



\_\_\_\_\_

\_\_\_\_\_

Faculty of service valid until \_\_\_\_\_

## MY DETAILS

Name as it appears on your drivers license, WWCC, NCHC, or other identifying document

Prefix	First Name	Middle	Surname	Suffix	Preferred First Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Home Phone	Mobile Phone	Email			
<input type="text"/>	<input type="text"/>	<input type="text"/>			
Residential Address	Suburb	State	Postcode		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Postal Address (if different to residential - blank if the same)					
<input type="text"/>					

## PARISH & POSITION DETAILS

Parish of Involvement

Position

## WORKING WITH CHILDREN CHECK (WWCC)

Legal Name

WWCC Number	WWCC Expiry	Date of Birth
<input type="text"/>	<input type="text"/>	<input type="text"/>

## COLLECTION NOTICE

The Catholic Diocese of Wollongong collects personal information, including sensitive information, to enable the Diocese to provide religious services to its community including administering the sacraments, and pastoral care to the faithful, including to children of the faithful. Information may need to be collected to allow us to meet our legal obligations, to provide care for children while under our supervision and to discharge our duty of care. If you reside in the Diocese or otherwise use its services, the information may also be used to solicit donations and/or request and engage your services as a volunteer from time to time. As a member of the faithful or someone who wishes to become a member or participate in the Diocese, you agree that the Diocese will be collecting information about your religious affiliation or beliefs.

The Diocese may need to disclose your personal information to related parties for administrative and fundraising purposes such as to Parishes, agencies of the Diocese, medical practitioners and people providing services to schools, including volunteers. If you ask us to send your personal information overseas you agree that the diocese will have no control over the information disclosed and cannot ensure that the overseas recipient handles that information in accordance with the Privacy Act. If we do not receive the information requested, we may not be able to provide our services, such as administering the sacraments or supervising and providing care to children.

Any consents that are required for the use and disclosure of the personal information collected about children will be sought from their parents or guardians unless the child is 15 years or more, in which case the Diocese may seek the child's consent if it considers this appropriate in all the particular circumstances.

For more information about how the Diocese handles your personal information, how to access and correct it, how to make a complaint and how we handle complaints, see our privacy policy available online at the diocesan website: [www.dow.org.au](http://www.dow.org.au)

**OFFICE USE ONLY:**

Verified:

**OFFICE USE ONLY:**

Date entered:

**Please read the following sections carefully before signing below**

**GENERAL CONDITIONS**

I agree to minister in accordance with the Ministry Guidelines of the Catholic Church, Diocese of Wollongong. I undertake to adhere to the Diocesan Child Protection Policy (refer to [www.dow.org.au](http://www.dow.org.au)), and to exercise due care for the safety and behaviour of children when supervising them. I note that no remuneration is to be paid to me as a volunteer minister. I also note that out-of-pocket expenses may be reimbursed by prior arrangement with my authorising agent.

**VOLUNTEER MINISTRY COMMITMENT**

I commit myself to:

- value the dignity of each person;
- deepen my union with Christ and the Catholic Church;
- diligently prepare my ministry and attend my duties regularly and punctually;
- participate in liturgical ministry development opportunities;
- cooperate with Church appointed authorities.

**VOLUNTEER STATEMENT**

- I acknowledge that the Catholic Church has special responsibilities to the People of God.
- I agree to carry out those ministerial tasks in accordance with the general conditions set out above and any special conditions set out below.
- I wish to volunteer my services on the above basis to the Catholic Church, Diocese of Wollongong and I acknowledge I am responsible to the authorising agent of the parish which has responsibility for the people to which I minister and his/her successors.
- I commit to ongoing formation and development as a liturgical minister via attendance at compulsory training and engagement with resource materials provided by the Liturgy Office of the Diocese of Wollongong (for example, the Liturgy Notes eNewsletter).
- I understand that should I fail to meet my commitments as set out above I could be asked to withdraw from the ministry.
- I am aware that if there are any changes in regard to my tasks, circumstances relating to the general conditions or other circumstances as deemed appropriate by the Parish Priest, this authorisation can be withdrawn.

**DECLARATION**

I have never been convicted for any criminal offence which involves:

- An act of violence towards another person
- Sexual Assault
- Any offence against a person under the age of 18
- Provision of prohibited drugs
- Child pornography

If there are any changes in regard to the above, I will notify my authorising agent or Parish Ministry Co-ordinator.

Signature of Applicant

Date



**AUTHORISATION**

Signature of Parish Priest/Authorising Agent

Date



**RECORD KEEPING**

Original /To be held at Parish Office  
Please make 2 copies of this form  
Copy 1 /Retained by Volunteer  
Copy 2 / Please return Copy 2 to  
Liturgy Office (4222 2465)  
Diocese of Wollongong,  
Xavier Centre, PO Box 1239,  
Wollongong NSW 2500



Servicing the Catholic Diocese of Wollongong with secure and efficient Contact Information Management for communications and events, administration, finance, CCD support, minister and volunteer authorisation and training, development and community engagement, safeguarding and professional standards.