



Volunteering in the Catholic Parish of Melton

Parish Office

10 Unitt Street, Melton, Victoria, 3337

Telephone: (03) 9743 6515

Email: melton@cam.org.au

Website: www.melbcatholic.org/melton

Safeguarding Coordinator

Mobile: 0490 885 515

Email: cso.melton@gmail.com

Your talent is God's gift to you.

What you do with it is your gift to God.

Before / After Mass	
Mass Manager	
Welcomer	
Piety Stall Attendant	
Transport of parishioners to and from Mass***	
Washing Church Linen	
Counter***	
During Mass (Weekends)	
Altar Server	
Minister of the Word	
Responder & Prayers of the Faithful	
Extraordinary Minister of Holy Communion	
Presentation of Gifts	
Collector during Mass	
PowerPoint Operator	
Music Ministry	
Choir Leader	
Singer	
Musician which Instrument:	

Outside of Mass	
Liturgy & Worship	
Baptism Preparation Team	
St Luke's Sacramental Program	
Rite of Christian Initiation of Adults (RCIA)	
Liturgy Committee	
Lenten Program	
World Day of Peace Representative	
Pastoral Care & Parish Support	
Extraordinary Minister of Holy Communion to the Sick***	
Safeguarding Committee	
Gardens Maintenance: Church, Presbytery	
Ad-hoc Working Bees	
Other Offers Of Assistance	

*** This role also requires a National Police Check

All volunteers, 18 years and over, require:

- **A current Working With Children Check, and provide a photo of the card**
- **Read and sign the Code of Conduct on page 3 of this form**
- **Do the Safeguarding Essential Training and attach certificate of completion**
- **Ministers of the Word and Extraordinary Ministers of Holy Communion must do the online training as stated in 'Further Necessary Information'.**

My Details

Name				
Address				
Telephone	Home:	Mobile:		
Email				
Mass Time	Sat 6pm	Sun 9am	Sun 11am	Sun 5pm
Are you over 18 years ? If 'No' , Date of Birth			Yes / No 	
If 'Yes', please complete questions below:				
Do you have a current Working With Children Check?			Yes / No	
If yes, current WWCC card number				
WWCC card Expiry Date				
If no, do you have an application in progress?			Yes / No	
Have you provided a copy of your current WWCC card to the Parish?			Yes / No	
If the ministry for which you are volunteering requires a Police Check, have you begun this process?			Yes / No	
Please return with all required documentation to the Parish by: - Putting into the Return Box in the Gathering Area of the church - Emailing to cs0.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.				

Please read the Further Necessary Information:

- Safeguarding of Children and Young People Code of Conduct
- Safeguarding Essential Training online
- Brief description of ministries
- Applying for a Working With Children Check
- Applying for a volunteer Police check if required.

Please complete the following information:

Have you volunteered in a Catholic Parish **previously**? Yes / No

If yes:

- Name of Parish & suburb

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- In what ministry/capacity

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Safeguarding Children and Young People Code of Conduct Declaration

The completion of the Safeguarding Children and Young People Code of Conduct Declaration is a requirement of a person's engagement by a Catholic Archdiocese of Melbourne parish, agency or entity. Failure to submit this declaration is a serious matter and may incur disciplinary action, pursuant to the Safeguarding and Wellbeing of Children and Young People Policy and any other relevant policies, procedures, canons and industrial instruments.

I have read, understand and agree to abide by the Safeguarding Children and Young People Code of Conduct.

Name (please print)	
Address	
Signature	
Date	

All volunteers must complete the online Safeguarding Essential Training

(see Further Necessary Information sheet) Have you done so? Yes / No
If 'yes', have you forwarded your certificate to cso.melton@gmail.com? Yes / No