

Faculty of service valid until

MY DETAILS

Prefix	First	Last	Suffix	Home Phone	Mobile
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number and Street Address			Personal Email		
<input type="text"/>			<input type="text"/>		
2nd line Street Address, if required					
<input type="text"/>					
Locality	State	PostCode	Parish		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		

WORKING WITH CHILDREN CHECK (WWCC)

Legal Name	WWC Number	Date of birth
<input type="text"/>	<input type="text"/>	<input type="text"/>
		WWCC expiry
A current Working With Children Check clearance is required for this ministry.		<input type="text"/>

COLLECTION NOTICE

In applying to minister as a volunteer within the Diocese of Wollongong you will be providing personal information to us. The Catholic Diocese of Wollongong complies with the Privacy Act 1988 (Cth) (Privacy Act) and the Australian Privacy Principles (APPs) in the Privacy Act. We respect and value the personal information that you are willing to entrust to us, and the Diocesan Privacy Policy explains how we collect, hold, use, disclose and otherwise manage that personal information. The policy can be downloaded from our website www.dow.org.au.

The Diocese of Wollongong collects personal information about lay ministers in order to:

- assess and process applications and enrolments for the liturgical ministry training courses, retreats and any other events hosted by the Diocese of Wollongong;
- circulate notices, letters, bulletins, brochures, forms or papers needed by liturgical ministers;
- keep a database of information for statistical data, records and reports;
- conduct any other communication that may be needed in the course of the work of the Diocese of Wollongong.

The Diocese of Wollongong gives an undertaking that great care is taken with personal information provided. All information is kept secure. Our database is password protected and is accessible by only a small number of staff. Lists of names and addresses are not shared with other organisations or third parties.

Please note that if you do not choose to provide us with necessary information you may not be able to work as a volunteer liturgical minister for the Diocese of Wollongong. The information kept by the Diocese of Wollongong is for the use of the Diocese of Wollongong only. Disclosure of your personal information to a third party will not occur without your permission.

If you wish to access your personal information, have it updated or deleted please contact in writing: **Paul Mason, Coordinator of Liturgy, PO Box 1239 WOLLONGONG NSW 2500.**

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), 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 Parish Priest or other authorising agent.

Signature of Volunteer Minister

Date



AUTHORISATION

Signature of Parish Priest, on behalf of Bishop

*Parish
Seal*

Date

RECORD KEEPING

Original to be held at Parish Office
Copy 1 to be returned to volunteer
Copy 2 to be returned to:
Liturgy Office,
Xavier Centre, 38 Harbour Street,
Wollongong NSW 2500