



Ministry Endorsement

What does it mean to be endorsed for volunteer work at Parkerville Baptist Church?

The process is designed to identify persons whose relationship with God, diligence, accountability, and integrity will enable them to contribute towards effective ministry at Parkerville Baptist Church.

The ministry endorsement process at *Parky* follows the volunteer checking process defined by Baptist Churches of WA. It helps ensure that vulnerable people, including children, will benefit from a safer ministry environment.

What's involved in becoming "endorsed" at Parkerville Baptist Church?

Firstly, you must apply for a National Police Check if you are 18 years or over. This check reveals whether you have any convictions that might result in greater risk in the ministry environment. Copies of the report will be sent to both you and the church. This check must be renewed every three years.

Secondly, you must attend a Safe Church workshop if you are 18 years or over. A standard curriculum is used to ensure that all volunteers are appropriately briefed and skilled so that they can provide a safe ministry environment. The longer initial workshop must be refreshed every three years by attending a shorter "update" workshop.

Thirdly, if you are working with children and you are 18 years or over, it is a legal requirement that you apply for, and obtain, a Working with Children (WWC) Card. Although the card is issued to you by the State Government, a copy is retained on the Church Office's files. This card must be renewed every three years.

Finally, you must apply for formal "endorsement" as a volunteer with Parkerville Baptist Church. This part of the process seeks referee reports from those who know you and is the final stage of approval to serve as a volunteer at Parkerville Baptist Church. This formal endorsement must be renewed every three years.

OK, how do I get my National Police Check?

Once the church has your full name, date of birth and email address, the Church Office staff will enter these details into the Veritas Check web portal to start the process for you.

You will then receive an email from **no-reply@veritasgroup.com.au** asking you to enter your details into the Veritas Group web portal. The web portal will automatically guide you through the process of uploading photos of your ID documents.

Once you have uploaded all the required ID documents, the police check will be performed.

The police check may be completed within a day, but if your name is a commonly-used name, the process can take up to a week.

The results of the check will be sent automatically to the Church Office and to you (the applicant), so you don't need to forward your copy of the report to the Church Office.

Where and when can I attend a Safe Church Workshop?

Workshops are run at various locations around Perth, throughout the year. Look at <https://www.baptistwa.asn.au/view/safe-church> for upcoming dates and locations.

How do I get my Working with Children Card?

You can get a copy of the WA Government's *Working with Children Card* application form from your local post office.

Note that some parts of the form must be pre-filled with specific information about our church. The Church office staff will email that information to you so you can write it into the form.

You can now collect all the required ID documentation and complete the form. Once that's done you can make an appointment to visit the Post Office to have your photo taken and submit your form.

The application and renewal fee for a WWC card for volunteers, unpaid people and students on unpaid placement is approximately \$11.00, payable at the Post Office.

If you applied for your WWC card through the Parkerville Baptist Church Office, the government will send the Church Office a paper copy of your new

WWC card with the expiry date, so you will not have to do anything else.

However, if you applied for your WWC card elsewhere, you should send an electronic copy of your card to the Church Office so we can add it to Church records (and so we can update our database with your new WWC card expiry date). We are also required to inform the WA Government that you are volunteering at Parkerville Baptist Church.

When renewing your card online, you will have to specify an email address for the church. Please use this address: safechurch@parkerville.net.au

How do I get Ministry Endorsement?

The Church Office emails the Ministry Endorsement Application form to you when it is time for you to apply or re-apply for ministry endorsement. However, you can also collect a paper copy of the form from the Church Office.

Please complete the form and return it to the Church Office with all the required information. Ensure you identify all the types of ministries you are volunteering in:

- If you are volunteering in a children's ministry, then apply for endorsement as a volunteer in Children's Ministry.

- If you are also involved in ministry to adults (e.g. as a Ministry leader), you must also apply for endorsement as a volunteer in Adult Ministry.

After referee checks are completed, the application will be assessed by the Church's leadership. You will be informed of the outcome.

It's complicated! How will I keep track?

The government regulator will send you reminders when your WWC card is about to expire. It is mandatory that you have a current WWC card if you are working with children and there are severe penalties for not having a current card if you are in such a role.

In addition, Parkerville Baptist Church will send you reminders via email whenever you need to do something.

You are responsible for acting promptly to address any approaching expiry dates.

I have some more questions. Whom do I ask?

The Parkerville Baptist Church Office staff can help. Please call on 9295 6789 or email safechurch@parkerville.net.au.

Parkerville Baptist Church Office hours are Tuesday to Thursday, 9am to 3pm.