ARMIDALE DISTRICT BAPTIST CHURCH
Sharing Christ's Love in Community

Procedure for Staff and Volunteers

Updated: 18 July 2026

3.1.1. Staff and Volunteers: Introduction

Purpose

The *Procedure for Staff and Volunteers* establishes an approach for the recruitment, screening, induction, training and resourcing of all staff and volunteers, particularly those engaged in child-related work within the meaning of the *Child Protection (Working with Children) Act 2012* (NSW).

Foundation for Ministry

All staff and volunteers are selected because of their core foundation of a godly Christian character, then we consider their additional skills and experiences which can be developed. We want to encourage people in their giftings within a supportive and accountable structure. We all have various levels of accountability - we are accountable to God first and foremost; we are also accountable to government regulations (e.g., WWCC legislation) and finally we are accountable to one another.

Scope

There are six parts to the *3.1 Procedure for Staff and Volunteers* document each working together to provide a clear and accountable process for appointing, reviewing and maintaining people in church ministry.

3.1.1. Staff and Volunteers: Introduction
3.1.2. Staff and Volunteers: Recruitment and Screening
3.1.3. Staff and Volunteers: Screening Requirements Overview
3.1.4. Staff and Volunteers: Induction
3.1.5. Staff and Volunteers: Training and Resourcing
3.1.6. Staff and Volunteers: Review

The *3.1 Procedure for Staff and Volunteers* should be read in conjunction with the *2.1 Safe Church Policy* and:

- *Safe Ministry Screening Questionnaires* (*Forms 4.2 for over 18 years old, 4.3 and 4.4 for under 18 years old and 4.5 for people with intellectual disability*)
- the *Safe Church Register*
- *the 2.2 Protective Behaviours Policy*
- the *2.3 Code of Conduct for Staff and Volunteers*
- the *2.9 Privacy Policy*

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3.1.2. Staff and Volunteers: Recruitment and Screening

Category 1a - Pastoral staff and staff in leadership roles and/or engaged in child-related work or work with vulnerable adults

This applies to:

- any staff worker who undertakes pastoral work in or on behalf of the Church. This includes any role that is expressed by the word 'Pastor' or 'Minister', including Interim Ministers;
- any staff member in a leadership role and thus is considered a "spiritual officer" of the Church;
- any staff member engaged in child-related work or work with vulnerable people;

1. **Prior to recruitment:**
   a. the *Position Description* will be reviewed and updated if necessary;
   b. the position will be advertised appropriately; and
   c. the *Position Description* and/or advertisement will state that any offer of employment is subject to applicants:
      - agreeing to abide by, and upholding, the *2.3 Code of Conduct for Staff and Volunteers*;
      - completing a *4.2 Screening Check Questionnaire for Staff and Volunteers (18 or over)*;
      - undergoing a National Police Criminal Record Check; and
      - being eligible for or holding a current clearance in accordance with WWCC Legislation.
      - In addition, for Pastoral staff:
        - providing evidence of Accreditation or Recognition by the Baptist Churches of NSW & ACT (or an application to be accredited or recognised); and
        - agreeing to abide by and uphold the *Baptist Association of NSW & ACT Code of Ethics and Conduct*.

2. **Applicants for the position will:**
   a. submit a written application including an outline of their willingness to commit to the mission and values of the Church and hold to the Christian faith.

3. **Shortlisted applicants will:**
   a. complete a *4.2 Screening Check Questionnaire* that will be reviewed by the Safe Church Team;
   b. be interviewed by the Church Leadership or a committee appointed by the Church members;
   c. undertake a National Police Criminal Record Check;
   d. provide evidence of a current clearance in accordance with WWCC Legislation; and

e. provide a Creating Safe Spaces Certificate of Completion as evidence that they have completed Creating Safe Spaces training within the past three years, or a Certificate showing that they have completed the online component and a commitment to attend face-to-face training within six months;

f. provide a minimum of two references.

4. Successful applicants will:

a. be provided with a written employment contract for them to sign;

b. be provided with appropriate payroll and financial package details;

c. sign and agree to abide by the *2.3 Code of Conduct for Staff and Volunteers*, *2.2 Protective Behaviours Policy* and the *2.1 Safe Church Policy*; and

d. participate in an induction process (see *Procedure for Staff and Volunteer 3.1.4, page 10*) to enable them to safely fulfil their position, including being given a copy of the *Safe Church Manual* and other procedures and guidelines.

Category 1b - Staff who are not in leadership roles or engaged in child-related work or work with vulnerable adults

Though the person in this category is not working with children or vulnerable people they are viewed by the church community as in Leadership and so, because of their position of reputation, are required to complete the same screening process as someone working with children and vulnerable people.

1. Prior to recruitment:

a. the position description will be reviewed and updated if necessary;

b. the position will be advertised appropriately and in accordance with any constitutional requirements; and

c. the position description and/or advertisement will state that any offer of employment is subject to applicants:
   - agreeing to abide by, and upholding, the *2.3 Code of Conduct for Staff and Volunteers*; and
   - completing a *4.2 Screening Check Questionnaire for Staff and Volunteers (18 or over)*.

2. Applicants for the position will:

a. submit a written application including an outline of their willingness to commit to the mission and values of the Church and hold to the Christian faith; and

b. submit their resume, ensuring that information relevant to the particular position is included.

3. **Shortlisted applicants will:**
    a. complete a *4.2 Screening Check Questionnaire for Staff and Volunteers (18 or over)* which will be reviewed by the Safe Church Team;
    b. be interviewed by the Church Leadership or a committee appointed by the Church members; and
    c. provide a minimum of two references.
    d. provide evidence of a current WWCC Number that will be verified by the Safe Church Team;
    e. provide a Creating Safe Spaces Certificate of Completion as evidence that they have completed Creating Safe Spaces training within the past three years, or a Certificate showing that they have completed the online component and a commitment to attend face-to-face training within nine months;

4. **Successful applicants will:**
    a. be provided with a written employment contract for them to sign;
    b. be provided with appropriate payroll and financial package details;
    c. sign and agree to abide by the *2.3 Code of Conduct for Staff and Volunteers*, *2.2 Protective Behaviours Policy* and the *2.1 Safe Church Policy*; and
    d. participate in an induction process (see *3.1 Procedure for Staff and Volunteers* 3.1.4, page 10) to enable them to safely fulfil their position, including being given a copy of the *Safe Church Manual* and relevant procedures and guidelines.

Category 2a - Volunteers in leadership roles, engaged in child-related work and/or engaged in work with vulnerable adults

This applies to:

- any Church Leader, Deacon or Elder (i.e., 'spiritual officer');
- any volunteer involved in ministry to children and/or young people (this may include children's ministry, playgroup, creche, youth ministry, families' ministry);
- any volunteer engaged in a role that includes leadership of a ministry area in which children or young people are also part of the ministry team (this may include worship leader, sound/AV coordinator, discipleship coordinator, outreach coordinator, etc.); and
- any volunteer engaged in ministry to vulnerable adults.

1. **Prior to being appointed, a potential volunteer will:**
    a. be provided with a current position description;
    b. complete a *Screening Check Questionnaire* (*4.2* or *4.4* as appropriate) that will be reviewed by the Safe Church Team;
    c. be interviewed by the Ministry Leader and the Safe Church Team;

d. sign and agree to abide by the *2.3 Code of Conduct for Staff and Volunteers, 2.2 Protective Behaviours Policy* and the *2.1 Safe Church Policy*;

e. provide a Creating Safe Spaces Certificate of Completion as evidence that they have completed Creating Safe Spaces training within the past three years, or a Certificate showing that they have completed the online component and a commitment to attend face-to-face training Workshop within six months;

f. provide evidence that they hold a current clearance in accordance with WWCC Legislation[1] (unless the volunteer is aged under 18). The Safe Church Team will ensure that the WWCC number, verification status, verification date and expiry date are recorded in the *Safe Church Register*;

g. have their WWCC number verified (WWCC only required if over 18 years old); and

h. participate in an induction process to enable them to safely fulfil their position, including being given a copy of any relevant procedures and guidelines.

Category 2b - Volunteers not in leadership roles and/or not engaged in child-related work or work with vulnerable adults

This applies to any volunteer who is <u>not</u> a Church Leader, Ministry Leader, and not engaged in child-related work or engaged in work with vulnerable adults (this may include volunteers on the flower, cleaning or maintenance roster, or the Music and AV team[2]).

1. Prior to being appointed, a potential volunteer will:

a. be provided with a current position description;

b. complete a *4.3 Screening Check Questionnaire for Category 2b* that will be reviewed by the Safe Church Team;

c. be interviewed by the relevant Ministry Leader and the Safe Church Team;

d. sign and agree to abide by the *2.3 Code of Conduct for Staff and Volunteers*, *2.2 Protective Behaviours Policy* and the *2.1 Safe Church Policy*; <u>or</u> if intellectually disabled complete *Our Church is a Safe Place with Safe People (2.4 or 2.5)* and the *4.5 Safe Ministry Screening Questionnaire for over 18 years old with intellectuality disability;*

e. participate in an induction process to enable them to safely fulfil their position, including being given a copy of any relevant procedures and guidelines.

[1] In NSW, the WWCC clearance is only required if the person is engaged in 'child-related work'. In religious organisations, this includes leadership roles (those considered to be spiritual officers) but does not include roles involving ministry to vulnerable adults. A volunteer who is involved in ministry to vulnerable adults but not considered a 'spiritual officer' or involved in child-related work should not be required to obtain a WWCC clearance but should still complete CSS training.

[2] If a young person is involved in the Music or AV Team then the team leader becomes a Category 2a volunteer but all the rest of the team can stay on Category 2b. The same applies with Home Groups leaders if children become involved in the ministry.

2. **If the volunteer's age is less than 18, the Safe Church Team (or Ministry Leader) will also obtain written parental consent for the volunteer to undertake the role suggested.**

Category 3 – Supervised volunteers aged under 18 or person with an intellectual disability

This applies to a volunteer who is engaged as a junior leader or trainee leader in a support or helping role which requires that the volunteer is supervised at all times.

Where a volunteer is engaged in a trainee, support or helping role but is aged over 18 they will need to be screened in accordance with Category 2 unless they have an intellectual disability.

The Church may determine that specific 16-year-olds or 17-year-olds have sufficient maturity to volunteer without direct supervision, despite being under 18 years of age. These volunteers will be screened and trained in accordance with Category 2, including Creating Safe Spaces training. However, note that there should always be at least one adult leader on site and participating in the program.

See the *2.6 Guidelines for Activities with Children and Young People Policy* for more details on the differences between junior/trainee volunteers and volunteers over 18 years old.

1. **Prior to being appointed, a potential volunteer will:**
   a. be provided with a current position description;
   b. complete a *4.4 Screening Check Questionnaire (under 18 years old) or 4.5 Screening Questionnaire (over 18 years with an intellectual disability)*;
   c. be interviewed by the Ministry Leader and the Safe Church Team;
   d. sign and agree to abide by the *2.4* or *2.5 Our Church Is a Safe Place with Safe People* document.[3] There are two versions of this document:
      - *2.4 Our Church is a Safe Place with Safe People – Easy Read Version.* For children under 14 years or people with difficulties in understanding
      - *2.5 Our Church is a Safe Place with Safe People – Youth Version*. For youth between the ages of 14 to 17 years old.

        We recognise that discernment is required on a case-by-case basis for determining which is the most appropriate document to use with an individual.
   e. participate in an induction process to enable them to safely fulfil their position, including being given a copy of any relevant procedures and guidelines.

[3] This is a document that expresses the content of the *2.3 Code of Conduct for Staff and Volunteers, 2.2 Protective Behaviours Policy and 2.1 Safe Church Policy* but in a way that appropriate for the age and understanding of Category 3 volunteers.

2. **Prior to the volunteer commencing in the role the Safe Church Team (or Ministry Leader) will:**
   a. obtain written parent/guardian consent for the volunteer to undertake the role suggested if the volunteer is under 16 years old (we also recommend getting parent/guardian consent for 16- and 17-year-olds wherever possible); and
   b. provide an additional briefing on child protection responsibilities and practices, including the procedures and guidelines relevant to their area of ministry.

3. **Successful applicants will:**
   a. sign and agree to abide by the appropriate *Our Church is a Safe Place with Safe People* document as outlined in point 1d. above.
   d. participate in an induction process (see *3.1 Procedure for Staff and Volunteers* 3.1.4 on page 9) to enable them to safely fulfil their position, including being given a copy of the Safe Church Manual and relevant procedures and guidelines.

Category 4 – Visiting Ministry Guests

The Ministry Guest category applies to any person/s the Church invites from outside the church to engage in short-term (less than 5 days[4] per calendar year) ministry. This includes guest speakers/preachers, visiting music ministry guests and contractors engaged in child-related roles.

1. **Prior to being engaged, the potential Ministry Guest will:**
   a. receive and sign a letter from the Church describing the scope of the role they will be providing to the Church and a *4.11b Declaration of Commitment to Child Safe Standards* form;
   b. If the Ministry Guest represents or belongs to another organisation (e.g. local church, denomination, mission or parachurch organisation), then they will be required to have an appropriate representative of that organisation declare in writing that the Ministry Guest/s are a person of good standing and have met the requirements of the screening and child protection processes of that sponsoring organisation. This should usually include the organisation verifying a WWCC, signing of a Code of Conduct, a ministry screening process, reference checks and child protection training. This requirement can be met by the referring organisation completing a *4.13 Declaration for a Ministry Guest Form* or alternatively, by the sponsoring organisation providing a *Letter of Authorisation for Endorsed Representative* (which is similar to our own *4.14 Letter of Authorisation for an Endorsed Representative of ADBC*).

[4] Clarification from Lauren Luiker, Safe Church Coordinator, Baptist Association of NSW & ACT (Email: 21 May 2026): A one-day or two-day extension beyond the 5-day threshold "is reasonable and can be granted. However, if this group were to return again within the same calendar year, it would be advisable at that point to add them to Armidale District Baptist Church's Safe Church register to reflect the ongoing nature of that relationship."

c. If the Ministry Guest has not fulfilled appropriate screening and child protection processes in another organisation, then the Church will complete all screening of the Ministry Guest including verifying a WWCC, signing a Code of Conduct and verifying child protection training.

2. Prior to the Ministry Guest commencing the role, the Safe Church Team (or Ministry Leader) will:

a. review the completed *4.11b Declaration of Commitment to Child Safe Standards form* and *4.13 Declaration for Ministry Guests form* or a *Letter of Authorisation for Endorsed Representative* from the sponsoring organisation and ensure that the ministry guest/s are a suitable person for the ministry role;

b. ensure that the Ministry Guest is endorsed by the ADBC Governance Body (the Elders, including Pastor/s, and Diaconate as designated in the ADBC Constitution)

c. ensure that relevant documents are stored in the church records.

3. Appointment

a. The church will confirm the appointment with the Ministry Guest;

b. The Church will communicate to the Ministry Guest/s the risk assessment that pertains to their engagement;

c. Ministry guest/s are supervised by an endorsed Category 1a Staff Member or Category 2a Volunteer from the Church when engaging in any direct interaction with children or young people.

Category 5 - Third Parties and Affiliated Entities

See separate *Safe Church Manual* Procedures document *3.5 Third Parties and Affiliated Entities.*

3.1.3. Staff and Volunteers: Screening Requirements Overview

	Application & Screening Questionnaire	BA Code of Ethics and Conduct	Accreditation or Recognised Minister	Interview, Reference Checks, Induction	Leadership Covenant (Code of Conduct)	WWCC	CSS	Growth Track	Police Check
1a: Pastoral Staff	Yes	Yes	Yes	Yes	Yes	Yes	Yes	optional	Yes
1a: Staff engaged in leadership, child-related work or work with vulnerable adults	Yes	No	No	Yes	Yes	Yes	Yes	optional	Yes
1b: Other Staff (not engaged in leadership, child-related work or work with vulnerable adults)	Yes	No	No	Yes	Yes	No	No	optional	Maybe (at church discretion)
2a: Volunteers in leadership, child-related work or work with vulnerable adults	Yes	No	No	Yes	Yes	Yes	Yes	optional	No
2b: Other Volunteers (not engaged in leadership, child-related work or work with vulnerable adults)	Yes	No	No	Yes	Yes	No	No	optional	No
2a: Volunteers aged 16 or 17 in child-related work	Yes (use under 18 screening)	No	No	Yes	Yes	No	Yes	optional	No
3: Supervised volunteers under 18	Yes (use under 18 screening)	No	No	Yes	Yes	No	No	optional	No

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3.1.4. Staff and Volunteers: Induction

All staff and volunteers will be provided with an induction appropriate to their role. Pastoral and other staff, Elders, Deacons and Ministry Leaders will be inducted by a member of the Church Leadership. Other volunteers will normally be inducted by the relevant Ministry Leader under whom they are to minister.

This induction will include:

a. an overview of general site health and safety expectations;

b. operating procedures that apply to relevant equipment;

c. the content of the *2.3 Code of Conduct for Staff and Volunteers* and expectations and appropriate behaviours for staff and volunteers as set out in the *2.1 Safe Church Policy and 2.2 Protective Behaviours Policy*;

d. the Role Description and any reporting structure;

e. expectations regarding Creating Safe Spaces training, if required;

f. an overview of *3.7 Procedure for Resolving Conflict and Minor Violations, 3.8 Procedures for Handling Complaints against Staff and Volunteers*, and *3.9 Procedure for Responding to Child Protection Concerns (NSW)*;

g. who to contact in the event of any conflict, concerns or complaints; and

h. any Guidelines appropriate to their ministry area.

A record of the induction (including the name of the person giving the induction, the date of the induction and the topics covered) will be kept.
This can be noted on the appropriate form, either:

4.2 Safe Ministry Screening Questionnaire for Staff and Volunteers (18 and over); or

4.3 *Volunteers Application Form for Category 2b Volunteers not in child-related work*

4.4 Safe Ministry Screening Questionnaire (under 18 years); or

4.5 Safe Ministry Screening Questionnaire (over 18 with an Intellectual Disability)

3.1.5. Staff and Volunteers: Training and Resourcing

1. Creating Safe Spaces Training

a. All staff and volunteers engaged in leadership and/or child-related work and/or work with vulnerable adults will:
   - attend Baptist Churches of NSW & ACT Creating Safe Spaces Training (or other SCTA approved face-to-face training) at least once every four years; or
   - if they have not attended such training prior to appointment, will complete the online component of the training prior to commencement and commit to attend the face-to-face component within six months of commencement.

b. The Safe Church Team will ensure that information about staff and volunteer attendance at Creating Safe Spaces Training is recorded in the *Safe Church Register*.

c. Whilst not an absolute requirement, given the value of such training, we do encourage all within the congregation to work through the online component even when not required to complete the face-to-face component.

2. Growth Track

This program is designed as an introduction into the life of ADBC. It teaches an understanding of the how the church works including its Constitution, the Leadership Structure, Ministries and Life Groups. It includes a section on understanding gifts and talents. This helps people find ministry areas within the Church that are suitable for their gifts and abilities.

Time is spent to highlight the Safe Church policies and members of the Safe Church Team and their role and responsibilities in the church. Expectations of the church in relation to these policies are also explored.

3. Other Training

Church Leadership (or Ministry Leaders) will arrange ongoing staff and volunteer training as required. This may include in-house training, or attendance at external conferences such as Connect Training Days, Activate Children's Ministry Conference or Baptist Youth Ministries State Conference and/or other training opportunities.

4. Resourcing

Church Leadership will ensure that Church programs are adequately resourced with staff and volunteers and have the required equipment for the safe and effective running of the program.

5. Staff and Volunteer Support and Supervision

Church Leadership will provide ongoing support and supervision for all staff and volunteers, to ensure they feel valued, respected and fairly treated, including:

a. providing them with an up-to-date Safe Church Policy, guidelines and procedures;

b. formal or informal support mechanisms, so that staff and volunteers have a clear understanding of who to go to for support and what type of support is available to them (for example, team meetings, counselling, prayer, and pastoral supervision for pastoral staff); and

c. an annual process of position review to provide an opportunity for mutual feedback and encouragement.

3.1.6. Staff and Volunteers: Review

a. Paid Pastoral Staff should participate in pastoral or professional supervision in addition to other review processes.

b. Staff should participate in a formal review process each year. This process should:
   - review the position description and make any necessary amendments;
   - provide an opportunity for mutual feedback and encouragement; and
   - identify opportunities for training and development in the following twelve months.

c. Volunteer positions should be reviewed annually to identify areas for support or development and to amend role descriptions where appropriate. This should provide an opportunity for mutual feedback and encouragement.

Information concerning Records, Staff and Volunteer Training and Review can be found in the *Safe Church Manual Procedure 3.3 Record Keeping.*

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