

VOLUNTEERING CHECK LIST

On the Volunteer Form have you:

1. Ticked the ministry/ministries for which you are applying on page 2
2. Read the Code of Conduct booklet and signed the declaration on page 3
3. Completed your personal information on page 4?

Have you attached / included:

1. A copy of your current Working With Children Check card
2. A copy of your Safeguarding Essentials Training Certificate
3. A copy of your online certificate of completion as Minister of the Word and/or Extraordinary Minister of Holy Communion
4. Begun your National Police Check – if necessary (only for Counters, Transport of parishioners to and from Mass and Extraordinary Minister of Holy Communion to the Sick?)

Please return, **with all required documentation**, to the Parish by:

- Putting into the Return Box in the Gathering Area of the church
- Emailing to cso.melton@gmail.com
- Dropping off at the Parish Office between 9.15am – 4.30pm, Tuesday to Friday or pop into the letter slot at the front door
- Handing personally to Liz Coustley – Safeguarding Coordinator for our Parish.