

## Safe Ministry Compliance Requirements

This table outlines the safe ministry compliance requirements needed to serve in different volunteer roles at Grace Church. The terminology of *safeministrycheck.com* is adopted in order to avoid selecting the wrong training type within our online system.

Level	Role	Information Needed	Optional Information
1	<p><b>General member of Grace Church</b>  <i>Select Trainee Type: <b>Members</b></i></p>	<p>It is not compulsory to complete safe ministry training if you are not serving in a specific role. However, we highly encourage all our church members to complete the training by providing the optional information in the next column. This will help us be a community that is Christ-like by caring for vulnerable people to the best of our ability.</p> <p>[So, members don't need to be in the safeministrycheck.com.au system if they aren't serving. However, if they are, we should assume they want to meet the member requirements, and we should help them complete the optional information in the next column]</p>	<ul style="list-style-type: none"> <li>● <i>name</i></li> <li>● <i>date of birth</i></li> <li>● <i>contact details</i></li> <li>● <i>complete the 'Awareness course'</i></li> <li>● <i>agree to code of conduct</i></li> </ul>
2.a.	<p><b>Roster Volunteer, <u>NO</u> direct responsibility over vulnerable people (e.g. children/elderly)</b>  <i>Select Trainee Type: <b>Volunteers &amp; Leaders</b></i></p> <p><i>Includes: music team, coffee, bible reading, prayer, welcoming/door steward, AV Tech, Sunday service leader</i></p>	<ul style="list-style-type: none"> <li>● name</li> <li>● date of birth</li> <li>● contact details</li> <li>● complete the <b>Level 2</b> online training course</li> <li>● include two personal referees</li> <li>● agree to code of conduct</li> </ul>	<ul style="list-style-type: none"> <li>● <i>WWCC number (not required)</i></li> </ul>

Level	Role	Information Needed	<i>Optional Information</i>
2.b.	<p><b>Roster Volunteer, <u>HAS</u> direct responsibility over vulnerable people (e.g. children/elderly)</b>  <i>Select Trainee Type: <b>Volunteers &amp; Leaders</b></i></p> <p><i>Includes: kids talk presenter, Grace Youth leader, Grace Kids leader/helper, PlayTime leader/helper.</i></p>	<ul style="list-style-type: none"> <li>● name</li> <li>● date of birth</li> <li>● contact details</li> <li>● complete the <b>Level 2</b> online training course</li> <li>● include two personal referees</li> <li>● agree to code of conduct</li> <li>● WWCC number</li> </ul>	
3.	<p><b>Volunteer coordinator/supervisor of a ministry team</b>  <i>Select Trainee Type: <b>Team Leader</b></i></p> <p><i>Includes: Grace Kids coordinator, Grace Youth coordinator, music coordinator, coffee coordinator, safe ministry contacts and administrators, AV Tech coordinator.</i></p>	<ul style="list-style-type: none"> <li>● name</li> <li>● date of birth</li> <li>● contact details</li> <li>● complete the <b>Level 3</b> online training course</li> <li>● include two personal referees</li> <li>● agree to code of conduct</li> <li>● WWCC number</li> </ul>	
4.	<p><b><u>Pastor, Elder or Deacon</u></b>  <i>Select Trainee Type: <b>Staff/Board Member</b></i></p>	<ul style="list-style-type: none"> <li>● name</li> <li>● date of birth</li> <li>● contact details</li> <li>● complete the <b>Level 4</b> online training course</li> <li>● include two personal referees</li> <li>● agree to code of conduct</li> <li>● WWCC number</li> </ul>	

**DOCUMENT REVISION INFORMATION**

<b>Version</b>	<b>Date</b>	<b>Amendment</b>	<b>Author</b>
1.0	4/06/24	Elder Approved Version 1	C. Horner & D. Riethmuller
2.0	9/08/24	Elder Approved Version 2 - Revised Role Requirements	C. Horner
2.1	04/03/25	Addition of 'level' column, and change document title	C. Horner