you our

### LICENCE

as <name of lay ministry> in the Parish of <name of Parish>

to <Preach the Word of God or Read the Common Prayers or perform other duties>

within this Diocese and Jurisdiction, you having

first made the Declarations which are

required to be taken and made, and you having

also declared that you will duly conform to all

the Acts and Regulations of the Synod of the

Diocese of North West Australia for the time being in force.

IN WITNESS WHEREOF we have caused our Episcopal Seal to  
be affixed to these presents, this <Number> day of <Month> in the  
year of our Lord Two Thousand and <number>, and in the  
<Number> year of our Consecration.

**Registered at Geraldton**

the day and year within written  
by me

<title, first & second name of Registrar>  
**Diocesan Registrar**

<title, first & second name of Bishop>  
**Bishop of North West Australia**

# <CHRISTIAN NAME OF BISHOP>

by Divine Providence

## BISHOP OF NORTH WEST AUSTRALIA

to our Beloved in Christ

<Christian names> <Family name>

### GREETINGS

in the name of our Lord Jesus Christ.

We do by these presents give and grant to you our

### PERMISSION TO OFFICIATE

to Preach the Word of God, Read the Common Prayers,

and perform all other Ecclesiastical duties

within this Diocese and Jurisdiction, you having

first made the Declarations which are

required to be taken and made, and you having

also declared that you will duly conform to all

the Acts and Regulations of the Synod of the

Diocese of North West Australia for the time being in force.

IN WITNESS WHEREOF we have caused our Episcopal Seal to  
be affixed to these presents, this <Number> day of <Month> in the  
year of our Lord Two Thousand and <number>, and in the  
<Number> year of our Consecration.

### Registered at Geraldton

the day and year within written

by me

<title, first & second name of Registrar>

Diocesan Registrar

<title, first & second name of Bishop>

Bishop of North West Australia

<CHRISTIAN NAME OF BISHOP>

by Divine Providence

# BISHOP OF NORTH WEST AUSTRALIA

to our Beloved in Christ

<Christian names> <Family name>

## GREETINGS

in the name of our Lord Jesus Christ.

We do by these presents give and grant to you our

## GENERAL LICENCE

to Preach the Word of God, Read the Common Prayers,  
and perform all other Ecclesiastical duties  
within this Diocese and Jurisdiction, you having  
first made the Declarations which are  
required to be taken and made, and you having  
also declared that you will duly conform to all  
the Acts and Regulations of the Synod of the  
Diocese of North West Australia for the time being in force.

IN WITNESS WHEREOF we have caused our Episcopal Seal to  
be affixed to these presents, this <Number> day of <Month> in the  
year of our Lord Two Thousand and <number>, and in the  
<Number> year of our Consecration.

**Registered at Geraldton**  
the day and year within written  
by me

<title, first & second name of Registrar>  
**Diocesan Registrar**

<title, first & second name of Bishop>  
**Bishop of North West Australia**

<date>

<insert worker's full name>  
<insert worker's residential address>

Dear <insert name>

## Letter of Engagement

On behalf of the Council of the Diocese of North West Australia ('the Diocese'), I am pleased to offer you the position of <insert position title> at the <insert name of ministry centre> on the terms and conditions set out in this letter.

### 1. Position

- 1.1 Your start date will be <insert start date>.
- 1.2 Your position will be <full-time/part-time>.
- 1.3 The responsibilities of this position are set out in the office description attached at (1). You will be required to fulfil these expectations and responsibilities, and any other requests the Bishop may assign to you, having regard to your skills, training and experience.
- 1.4 The position is based at <location>, or elsewhere as reasonably directed by the Bishop.

### 2. Probation

- 2.1 A probation period will apply for the first <insert number> months of your work. During this time, we will assess your progress and performance in the position.
- 2.2 During the probation period you or the Diocese may terminate this engagement by providing notice in accordance with the table in clause 8.1 below.

### 3. Terms and conditions of work

- 3.1 Unless otherwise stated, the terms and conditions of your work will be those set out in the relevant legislation and regulations and the attached position description. This includes, but is not limited to, the National Work Standards in the *Fair Work Act 2009*.
- 3.2 It is a condition of your employment that you complete and sign the Statutory Declaration attached at (2).

### 4. Ordinary hours of work

- 4.1 Your ordinary hours of work will be <insert number of hours> or <insert number of days> per week.

### 5. Remuneration

- 5.1 You will be paid monthly at the rate of \$<XX> per <day> (including location allowance).
- 5.2 The Diocese will also make superannuation payments on your behalf, in accordance with the *Superannuation Guarantee (Administration) Act 1992* and Diocesan regulations, of 13.5% (comprising the ASG minimum of 9.5% plus an additional contribution of 4%). All workers are encouraged to make a personal, pre-tax contribution of 6% towards their superannuation.

- 5.3 Your remuneration will be reviewed annually and may be increased at the discretion of the Diocesan Council.
- 5.4 Your remuneration package will include the following non-cash components:
- (a) <a partly/fully> furnished house>;
  - (b) <a car (or car allowance)>; and
  - (c) <house utilities and ministry-related expenses>.
- 5.5 <Your tax-exempt benefits may include up to 30% of your stipend, which can be salary sacrificed.>
- 5.6 Your other entitlements, including the costs of relocation and removal <and an annual trip to Perth or your home town/city>, are in accordance with the relevant Diocesan regulations.

## 6. Leave

- 6.1 You are entitled to leave in accordance with the relevant Diocesan regulations and the National Work Standards.

## 7. Your obligations to the Diocese

- 7.1 You will be required to:
- (a) fulfil the responsibilities of the office/job as per the office/job description;
  - (b) follow all reasonable and lawful directions given to you by the Bishop, including complying with policies and procedures (regulations) as amended from time to time; and
  - (c) promote and protect the interests of the Diocese, including by:
    - i. Making yourself available for a maximum of one week every year to conduct deputations on behalf of the Diocese and on other occasions, as required in consultation with the Bishop or his delegate.
    - ii. Submitting photographs and articles and prayer points for the *North West Network* and *Prayer Diary* and liaise with the Diocesan Office to ensure the production and distribution of your own quarterly news and prayer letter to supporting churches and individuals.
    - iii. Assisting in whatever way you can with diocesan supporters who visit your location, including Christian Fellowship Tours and BCA Nomads.
    - iv. Promoting the Diocese when contacted by Diocesan supporters and provide Diocesan publications to interested people and during church services; including by handing out each issue of the *North West Network* and the *Prayer Diary*.
    - v. Actively cultivate relationships with supporting churches and to be open to the development of new supporters where the opportunity arises; advising the Diocesan Office of any change to supporter arrangements.
    - vi. Writing an annual report on your ministry for the Bishop and Diocesan Council.

## 8. Termination of work

- 8.1 Under the *Fair Work Act 2009* you or the Diocese may terminate this engagement at any time by providing notice in writing to the other party in accordance with this table:



Length of continuous service with Diocese	Period of notice
Not more than 1 year	1 week
More than 1 year but less than 3 years	2 weeks
More than 3 years but less than 5 years	3 weeks
More than 5 years	4 weeks

8.2 You are entitled to an additional week's notice if you are over 45 years old and have completed at least 2 years of continuous service with the Diocese on the day the notice of termination is given.

## 10. Confidentiality

10.1 By accepting this letter of offer, you acknowledge and agree that you will not, during the course of your ministry or thereafter, except with the consent of the Bishop, as required by law or in the performance of your duties, use or disclose confidential information relating to the work of the Diocese, including but not limited to church member details and supporter lists.

## 11. Entire agreement

11.1 The terms and conditions referred to in this letter constitute all of the terms and conditions of your work and replace any prior understanding or agreement between you and the Diocese.

11.2 The terms and conditions referred to in this letter may only be varied by a written agreement signed by both you and the Registrar or the Bishop.

**If you have any questions about the terms and conditions of work, please don't hesitate to contact me on 0433 033 174.** You may also seek information about minimum terms and conditions of work from the Fair Work Ombudsman. You can contact them on 13 13 94 or visit their website at [www.fairwork.gov.au](http://www.fairwork.gov.au).

**To accept this offer of work please return a signed and dated copy of this letter to me by <insert date>.**

Yours sincerely,

[first and second name of Registrar]

**Diocesan Registrar**

I, <insert name of worker>, have read and understood this letter and accept the offer of work from the Diocese of North West Australia on the terms and conditions set out in the letter.

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Print name: \_\_\_\_\_

PLEASE KEEP A COPY OF THIS LETTER FOR YOUR RECORDS

<date>

<insert worker's full name>

<insert worker's residential address>

Dear <insert name>

### Confirmation of Engagement

Congratulations on passing your probation! On behalf of the Bishop, I am pleased to confirm your position as <insert position title> at the Diocese of North West Australia ('the Diocese') on the terms and conditions set out in this letter.

#### 1. Position

- 1.1 Your start date was <insert start date>.
- 1.2 Your work will continue to be <full-time/part-time>.
- 1.3 The duties of this position are set out in the office/job description. You will be required to perform these duties, and any other duties the Bishop may assign to you, having regard to your skills, training and experience.
- 1.4 You will be required to perform your duties at <location>, or elsewhere as reasonably directed by the Bishop.

#### 2. Terms and conditions of work

- 2.1 Unless more generous provisions are provided in this letter, the terms and conditions of your work will be those set out in the relevant legislation and regulations and the position description.

#### 3. Ordinary hours of work

- 3.1 Your ordinary hours of work will be <insert number of hours> per week, plus any reasonable additional hours that are necessary to fulfil your duties or as otherwise required by the Diocese.

#### 4. Remuneration

- 4.1 This is a voluntary position will be paid <weekly/fortnightly/monthly> at the rate of \$<XX> per <hour/week/month/year>.
- 4.2 The Diocese will also make superannuation payments on your behalf in accordance with the *Superannuation Guarantee (Administration) Act 1992* and Diocesan regulations.
- 4.3 Your remuneration will be reviewed annually and may be increased at the Diocese's discretion.
- 5.4 Your remuneration package will include the following non-cash components:
  - (a) <a partly/fully furnished house>:
  - (b) <a car (or car allowance)>; <and>
  - (c) <house utilities and ministry-related expenses> <; and>
  - (d) <other entitlements as agreed>.

#### 5. Leave

5.1 You are entitled to leave in accordance with the Diocese's regulations and the National Work Standards.

## 6. Your obligations to the Diocese

6.1 You will be required to:

- (a) perform all duties to the best of your ability at all times;
- (b) use your best endeavours to promote and protect the interests of the Diocese; and
- (c) follow all reasonable and lawful directions given to you by the Bishop, including complying with policies and procedures (regulations) as amended from time to time. These regulations are not incorporated into your contract of work.

## 7. Termination of work

7.1 Under the *Fair Work Act 2009* the Bishop may terminate your work at any time by providing you with notice in writing in accordance with this table:

Length of continuous service with Diocese	Period of notice
Not more than 1 year	1 week
More than 1 year but less than 3 years	2 weeks
More than 3 years but less than 5 years	3 weeks
More than 5 years	4 weeks

7.2 You are entitled to an additional week's notice if you are over 45 years old and have completed at least 2 years of continuous service with the Diocese on the day the notice of termination is given.

7.3 If you wish to terminate your work you are required to provide the Bishop with prior notice in accordance with the table at 7.1 above.

## 8. Confidentiality

8.1 By accepting this letter of offer, you acknowledge and agree that you will not, during the course of your work or thereafter, except with the consent of the Bishop, as required by law or in the performance of your duties, use or disclose confidential information relating to the work of the Diocese, including but not limited to church member details and supporter lists.

## 9. Entire agreement

9.1 The terms and conditions referred to in this letter constitute all of the terms and conditions of your work and replace any prior understanding or agreement between you and the Diocese.

9.2 The terms and conditions referred to in this letter may only be varied by a written agreement signed by both you and a representative of the Diocese.

**If you have any questions about the terms and conditions of work, please don't hesitate to contact me on 0433 033 174.**

You may also seek information about minimum terms and conditions of work from the Fair Work Ombudsman. You can contact them on 13 13 94 or visit their website at [www.fairwork.gov.au](http://www.fairwork.gov.au).

To accept this offer of ongoing work, please return a signed and dated copy of this letter to me by  
<insert date>.

Yours sincerely,

[first and second name of Registrar]

**Diocesan Registrar**

I, <insert name of worker>, have read and understood this letter and accept the offer of ongoing work from the Diocese of North West Australia on the terms and conditions set out in the letter.

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Print name: \_\_\_\_\_

PLEASE KEEP A COPY OF THIS LETTER FOR YOUR RECORDS

<date>

<insert worker's full name>

<insert worker's residential address>

Dear <insert name>

## Letter of Engagement – Locum Tenens

On behalf of the Diocesan Council, I am pleased to offer you the position of *locum tenens* at the <insert name of ministry centre> of Diocese of North West Australia ('the Diocese') on the terms and conditions set out in this letter.

### 1. Position

- 1.1 Your start date will be <insert start date>.
- 1.2 Your position will be <full-time/part-time>.
- 1.3 The responsibilities of this position are set out in the enclosed office description. You will be required to fulfil these expectations and responsibilities, and any other requests the Bishop may assign to you, having regard to your skills, training and experience.
- 1.4 The position is based at <location>, or elsewhere as reasonably directed by the Bishop.

### 2. Probation

- 2.1 A probation period will apply for the first <insert number> months of your work. During this time, we will assess your progress and performance in the position.
- 2.2 During the probation period you or the Diocese may end your work by providing notice in accordance with the table in clause 8.1 below.

### 3. Terms and conditions of work

- 3.1 The terms and conditions of your work will be as the Bishop has explained in person and/or according to the attached job description.

### 4. Ordinary hours of work

- 4.1 Your ordinary hours of work will be <insert number of hours> per week, plus any reasonable additional hours that are necessary to fulfil your duties or as otherwise expected by the <parish or ministry centre>.

### 5. Remuneration

- 5.1 There is no remuneration with this position, however, all your 'out of pocket' expenses will be covered by the <parish or ministry centre>. This could include:

- (a) travel to (and from) work (via economy air and/or car plus budget accommodation);
- (b) travel for work (via parish or private car); and
- (c) other reasonable work-expenses, as agreed in advance.

#### 5.1 <You will be provided with:

- (a) a partly-furnished house;
- (b) a car; and
- (c) utilities including water, electricity, waste collection and ICT services>.

## 6. Leave

6.1 You are entitled to leave in accordance with your own wishes. Please notify the Bishop of any leave you intend to take, well before you intend to take the leave.

## 7. Your obligations to the Diocese

7.1 You will be required to:

- (a) fulfil the responsibilities of the office/job to the best of your ability at all times;
- (b) follow all reasonable and lawful directions given to you by the Bishop, including complying with legislation and regulations as amended from time to time; and
- (c) promote and protect the interests of the Diocese, including by:
  - i. Submitting photographs and articles and prayer points for the *North West Network* and *Prayer Diary*.
  - ii. Assisting in whatever way you can with diocesan supporters who visit your location, including Christian Fellowship tours and BCA Nomads.
  - iii. Promoting the Diocese when contacted by Diocesan supporters and provide Diocesan publications to interested people and during church services; including by handing out each issue of the *North West Network* and the *Prayer Diary*.

## 9. Termination of work

8.1 The Bishop may terminate your work at any time by providing you with both verbal notice and notice in writing.

8.3 If you wish to terminate your work, you are expected to provide the Bishop with prior notice.

## 10. Confidentiality

10.1 By accepting this letter of offer, you acknowledge and agree that you will not, during the course of your ministry or thereafter, except with the consent of the Bishop, as required by law or in the performance of your duties, use or disclose confidential information relating to the work of the Diocese, including but not limited to church member details and supporter lists.

**If you have any questions about the terms and conditions of work, please don't hesitate to contact me on 0433 033 174.**

**To accept this offer of work please return a signed and dated copy of this letter to me by <insert date>.**

Yours sincerely,

[first and second name of Registrar]

**Diocesan Registrar**

I, <insert name of worker>, have read and understood this letter and accept the offer of work from the Diocese of North West Australia on the terms and conditions set out in the letter.

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Print name: \_\_\_\_\_

PLEASE KEEP A COPY OF THIS LETTER FOR YOUR RECORDS

<date>

<insert volunteer's full name>

<insert volunteer's residential address>

Dear <insert name>

On behalf of the Parish Council, I am pleased to welcome you as a volunteer <insert position title> at the <parish or ministry centre> on the terms and conditions set out in this letter.

## 1. Position

- 1.1 Your start date will be <insert start date>.
- 1.2 Your work will be <full-time/part-time>.
- 1.3 The duties of this position are as the Ministry Coordinator has described to you in person or as per the attached written position description.
- 1.4 You will be expected to perform your duties at <location>, or elsewhere as reasonably directed by the Ministry Coordinator.

## 2. Probation

- 2.1 A probation period will apply for the first <insert number> months of your work. During this time the Ministry Coordinator will assess your progress and performance in the position.
- 2.2 During the probation period you or the <parish or ministry centre> may end your work by providing reasonable notice.

## 3. Terms and conditions of work

- 3.1 The terms and conditions of your work will be as the Ministry Coordinator has explained in person and/or according to the attached job description.

## 4. Ordinary hours of work

- 4.1 Your ordinary hours of work will be <insert number of hours> per week, plus any reasonable additional hours that are necessary to fulfil your duties or as otherwise expected by the <parish or ministry centre>.

## 5. Remuneration

- 5.1 There is no remuneration with this position, however, all your 'out of pocket' expenses will be covered by the <parish or ministry centre>. This could include:

- (a) travel to (and from) work and travel for work;
- (b) stationery and office supplies; and
- (c) other reasonable expenses related to your work, as agreed in advance.

### 5.1 <You will be provided with:

- (a) a partly-furnished house;
- (b) a car; and
- (c) utilities including water, electricity, waste collection and ICT services>.

**6. Leave**

6.1 You are entitled to leave in accordance with your own wishes. Please notify the Ministry Coordinator of any leave you intend to take, well before you take leave.

**7. Your obligations to the Parish or Ministry Centre**

7.1 You will be expected to:

- (a) perform all duties to the best of your ability at all times;
- (b) use your best endeavours to promote and protect the interests of the <name of ministry centre> and the Diocese of North West Australia; and
- (c) follow all reasonable and lawful directions given to you by the Minister-in-Charge or Diocesan Bishop, including complying with diocesan legislation and regulations.

**8. Termination of work**

8.1 The Minister-in-Charge may terminate your work at any time by providing you with both verbal notice and notice in writing.

8.3 If you wish to terminate your work, you are expected to provide the Minister-in-Charge with prior notice.

**9. Confidentiality**

9.1 By accepting this letter, you acknowledge and agree that you will not, during the course of your work or thereafter, except with the consent of the Minister-in-Charge, as expected by law or in the performance of your duties, use or disclose confidential information relating to the work of the parish or ministry centre, including but not limited to information about church members.

**To accept this offer of work please return a signed and dated copy of this letter to me by <insert date>.**

Yours sincerely,

Xxxxxx Xxxxxxx  
**Minister-in-Charge**

I, <insert name of volunteer>, have read and understood this letter and agree to work as a volunteer for the <parish or ministry centre> on the terms and conditions set out in this letter.

Signed: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Print name: \_\_\_\_\_

PLEASE KEEP A COPY OF THIS LETTER FOR YOUR RECORDS



<date>

### TO WHOM IT MAY CONCERN

This is to confirm that <insert full name> works for the Anglican Diocese of North West Australia as <insert position title> at <name of ministry centre>. Below is some further information about <his/her> appointment.

1. <His/Her> start date was <insert start date>.
2. The position is <full-time/part-time>.
3. The position is based at <name of location>.
4. The annual stipend or salary is \$<XX>.
5. The remuneration package includes the following non-cash components:
  - (a) <a partly/fully furnished house (or housing allowance)>:
  - (b) <a car (or car allowance)>; and
  - (c) <house utilities>; and
  - (d) <agreed ministry expenses>.

If you have any questions about the details of this appointment, please don't hesitate to call Diocesan Financial Officer Pieter Overmeire on (08) 9921 7277, or myself on 0433 033 174.

Yours sincerely,

[first and second name of Registrar]

**Diocesan Registrar**

## STAFFING PERSONAL INFORMATION FORM

Name: .....

### Banking Information

Name of Account Holder	
Bank Name and Branch	
BSB (must be 6 digits)	____ _
Bank Account Number (as detailed on bank statement)	____ _
E-mail address for payslips	

### Family Information

Spouse's Name & DOB (or N/A)	
Children's Names & DOBs (or N/A)	

### Emergency Contact Information

<b>Next of Kin</b>	
Relationship	
Contact Number	
<b>Second Contact</b>	
Relationship	
Contact Number	

### Health/Diet Information

Do you have any special health or dietary needs, e.g. allergies? YES/NO (if YES, provide details):

## STATUTORY DECLARATION FOR GOVERNORS

### Introduction

This declaration pertains to any person who seeks to be elected or appointed as a Diocesan appointee on any Board, Council, Entity, Agency or Committee related to the Diocese or Anglican Entity or Agency.

### Instructions

Please complete the *Statutory Declaration* and ask your Minister or the relevant Chair of Board, Entity, Agency or Committee to witness it and then submit it with your nomination form to the Registrar (PO Box 2783, Geraldton 6530 or email registrar@anglicandnwa.org).

I .....(Name)

of .....(Address)

do solemnly and sincerely declare that:

- 1 This declaration is made in support of my nomination for election or appointment to a Diocesan Board or Committee.
- 2 I was born on .....
- 3 I declare that I am not:
  - a. an undischarged bankrupt; or
  - b. a prohibited person<sup>1</sup>; or
  - c. a person in respect of whom information has been entered on the National Register<sup>2</sup>; or
  - d. a person who has been convicted of an offence punishable by more than 10 years imprisonment; or
  - e. a person who has been convicted or found guilty of a sexual offence.
4. I have not ever engaged in any of the following conduct, even though never having been charged:
  - a. sexual contact with someone under my care other than my spouse (such as a parishioner, client, patient, student, employee or subordinate); or
  - b. sexual contact as an adult with a person under the age of consent; or
  - c. illegal use, production, sale or distribution of pornographic materials, or
  - d. conduct likely to cause harm to a child, young person or vulnerable adult, or to put them at risk of harm.

---

<sup>1</sup> A prohibited person is someone who is a registrable person as defined in the *Child Protection (Offenders Registration) Act 2000* or has been convicted of one of the following offences:

- murder of a child;
- serious sex offence, including carnal knowledge;
- child-related personal violence offence (an offence committed by an adult involving intentionally wounding or causing grievous bodily harm to a child);
- indecency offences punishable by imprisonment of 12 months or more;
- kidnapping (unless the offender is or has been the child's parent or carer);
- offences connected with child prostitution;
- possession, distribution or publication of child pornography; or
- attempt, conspiracy or incitement to commit the above offences.

<sup>2</sup> The National Register is a register established by a canon of the National Church containing details of complaints of sexual misconduct or child abuse made against clergy and lay people which have been made to, or dealt with by, a church body.

5. I have not had permission to undertake paid or voluntary work with children, young people or vulnerable adults refused, suspended or withdrawn in Australia or any other country.
6. I have not ever had an apprehended violence order, order for protection or the like issued against me as a result of allegations of violence, abuse, likely harm, harassment or stalking.
7. I further declare that I am not mentally incapacitated.<sup>3</sup>
8. I understand that checks may be made to verify the above and hereby give permission for any police checks that may be necessary.
9. If there are any changes in regard to the above I will notify the Bishop's Office.

And I make this declaration conscientiously believing it to be true and in accordance with the provisions of the Statutory Declarations Act 1959.

Signed at: ..... this ..... day of ..... year .....

Signature: .....

**Witness:**

Name: ..... Signature: .....

Occupation: .....

**Minister-in-Charge or Chair of Board, Entity, Agency or Committee:**

Name: ..... Signature: .....

**NOTE:**  
 In the event that you are not able to declare one or more items listed in the Statutory Declaration, please **CROSS OUT AND INITIAL** that item and then provide an explanatory note explaining the circumstances and status that causes you not be able to declare the item.

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<sup>3</sup> **Mental incapacity** means a person who has a **mental incapacity** within the meaning of the *Mental Health Act 2007*

# STATUTORY DECLARATION FOR VISITING SPEAKERS

## Introduction

This declaration pertains to any person who has been invited by the Bishop or a Minister-in-Charge in the Diocese of North West Australia (“the Diocese”) to preach, speak or lead a workshop or small group in a ministry centre within the Diocese.

## Instructions

Please complete this form and ask a Minister who is a registered Marriage celebrant to witness it and then submit it to the Registrar (PO Box 2783, Geraldton WA 6530 or email [registrar@anglicandnwa.org](mailto:registrar@anglicandnwa.org)).

I .....(Name)

of .....(Address)

do solemnly and sincerely declare that:

1. This declaration is made in my capacity as a visiting preacher, speaker or facilitator.
2. I was born on .....
3. I declare that I am not:
  - f. an undischarged bankrupt; or
  - g. a prohibited person<sup>4</sup>; or
  - h. a person in respect of whom information has been entered on the National Register<sup>5</sup>; or
  - i. a person who has been convicted of an offence punishable by more than 10 years imprisonment; or
  - j. a person who has been convicted or found guilty of a sexual offence.
4. While performing my services, I will not engage in any of the following conduct:
  - a. sexual contact with someone other than my opposite-sex spouse; or
  - b. use, production, sale or distribution of pornographic materials, or
  - c. conduct that risks causing harm to a child, young person or vulnerable adult.
5. I have not had permission to undertake paid or voluntary work with children, young people or vulnerable adults refused, suspended or withdrawn in Australia or any other country.

---

<sup>4</sup> A prohibited person is someone who is a registrable person as defined in the *Child Protection (Offenders Registration) Act 2000* or has been convicted of one of the following offences:

- murder of a child;
- serious sex offence, including carnal knowledge;
- child-related personal violence offence (an offence committed by an adult involving intentionally wounding or causing grievous bodily harm to a child);
- indecency offences punishable by imprisonment of 12 months or more;
- kidnapping (unless the offender is or has been the child's parent or carer);
- offences connected with child prostitution;
- possession, distribution or publication of child pornography; or
- attempt, conspiracy or incitement to commit the above offences.

<sup>5</sup> The National Register is a register established by a canon of the Anglican Church of Australia containing details of complaints of sexual misconduct or child abuse made against clergy and lay people which have been made to, or dealt with by, a church body.

6. I have not ever had an apprehended violence order, order for protection or the like issued against me as a result of allegations of violence, abuse, likely harm, harassment or stalking.
7. I further declare that I am not mentally incapacitated.<sup>6</sup>
8. I understand that checks may be made to verify the above and hereby give permission for any Police checks that may be necessary.
9. If there are any changes in regard to the above, I will notify the Minister-in-Charge or the Bishop or the Registrar.
10. I agree to abide by the legislation and regulations of the Diocese of North West Australia (refer to the "Statutes" and "Policies and Procedures" section of the Diocesan website at [www.anglicandnwa.org](http://www.anglicandnwa.org)).

And I make this declaration conscientiously believing it to be true and in accordance with the provisions of the *Statutory Declarations Act 1959*.

Signed at: ..... this ..... day of ..... year .....

Signature: .....

**Witness:**

(must be a Minister who is a registered Marriage Celebrant)

Name: ..... Signature: .....

Position: .....

**Minister-in-Charge or Bishop or Registrar:**

The person listed above is approved for ministry as a visiting preacher/speaker/facilitator.

Name: ..... Signature: .....

**NOTE:**  
 In the event that you are not able to declare one or more items listed in the Statutory Declaration, please **CROSS OUT AND INITIAL** that item and then provide an explanatory note explaining the circumstances and status that causes you not be able to declare the item.

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<sup>6</sup> **Mental incapacity** means a person who has a **mental incapacity** within the meaning of the *Mental Health Act 2007*

# STATUTORY DECLARATION

## *Statutory Declarations Act 1959*

*The name,  
address and  
occupation of  
person making  
the declaration*

I,

make the following declaration under the *Statutory Declarations Act 1959*:

*The matter  
declared to in  
numbered  
paragraphs*

- 1 I have read and understood the Terms and Conditions provided in the Letter of Engagement to the Diocese of North West Australia ('the Diocese');
- 2 Where I have not understood I have sought the advice of the appropriate Diocesan or legal representative;
- 3 I have completed and returned the Safe Ministry Questionnaire;
- 4 I have completed a Western Australian Working with Children Check (or will apply for a Working with Children Check before I start work);
- 5 I have provided a current National Police Clearance;
- 6 I agree to abide by the Diocese's legislation and regulations. In particular, I have read and understood:
  - *Professional Standards Statute 2016*
  - Faithfulness in Service: a national code for church workers; and the
  - Safe Ministry Policy.
- 7 I understand that it is my responsibility to remain cognizant of changes made from time to time to the legislation and regulations of the Diocese.

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959*, and I believe that the statements in this declaration are true in every particular.

*Signature of  
person making  
the declaration*

*Place  
Day  
Month and year*

Declared at \_\_\_\_\_ on \_\_\_\_\_ of \_\_\_\_\_

Before me,

*Signature of  
person before  
whom the  
declaration is  
made (see over)*

*Full name,  
qualification and  
address of person  
before whom the  
declaration is made  
(in printed letters)*

*Note 1* A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years — see section 11 of the *Statutory Declarations Act 1959*.

*Note 2* Chapter 2 of the *Criminal Code* applies to all offences against the *Statutory Declarations Act 1959* — see section 5A of the *Statutory Declarations Act 1959*.

## A statutory declaration under the *Statutory Declarations Act 1959* may be made before–

- (4) a person who is currently licensed or registered under a law to practise in one of the following occupations:
- |                      |                      |                    |
|----------------------|----------------------|--------------------|
| Chiropractor         | Dentist              | Legal practitioner |
| Medical practitioner | Nurse                | Optometrist        |
| Patent attorney      | Pharmacist           | Physiotherapist    |
| Psychologist         | Trade marks attorney | Veterinary surgeon |
- (5) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or
- (6) a person who is in the following list:
- Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
  - Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)
  - Bailiff
  - Bank officer with 5 or more continuous years of service
  - Building society officer with 5 or more years of continuous service
  - Chief executive officer of a Commonwealth court
  - Clerk of a court
  - Commissioner for Affidavits
  - Commissioner for Declarations
  - Credit union officer with 5 or more years of continuous service
  - Employee of the Australian Trade Commission who is:
    - (d) in a country or place outside Australia; and
    - (e) authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and
    - (f) exercising his or her function in that place
  - Employee of the Commonwealth who is:
    - (d) in a country or place outside Australia; and
    - (e) authorised under paragraph 3 (c) of the *Consular Fees Act 1955*; and
    - (f) exercising his or her function in that place
  - Fellow of the National Tax Accountants' Association
  - Finance company officer with 5 or more years of continuous service
  - Holder of a statutory office not specified in another item in this list
  - Judge of a court
  - Justice of the Peace
  - Magistrate
  - Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*
  - Master of a court
  - Member of Chartered Secretaries Australia
  - Member of Engineers Australia, other than at the grade of student
  - Member of the Association of Taxation and Management Accountants
  - Member of the Australasian Institute of Mining and Metallurgy
  - Member of the Australian Defence Force who is:
    - ii. an officer; or
    - iii. a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service; or
    - iv. a warrant officer within the meaning of that Act
  - Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants Member of:
    - (e) the Parliament of the Commonwealth; or
    - (f) the Parliament of a State; or
    - (g) a Territory legislature; or
    - (h) a local government authority of a State or Territory
  - Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*
  - Notary public
  - Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public Permanent employee of:
    - (d) the Commonwealth or a Commonwealth authority; or
    - (e) a State or Territory or a State or Territory authority; or
    - (f) a local government authority;with 5 or more years of continuous service who is not specified in another item in this list
  - Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
  - Police officer
  - Registrar, or Deputy Registrar, of a court
  - Senior Executive Service employee of:
    - (c) the Commonwealth or a Commonwealth authority; or
    - (d) a State or Territory or a State or Territory authority
  - Sheriff
  - Sheriff's officer
  - Teacher employed on a full-time basis at a school or tertiary education institution



# Anglican Diocese of North West Australia

## QUALIFICATIONS FOR ELECTION AS A LAY MEMBER OF SYNOD

### FORM OF DECLARATION

I ..... declare that:

- (a) I am a baptised person over the age of 18 years who regularly attends public worship at ..... Anglican Church and this is my primary place of worship;
- (b) I acknowledge that Jesus is the Son of God and no-one comes to the Father except through Him;
- (c) I submit to the Bible as the authoritative Word of God and as the final authority in matters of faith and conduct;
- (d) I adhere to the Nicene and Apostles' and Athanasian creeds;
- (e) I assent to the doctrine of the Anglican Church of Australia as expressed in the Thirty-nine Articles, the Book of Common Prayer and the Ordering of Bishop's Priests and Deacons;
- (f) I endorse the Declaration of Faith adopted by Synod 2008 known as the "Jerusalem Declaration" (copied overleaf);
- (h) I assent to and respect the authority of the Bishop of North West Australia in spiritual and liturgical matters within the Diocese.
- (g) I assent to the *Constitution Statute 2016* of the Anglican Diocese of North West Australia (located at [www.anglicandnwa.org](http://www.anglicandnwa.org));
- (i) I agree to conform to the behaviour and practises set out in Faithfulness in Service: a national code for church workers (located at [www.anglicandnwa.org](http://www.anglicandnwa.org)).

Signed & dated: .....

Minister-in-Charge: .....

Church Warden: .....



## The Jerusalem Declaration

In the name of God the Father, God the Son and God the Holy Spirit:

We, the participants in the Global Anglican Future Conference, have met in the land of Jesus' birth. We express our loyalty as disciples to the King of kings, the Lord Jesus. We joyfully embrace his command to proclaim the reality of his kingdom which he first announced in this land. The gospel of the kingdom is the good news of salvation, liberation and transformation for all. In light of the above, we agree to chart a way forward together that promotes and protects the biblical gospel and mission to the world, solemnly declaring the following tenets of orthodoxy which underpin our Anglican identity.

1. We rejoice in the gospel of God through which we have been saved by grace through faith in Jesus Christ by the power of the Holy Spirit. Because God first loved us, we love him and as believers bring forth fruits of love, ongoing repentance, lively hope and thanksgiving to God in all things.
2. We believe the Holy Scriptures of the Old and New Testaments to be the Word of God written and to contain all things necessary for salvation. The Bible is to be translated, read, preached, taught and obeyed in its plain and canonical sense, respectful of the church's historic and consensual reading.
3. We uphold the four Ecumenical Councils and the three historic Creeds as expressing the rule of faith of the one holy catholic and apostolic Church.
4. We uphold the Thirty-nine Articles as containing the true doctrine of the Church agreeing with God's Word and as authoritative for Anglicans today.
5. We gladly proclaim and submit to the unique and universal Lordship of Jesus Christ, the Son of God, humanity's only Saviour from sin, judgement and hell, who lived the life we could not live and died the death that we deserve. By his atoning death and glorious resurrection, he secured the redemption of all who come to him in repentance and faith.
6. We rejoice in our Anglican sacramental and liturgical heritage as an expression of the gospel, and we uphold the 1662 Book of Common Prayer as a true and authoritative standard of worship and prayer, to be translated and locally adapted for each culture.
7. We recognise that God has called and gifted bishops, priests and deacons in historic succession to equip all the people of God for their ministry in the world. We uphold the classic Anglican Ordinal as an authoritative standard of clerical orders.
8. We acknowledge God's creation of humankind as male and female and the unchangeable standard of Christian marriage between one man and one woman as the proper place for sexual intimacy and the basis of the family. We repent of our failures to maintain this standard and call for a renewed commitment to lifelong fidelity in marriage and abstinence for those who are not married.
9. We gladly accept the Great Commission of the risen Lord to make disciples of all nations, to seek those who do not know Christ and to baptise, teach and bring new believers to maturity.
10. We are mindful of our responsibility to be good stewards of God's creation, to uphold and advocate justice in society, and to seek relief and empowerment of the poor and needy.
11. We are committed to the unity of all those who know and love Christ and to building authentic ecumenical relationships. We recognise the orders and jurisdiction of those Anglicans who uphold orthodox faith and practice, and we encourage them to join us in this declaration.
12. We celebrate the God-given diversity among us which enriches our global fellowship, and we acknowledge freedom in secondary matters. We pledge to work together to seek the mind of Christ on issues that divide us.
13. We reject the authority of those churches and leaders who have denied the orthodox faith in word or deed. We pray for them and call on them to repent and return to the Lord.
14. We rejoice at the prospect of Jesus' coming again in glory, and while we await this final event of history, we praise him for the way he builds up his church through his Spirit by miraculously changing lives.

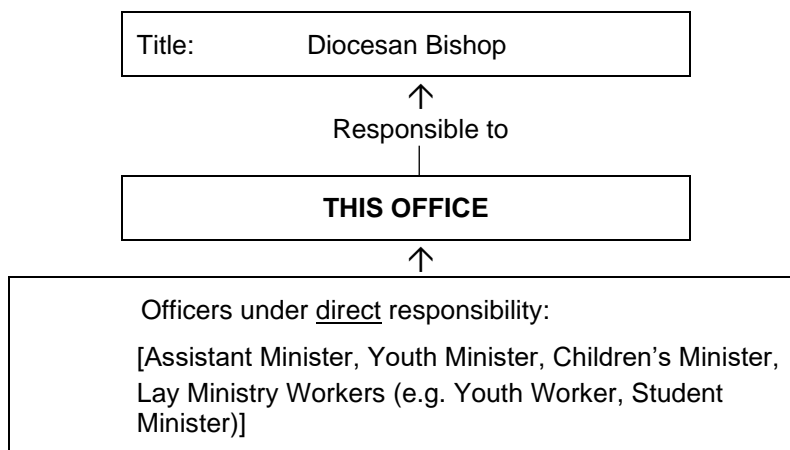
## OFFICE DESCRIPTION FORM

SECTION 1 – OFFICER TITLE

Date of document: Dd Mmmmm YYYY

### MINISTER-IN-CHARGE (RECTOR)

SECTION 2 – REPORTING RELATIONSHIPS



SECTION 3 – KEY FUNCTIONS

Having the charge of the Parish of xxxxxxxxxxxxxxxxxxxx

SECTION 4 – CONTEXT and SCOPE

**DIOCESAN VISION**  
*To glorify God the Father, God the Son and God the Holy Spirit, to promote sound doctrine and true faith through the spread of the gospel and biblical teaching, and to encourage the growth and maturing of Christ's one true Church.*

**ROLE OF OFFICER**  
The person filling this office will need to work as an effective leader of the parish ministry team, with the primary responsibility of being the cure of souls for the people living in the parish.

The wide-ranging functions of this office requires the officer to be passionate about the spread of the gospel; flexible; well organised; good at setting boundaries for themselves and others; and willing to be a faithful servant.

SECTION 5 – OUTCOME STATEMENT

The function of this Office is to contribute to the achievement of the following outcomes	
Function Number	Details (time allocation)
<b>1</b>	<b>Teaching (30%)</b> “Preach the word” (2 Tim 4:2)
<b>1.1</b>	<b>Outcome:</b> Church members grow in maturity
	1.1.1 Develop a teaching program that <i>establishes</i> people as disciples of Jesus and <i>equips</i> them for works of service.
	1.1.2 Implement the program across a range of settings (e.g. church services, growth groups, etc).
	1.1.3 Review the program and modify it as needed.
<b>2</b>	<b>Evangelism (20%)</b> “Do the work of an evangelist” (2 Tim 4:5)
<b>2.1</b>	<b>Outcome:</b> The church is <i>engaged</i> with its local community and the gospel is proclaimed.
	2.1.1 Develop a range of ways to bring the gospel to the local community and beyond.
	2.1.2 Equip church members to <i>evangelise</i> their contacts and <i>export</i> the good news of Jesus.
	2.1.3 Review the impact of this on the church, community and world.
<b>3</b>	<b>Pastoral Care (20%)</b>
	“Reprove, rebuke, and exhort, with complete patience and teaching” (2 Tim 4:2)
<b>3.1</b>	<b>Outcome:</b> Church members and the wider community receives pastoral care.
	3.1.1 Develop a program of pastoral care for the church and its workers.
	3.1.2 Implement and review the program.
	3.1.3 Respond to pastoral needs as they arise.
<b>4</b>	<b>Administration (20%)</b> “be a good servant of Christ Jesus” (1 Tim 3:6)
<b>4.1</b>	<b>Outcome:</b> There is a planned approach to ministry in the parish
	4.1.1 Develop a parish ministry plan in consultation with the parish and the Bishop.
	4.1.2 Lead church services, special events and the governance of the parish and its agencies.
	4.1.3 Implement national, provincial and diocesan legislation and regulations.
<b>5</b>	<b>Other (10%)</b>
	“set the believers an example in speech, in conduct, in love, in faith, in purity” (2 Tim 4:2)
<b>5.1</b>	<b>Outcome 1:</b> The ministry team works together in an effective and cooperative manner in order to discharge all responsibilities and achieve set goals.
	5.1.1 Provide Christian leadership to the ministry team by overseeing prayer, Bible study and team development as appropriate.
	5.1.2 Provide spiritual care to team members and exercise spiritual self-care, e.g. through Bible reading & prayer and participation in diocesan activities, e.g. Deanery meetings.
	5.1.3 Willingly participate in ministry development and a ministry appraisal process.
	5.1.4 Follow instructions from the Bishop.
<b>5.2</b>	<b>Outcome 2:</b> A working environment that is safe, free from harassment and values a Christian approach in all that we do.
	5.2.1 Maintain and model a culture of safe ministry, including high levels of workplace health and safety.
	5.2.2 Lead by example the implementation of initiatives that promote fairness and high standards of personal behaviour and practice as outlined in Faithfulness in Service: a national code for church workers.

SECTION 6 – QUALIFICATIONS

<p><b>ESSENTIAL</b></p> <ol style="list-style-type: none"> <li>1. An ordained Anglican Minister eligible to hold a Licence from the Diocesan Bishop.</li> <li>2. A degree in Theology from a recognised theological or Bible college.</li> <li>3. At least four years’ experience working in a church ministry setting.</li> <li>4. Demonstrated outstanding communication and inter-personal skills.</li> <li>5. Demonstrated excellent preaching and teaching skills.</li> <li>6. Demonstrated good pastoral care skills.</li> <li>7. Demonstrated good evangelism skills.</li> <li>8. Demonstrated good skills in administration.</li> </ol> <p><b>DESIRABLE</b></p> <ol style="list-style-type: none"> <li>9. An understanding of the aims and objectives of the Diocese.</li> <li>10. Communicant member of an Anglican church.</li> </ol>
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SECTION 7 – APPOINTMENT FACTORS

<b>LOCATION: XXXXXXXXXXXX</b>	
<b>ALLOWANCES/SPECIAL CONDITIONS:</b>	<ol style="list-style-type: none"> <li>1. Appointment subject to a health check and Diocesan Safe Ministry screening, including a Federal Police Clearance and a Working with Children Check.</li> <li>2. May be required to travel between different locations within the parish and between the parish and the location of Deanery and other Diocesan events.</li> <li>3. Must possess a current Australian Driver’s Licence and be willing to drive a vehicle from the Diocese’s fleet.</li> <li>4. Full-time (6 day) appointment for approximately 48 hours per week with up to five weeks annual leave.</li> <li>5. The remuneration package includes a stipend as per the schedule for clergy in the Anglican Province of WA, plus other allowances (e.g. for utilities, ICT and other ministry expenses), a partly furnished house (or housing allowance) a motor vehicle (or vehicle allowance), country/remote area allowances, and removal costs. Refer to the Remuneration Policy and Procedure.</li> </ol>
<b>SPECIALISED EQUIPMENT OPERATED:</b>	COMPUTER, PRINTER and SMART PHONE

SECTION 8 – CERTIFICATION

(i) The details contained in this document are an accurate statement of the functions and other requirements of the office.

(ii) **Approved by**

DIOCESAN BISHOP \_\_\_\_\_

DATE \_\_\_\_\_

(iii) As the occupant I have noted the statement of functions and other requirements as detailed in this document and in filling this office I will be committed to the values, vision and mission of the Diocese of North West Australia.

Name (in full): \_\_\_\_\_

Signature & Date \_\_\_\_\_

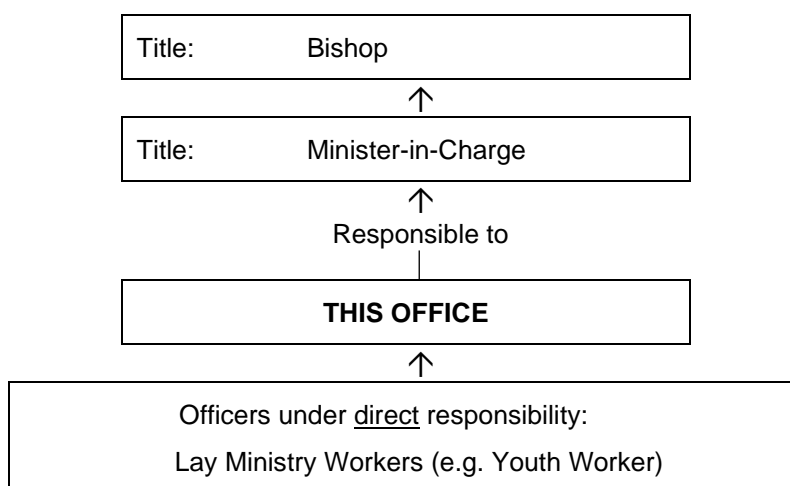
## OFFICE DESCRIPTION FORM

SECTION 1 – OFFICER TITLE

Date of document: Dd Mmmmm YYYY

### ASSISTANT MINISTER

SECTION 2 – REPORTING RELATIONSHIPS



SECTION 3 – CONTEXT OF MINISTRY

#### DIOCESAN VISION

*To glorify God the Father, God the Son and God the Holy Spirit, to promote sound doctrine and true faith through the spread of the gospel and biblical teaching, and to encourage the growth and maturing of Christ's one true Church.*

#### DIOCESAN MISSION

The Diocese Our mission is to facilitate — by prayer, encouragement, and resourcing — the work of parishes and diocesan organisations as they:

- engage their communities;
- evangelise their contacts;
- establish people as Christians;
- equip Christians for service;
- export for the kingdom of God.

SECTION 4 – GENERAL ROLE DESCRIPTION

The essential role of an Assistant Minister is to serve under the Minister-in-charge and assist him in his ministry. This ministry is centred in making disciples of all nations with ministry shaped by the 5E Diocesan Mission.

This role will be exercised by assisting the Minister-in-Charge of the Parish of xxxxxxxxxxxxxxxxxxxx

## SECTION 5 – PARTICULAR ROLE DESCRIPTION

### Ministry Priorities

#### **Preaching & Teaching:** “Preach the word” (2 Tim 4<sup>2</sup>)

**Aim:** to grow Church members in *maturity* (Eph 4<sup>13-14</sup>) by assisting the Minister-in-Charge,

- to establish people as disciples of Jesus Christ especially in xxxx;
- in preaching and teaching across a range of settings (e.g. church services, growth groups, seminars ect) with a special focus on xxxx;
- leading theologically rich services with a particular responsibility for xxxx;
- with a commitment to learn, review and grow in preaching, teaching and leading.

#### **Evangelism and Community Engagement:** “Do the work of an evangelist” (2 Tim 4<sup>5</sup>)

**Aim:** to *engage* with the church’s local community and *proclaim* the gospel by assisting the Minister-in-Charge to,

- develop a range of ways to engage with the local community;
- evangelise the contacts made within the community and through the church;
- train Christians to evangelise their contacts and export the good news of Jesus with a special focus on xxxx;
- review the impact of this outreach on the church, community and world.

#### **Pastoral Care:** “Reprove, rebuke, and exhort, with complete patience and teaching” (2 Tim 4<sup>2</sup>)

**Aim:** to increase the extent and depth of *pastoral care* within the church and the wider community by assisting the Minister-in-Charge to,

- pastorally care for the church, with a special focus on xxxx;
- respond to pastoral needs as they arise, especially within xxxx;
- review the pastoral care program and implement any changes.

#### **Equipping:** “to equip the saints for the work of ministry” (Eph 4<sup>12</sup>)

**Aim:** to consolidate a planned program for *equipping* church members so that ministry will be multiplied. This will be achieved by assisting the Minister-in-Charge to train church members,

- to frame their Christian life and service by a gospel vision;
- by growing their confidence and skills for outreach and teaching;
- in specific roles such as pastoral visiting and contributing to church services;
- for specific ministries associated with xxxx;
- in understanding how the diocese operates (eg. the nature of Anglicanism) and the implications of governance statutes, policies and procedures.

#### **Other responsibilities:** “set the believers an example in speech, in conduct, in love, in faith, in purity” (2 Tim 4<sup>12</sup>)

**Aim:** to model in personal and family life, and as a ministry team member, godliness in action grounded in love, grace and forgiveness. This will be seen as the Assistant Minister,

- if married, continues to grow his relationships with his wife and any children through biblically grounded spiritual leadership;
- develops good relations with, and concern for spiritual care of, other members of the ministry team, particularly with a focus in xxxx;
- maintains a culture of safe ministry, with a high regard for workplace health and safety, especially in xxxx;
- implements and models initiatives that promote justice and godly standards of personal behaviour and practice as outlined in Faithfulness in Service with a particular focus in the area of xxxx;
- humbly recognises areas that require further training and development;
- submits to the leadership of the Minister-in-Charge and the Bishop.



SECTION 6 – APPOINTMENT FACTORS

<b>LOCATION: XXXXXXXXXXXX</b>	
<b>ALLOWANCES/SPECIAL CONDITIONS:</b>	<ol style="list-style-type: none"> <li>6. Appointment subject to a health check and Diocesan Safe Ministry screening, including a Federal Police Clearance and a Working with Children Check.</li> <li>7. May be required to travel between different locations within the parish and between the parish and the location of Archdeanery and other Diocesan events.</li> <li>8. Must possess a current Australian Driver’s Licence and be willing to drive a vehicle from the Diocese’s fleet.</li> <li>9. Full-time (6 day) appointment for approximately 48 hours per week with up to five weeks annual leave.</li> <li>10. The remuneration package includes a stipend as per the schedule for clergy in the Anglican Province of WA, plus other allowances (e.g. for utilities, ICT and other ministry expenses), a partly furnished house (or housing allowance) a motor vehicle (or vehicle allowance), country/remote area allowances, and removal costs. Refer to the Remuneration Policy and Procedure.</li> </ol>

SECTION 7 – CERTIFICATION

(i) The details contained in this document are an accurate statement of the responsibilities and other requirements of the office.

(ii) **Approved by**

MINISTER-IN-CHARGE \_\_\_\_\_

DATE \_\_\_\_\_

DIOCESAN BISHOP \_\_\_\_\_

DATE \_\_\_\_\_

(iv) As the occupant I have noted the statement of responsibilities and other requirements as detailed in this document and in signing this form I will be committed to the values, vision and mission of the Diocese of North West Australia.

Name (in full): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## OFFICE DESCRIPTION FORM

SECTION 1 - OFFICE TITLE

Date of document: dd Mxxxxxx YYYY

### CHAPLAIN & EXECUTIVE OFFICER (HEAD OF MISSION)

SECTION 2 - REPORTING RELATIONSHIPS

Title: Diocesan Bishop  
MTS Management Committee/Board

↑  
Responsible To

**THIS POSITION**

↑  
Possible officers under **direct**  
responsibility:  
Operations/Shop Manager  
Assistant Chaplain

SECTION 3 - KEY RESPONSIBILITIES

*Responsible for the delivery of spiritual care to seafarers and implementing the strategic goals of Xxxxxxxx MTS Centre by providing leadership towards the achievement of its vision and purpose.*

SECTION 4 CONTEXT & SCOPE

#### CONTEXT AND SCOPE

##### PURPOSE OF XXXXXXXXX MTS CENTRE

*To meet the spiritual and practical needs of seafarers visiting the port of Xxxxxxxx.*

##### ROLE OF POSITION

To work as the leader of the Xxxxxxxx MTS Centre team, with the primary responsibility of overseeing the chaplaincy and the operations of the organization to ensure that the Centre delivers high quality programs and services through good management of its resources.

The wide ranging duties of this position requires the person to be passionate about helping seafarers, flexible, well organised, innovative and committed to faithful service.

SECTION 5 OUTCOME STATEMENT

**This position is responsible for contributing to the achievement of the following outcomes:**

Duty	Details (time allocation)
<p><b>1.</b> <b>1.1</b></p>	<p><b>Program and Service Delivery (60%)</b>  <b>Outcome:</b> The Centre delivers high quality services in an efficient and sustainable manner.                      1.1 Manage and personally deliver the chaplaincy program, both on-site at the Centre and off-site such as through ship visiting.                      1.2 Recommend a yearly operational plan for Committee approval.                      1.3 Oversee the development, marketing and delivery of Centre programs and services consistent with the approved operational plan.</p>
<p><b>2.</b> <b>2.1</b></p>	<p><b>Financial, Facilities, Risk and Staffing Management (10%)</b>  <b>Outcome:</b> The Centre operates within available resources with a minimum of risk.                      2.1 Recommend a yearly budget for Committee approval and prudently manages the Centre's resources within the approved budget according to current laws and regulations.                      2.2 Recommend a yearly risk management plan for the Centre, including identifying major risks and the controls in place to address them.                      2.3 Effectively oversees Centre staffing according to authorized personnel policies and procedures that fully conform to current laws and regulations.</p>
<p><b>3.</b> <b>3.1</b></p>	<p><b>Community and Public Relations (10%)</b>  <b>Outcome:</b> The Centre has an excellent community and public profile.                      3.1 Ensure that the purpose, programs and services of the Centre are consistently presented in strong and positive way to relevant external stakeholders.                      3.2 In liaison with the Bishop and Committee Chair, act as a public spokesperson for the Centre.</p>
<p><b>4.</b> <b>4.1</b></p>	<p><b>Governance Administration and Support (10%)</b>  <b>Outcome:</b> Committee Members can effectively govern the Centre.                      4.1 Support the work of the Committee by keeping it fully informed about Centre operations.                      4.2 Develop and provide appropriate policy recommendations for consideration by the Committee.                      4.3 Propose agendas for Committee meetings that reflect issues, opportunities and priorities.                      4.4 Present a written report to all Committee meetings that includes a budget update; and reports to the MTS Australian Council and London Office as required.                      4.5 Perform other duties as prescribed in writing from time to time by the Committee.</p>
<p><b>5.</b> <b>5.1</b>          <b>5.2</b></p>	<p><b>Other (10%)</b>  <b>Outcome 1:</b> Centre team members work together in an effective and cooperative manner in order to discharge all responsibilities and achieve set goals.                      5.1.1 Provide Christian leadership to the Centre team by overseeing prayer, Bible study and team development as appropriate.                      5.1.2 Provide spiritual care to team members and exercise spiritual self-care, e.g. through Bible reading &amp; prayer and participation in diocesan activities.                      5.1.3 Willingly participate in CPD and a work appraisal process.                      5.1.4 Follow instructions from the Bishop.  <b>Outcome 2:</b> A working environment that is safe, free from harassment and values a Christian approach in all that we do.                      5.2.1 Maintain and model a culture of safe ministry, including high levels of workplace health and safety.                      5.2.2 Lead by example the implementation of initiatives that promote fairness and high standards of personal behaviour and practice as outlined in Faithfulness in Service: a national code for church workers.</p>

SECTION 6 - SELECTION CRITERIA

**TITLE:** CHAPLAIN & EXECUTIVE OFFICER

**EACH CRITERION TO SPECIFY WHETHER ESSENTIAL OR DESIRABLE  
Include Qualifications, Skills, Experience, and Other Competencies**

**ESSENTIAL**

1. An ordained Anglican Minister eligible to hold a Licence from the Diocesan Bishop.
2. A degree in Theology from a recognised theological or Bible college.
3. Demonstrated skills in evangelism, pastoral care, Bible teaching and chaplaincy.
4. Demonstrated outstanding level of communication and inter-personal skills.
5. Demonstrated high level skills in problem solving and conflict resolution.
6. Demonstrated skills and experience in leadership, management and administration.

**DESIRABLE**

7. An understanding of the objects of Missions to Seafarers.
8. Experience in chaplaincy.
9. Personal experience of the sea or an understanding of seafarers and their work.
10. An understanding of the aims and objectives of the Diocese.

SECTION 7 - APPOINTMENT FACTORS

LOCATION : XXXXXXXXX

ALLOWANCES/SPECIAL CONDITIONS:

1. Appointment subject to a satisfactory health check and DNWA Safe Ministry screening, including Federal Police Clearance and a Working with Children Check.
2. Must be eligible and willing to acquire a Maritime Security Identity Card (MSIC).
3. Must possess a current Australian Driver's Licence and be eligible and willing to acquire an F or T extension to the Licence.
4. Must be willing to work a flexible schedule with some weekend and evening work together with intrastate travel and occasional interstate and overseas travel.
5. Appointment will initially be on the basis of a 4.5-year contract following a 6-month probation period.
- 5 The remuneration package includes a stipend as per the schedule for clergy in the Anglican Province of WA, plus other allowances (e.g. for utilities, ICT and other ministry expenses), a partly furnished house (or housing allowance) a motor vehicle (or vehicle allowance), country/remote area allowances, and removal costs. Refer to the Remuneration Policy and Procedure.

SPECIALISED EQUIPMENT OPERATED : SMART PHONE, COMPUTER, PRINTER

SECTION 8 - CERTIFICATION

- (i) The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the office.

COMMITTEE CHAIR

DATE:


- (ii) The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the office.

DIOCESAN BISHOP

DATE:


- (iii) As the occupant I have noted the statement of duties, responsibilities and other requirements as detailed in this document and in the performance of these duties will be committed to the values, vision, purpose and purpose of the XXXXXXXXX MTS Centre and the Diocese of North West Australia.

Name (in full): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

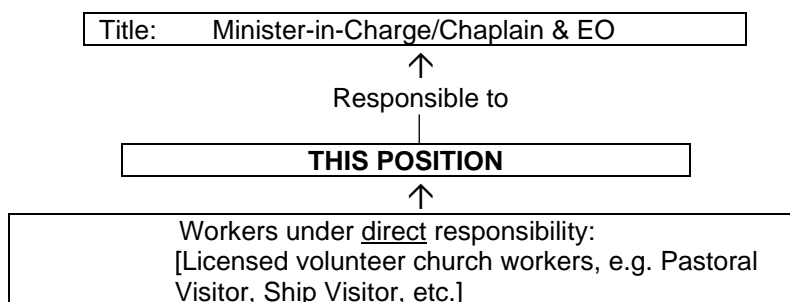
## JOB DESCRIPTION FORM

SECTION 1 – JOB TITLE

Date of document: Dd Mmmmm YYYY

**[LAY MINISTRY WORKER]**

SECTION 2 – REPORTING RELATIONSHIPS



SECTION 3 – KEY FUNCTIONS

Assists the Minister in Charge or Chaplain.

SECTION 4 – CONTEXT and SCOPE

### **DIOCESAN VISION**

*To glorify God the Father, God the Son and God the Holy Spirit, to promote sound doctrine and true faith through the spread of the gospel and biblical teaching, and to encourage the growth and maturing of Christ's one true Ministry centre.*

### **ROLE OF POSITION**

The role of this position is to work as an effective member of the ministry centre team, with the primary responsibility of assisting the clergy.

The wide-ranging functions of this position requires the person to be passionate about the spread of the gospel; flexible; well organised; good at setting boundaries for themselves and others; and willing to be a faithful servant.

SECTION 5 – OUTCOME STATEMENT

<b>This position is responsible for contributing to the achievement of the following outcomes</b>	
<b>Function Number</b>	<b>Details (time allocation)</b>
<b>1</b>	<b>Evangelism (30%)</b> “Do the work of an evangelist” (2 Tim 4:5)
<b>1.1</b>	<b>Outcome:</b> The ministry centre is <i>engaged</i> with its local community and the gospel is proclaimed. 1.1.1 Assist the Minister-in-Charge/Senior Chaplain develop an evangelism program. 1.1.2 Implement and review this program. 1.1.3 Equip ministry centre users to <i>evangelise</i> their contacts and <i>export</i> the good news of Jesus.
<b>2</b>	<b>Pastoral Care (30%)</b> “Reprove, rebuke, and exhort, with complete patience and teaching” (2 Tim 4:2)
<b>2.1</b>	<b>Outcome:</b> Ministry centre users and the wider community receive pastoral care. 2.1.1 Assist the Minister-in-Charge/Senior Chaplain develop a program of pastoral care for the ministry centre users and staff. 2.1.2 Implement and review the program. 2.1.3 Respond to pastoral needs as they arise.
<b>3</b>	<b>Teaching (10%)</b> “Preach the word” (2 Tim 4:2)
<b>3.1</b>	<b>Outcome:</b> Ministry centre users grow in maturity. 3.1.1 Assist the Minister-in-Charge/Senior Chaplain develop a teaching program that <i>establishes</i> people as disciples of Jesus and <i>equips</i> them for works of service. 3.1.2 Implement and review the program.
<b>4</b>	<b>Administration (10%)</b> “be a good servant of Christ Jesus” (1 Tim 3:6)
<b>4.1</b>	<b>Outcome:</b> There is a planned approach to ministry in the ministry centre. 4.1.1 Assist the Minister-in-Charge/Senior Chaplain develop a ministry plan for the ministry centre. 4.1.2 Assist with the preparation and leadership of services and special events and with the governance of the ministry centre. 4.1.3 Implement Diocesan legislation and regulations.
<b>5</b>	<b>Other (10%)</b> “set the believers an example in speech, in conduct, in love, in faith, in purity” (2 Tim 4:2)
<b>5.1</b>	<b>Outcome 1:</b> The ministry team works together in an effective and cooperative manner in order to discharge all responsibilities and achieve set goals. 5.1.1 Provide Christian leadership to the ministry team by overseeing prayer, Bible study and team development as appropriate. 5.1.2 Provide spiritual care to team members and exercise spiritual self-care, e.g. through Bible reading & prayer and participation in diocesan activities, e.g. Deanery meetings. 5.1.3 Willingly participate in ministry development and a ministry appraisal process. 5.1.4 Follow instructions from the Bishop.
<b>5.2</b>	<b>Outcome 2:</b> A working environment that is safe, free from harassment and values a Christian approach in all that we do. 5.2.1 Maintain and model a culture of safe ministry, including high levels of workplace health and safety. 5.2.2 Lead by example the implementation of initiatives that promote fairness and high standards of personal behaviour and practice as outlined in Faithfulness in Service: a national code for ministry centre workers.

SECTION 6 – QUALIFICATIONS

<p><b>ESSENTIAL</b></p> <ol style="list-style-type: none"> <li>1. At least two years’ ministry experience.</li> <li>2. Demonstrated excellent communication and inter-personal skills.</li> <li>3. Demonstrated good skills in evangelism, teaching and pastoral care.</li> <li>4. Demonstrated good skills in administration.</li> </ol> <p><b>DESIRABLE</b></p> <ol style="list-style-type: none"> <li>1. Qualifications in Theology from a recognised theological or Bible college.</li> <li>2. An understanding of the aims and objectives of the Diocese.</li> <li>3. Communicant member of an Anglican church.</li> </ol>
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SECTION 7 – APPOINTMENT FACTORS

<b>LOCATION: XXXXXXXXXXXX</b>	
<b>ALLOWANCES/SPECIAL CONDITIONS:</b>	<ol style="list-style-type: none"> <li>1. Appointment subject to a health check and Diocesan Safe Ministry screening, including a Federal Police Clearance and a Working with Children Check.</li> <li>2. May be required to travel between different locations within the local parish and between the parish and the location of Deanery and other Diocesan events.</li> <li>3. Must possess a current Australian Driver’s Licence and be willing to drive a vehicle from the ministry centre fleet.</li> <li>4. Full-time (6 day) appointment for approximately 48 hours per week with 5 weeks annual leave.</li> <li>5. The remuneration package includes a gift towards your living expenses (stipend) as per the schedule for clergy in the Anglican Province of WA, plus other allowances (e.g. for utilities, ICT and other ministry expenses), a partly furnished house (or housing allowance) a motor vehicle (or vehicle allowance), country/remote area allowances, and removal costs.</li> </ol>
<b>SPECIALISED EQUIPMENT OPERATED:</b>	COMPUTER, PRINTER and SMART PHONE

SECTION 8 – CERTIFICATION

(i) The details contained in this document are an accurate statement of the functions and other requirements of the job.

(ii) **Approved by**

MINISTER-IN-CHARGE \_\_\_\_\_

DATE \_\_\_\_\_

DIOCESAN BISHOP \_\_\_\_\_

DATE \_\_\_\_\_

(iii) As the occupant I have noted the statement of functions and other requirements as detailed in this document and in the performance of these duties I will be committed to the values, vision and mission of the Diocese of North West Australia.

Name (in full): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



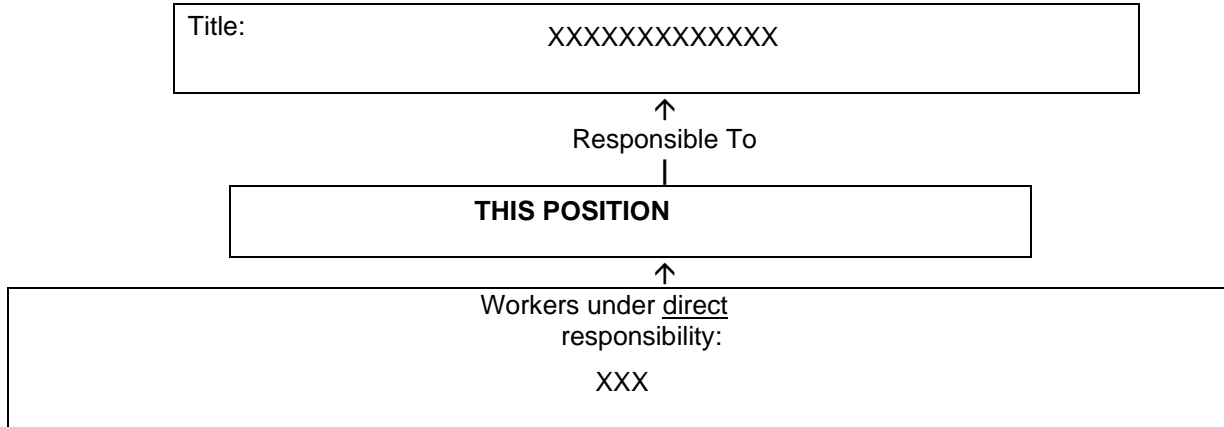
# JOB DESCRIPTION FORM

SECTION 1 - JOB TITLE

Date of document: XX Xxxx XXXX

**[ADMINISTRATION WORKER]**

SECTION 2 - REPORTING RELATIONSHIPS



SECTION 3 - KEY RESPONSIBILITIES

Responsible for xxxxxxxxxxxxxxxxxxxxxxxx.

SECTION 4 - CONTEXT & SCOPE

**PURPOSE OF THE DIOCESE**  
*To glorify God the Father, God the Son and God the Holy Spirit, to promote sound doctrine and true faith through the spread of the gospel and biblical teaching, and to encourage the growth and maturing of Christ's one true Church*

**ROLE OF THE [OFFICE/MINISTRY CENTRE]**  
To xxxxxxxxxxxx.

**ROLE OF POSITION**

The role of this position is to work as an effective member of the XXXX team, with the primary responsibility of delivering the organisation's xxxxxxxxxxxxxxxx programs.

The wide-ranging duty of this position requires the person to be passionate about the spread of the gospel; flexible; well organised; good at setting boundaries for themselves and others; and willing to be a faithful servant.

SECTION 5 – RESPONSIBILITIES

This position is responsible for contributing to the achievement of the following outcomes:	
Duty No	Details (time allocation)
<b>1</b>	<b>XXXXXXXXXXXXX (X0%)</b>
<b>1.1</b>	<b>Outcome:</b> The Diocese's xxxxxxxxxx targets/goals/etc are met. 1.1.1 & etc.. 1.1.2 & etc.. 1.1.3 & etc..
<b>2</b>	<b>XXXXXX (X0%)</b>
<b>2.1</b>	<b>Outcome:</b> & etc.. 2.1.1 & etc.. 2.1.2 & etc.. 2.1.3 & etc..
<b>3</b>	<b>XXXX (X0%)</b>
<b>3.1</b>	<b>Outcome:</b> The xxxxxxxx. 3.1.1 & etc.. 3.1.2 & etc.. 3.1.1 & etc..
<b>4</b>	<b>OTHER DUTIES (10%)</b>
<b>4.1</b>	<b>Outcome 1:</b> Xxxxxxxx team members work together in an effective and cooperative manner in order to discharge all responsibilities and achieve set goals. 4.1.1 Support other team members as required. 4.1.2 Follow instructions from the [job title of supervisor] and Bishop. 4.1.3 Willingly participate in professional development and work appraisal processes.
<b>4.2</b>	<b>Outcome 2:</b> A workplace that is safe, free from harassment and values a Christian approach to all that we do. 4.2.1 Assist in maintaining high standards of work health and safety. 4.2.2 Assist in the implementation of initiatives that promote fairness and high standards of personal behaviour and practice as outlined in Faithfulness in Service: a national code for church workers

SECTION 6 - SELECTION CRITERIA

<p><b>ESSENTIAL</b></p> <ul style="list-style-type: none"> <li>5. Demonstrated XXXXXX</li> <li>6. etc</li> <li>7. etc</li> <li>8. Demonstrated ability to work as part of a team.</li> <li>9. Demonstrated [level of ability] IT skills including the Microsoft Office suite and [specialised platforms relevant to position]</li> <li>10. Experience with ....</li> <li>11. Active membership of a church [OR Willingness to support the Diocese's Christian approach and programs].</li> </ul> <p><b>DESIRABLE</b></p> <ul style="list-style-type: none"> <li>12. Tertiary qualification in a relevant area.</li> <li>13. An understanding of the aims and objectives of the Diocese.</li> <li>14. Communicant member of an Anglican church [OR Active membership of a church].</li> </ul>
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## SECTION 7 - APPOINTMENT FACTORS

**LOCATION :** XXXXXXXXX

**ALLOWANCES/SPECIAL CONDITIONS:**

[e.g. travel, frequent overtime or work outside normal business hours]

1. Appointment subject to Diocese's Safe Ministry screening procedures, including Federal Police Clearance and a Working with Children Check.
2. May be required to travel between different locations in XXXXXXXXX and between XXXXXXXXX and XXXXXX.
3. May be required to work outside normal working hours for event delivery.
4. Full time OR Part-time (0.xfte) appointment on a short term (x month) contract; subject to a six-month probation period OR Casual appointment for approximately xx hours per week.
5. The remuneration package includes country/remote area allowances and removal costs. Refer to the Remuneration Policy and Procedure

**SPECIALISED EQUIPMENT OPERATED:** COMPUTER, PRINTER [& SMART PHONE]

SECTION 8 – CERTIFICATION

(i) The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

(ii) **Approved by**

DIOCESAN REGISTRAR

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DATE

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(iii) **Approved by**

DIOCESAN BISHOP

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DATE

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(iv) As the occupant I have noted the statement of duties, responsibilities and other requirements as detailed in this document and in the performance of these duties will be committed to the values, vision and purpose of the Diocese of North West Australia.

Name (in full): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_