



BLUE CARDS & ROLES

Congregations, Faith Communities and Presbyteries

WHO NEEDS A BLUE CARD?

Applicable to **all UCA QLD churches** as children (anyone under 18 years of age) may be present (including visitors).

Do you provide **services** towards or conduct **activities** mainly involving children?

Do you engage in **decision-making** in relation to children in a committee or church leadership role?

Would a member of the public consider you to be a **Religious Representative**?



YES, a Blue Card IS required (and must be linked according to the employment type below):

Type: Churches, Clubs & Associations	Type: Religious Representatives
<i>I volunteer, work in or coordinate:</i>	<i>I am in one of the following roles:</i>
<ul style="list-style-type: none"> ✓ Ministry targeted towards young people (under 18) ✓ Camps or holiday programs (mainly for under 18)* ✓ Church Council Member ✓ Creche ✓ First Aid Officer ✓ Musician (if anyone in team is under 18) ✓ Pastoral Care (for families or under 18) ✓ Person of Concern (POC) Monitor (if POC is under 18) ✓ Photographer (of under 18) ✓ Playgroup / Mainly Music ✓ Presbytery / Synod Committee / Board Member ✓ Safe Church Coordinator ✓ Girls' or Boys' Brigade ✓ Soccer coach or manager ✓ Sunday School / Children's Church ✓ Youth Group ✓ Events mainly for children (e.g. family fun day) 	<ul style="list-style-type: none"> ✓ Accredited Lay Preacher ✓ Candidate for Ministry ✓ Chaplain ✓ Christian Religious Instruction (RI) ✓ Lay Presider ✓ Local Preacher (e.g. retired minister not in placement but preaching / lay person preaching) ✓ Minister of Word or Deacon/ Minister in association ✓ Pastor / Pastor in Ministry Location ✓ Retired Minister active in life of church ✓ Small Group/ Bible Study leader (if anyone in group is under 18) ✓ Worship Leader ✓ Youth worker/ Community Minister ✓ Youth, Children or Family coordinator

No Card. No Link. No Start.

If you are in any role listed, your valid Blue Card must be linked to the church before you start

Restricted persons** cannot be in any role with activities involving children or making decisions about children

*For **overnight camps** mainly for under 18s, **any adult** in attendance must have a physical **Blue Card** (exemptions do **not** apply)

****Restricted person:** Issued a negative notice, has a suspended Blue Card, a disqualified person, has been charged with a disqualifying offence that has not been finalised, is part of an interstate Working with Children Check.



Blue Card may not be required for certain roles.

Please refer to church council for confirmation. Examples of these roles include.

- Administrator
- Caterer / Café / Kitchen
- Cleaner
- Front door welcomer
- Gardener
- Op Shop volunteer or worker
- Property Coordinator



HOW DO I GET A BLUE CARD?

An individual must apply for a Blue Card themselves using either method below, using personal contact information:

Online Application	Paper Application
<ul style="list-style-type: none"> Create account with Queensland Digital Identity. Go to Blue Card Portal and start application. Request congregation to add reference number (where prompted). Complete application. 	<ul style="list-style-type: none"> Find and download appropriate form. Complete details. Request congregation to complete organisation details (page 1). Verify ID (Digital ID or JP certified copy of ID). Submit by post or scan and submit online.

WHERE DO I NEED TO BE LINKED?

If a Blue Card is required for a role, an individual must be linked to EACH organisation relevant to their role.

Congregation	Presbytery	Synod
<ul style="list-style-type: none"> ✓ Minister or Pastor ✓ Volunteer or worker at congregation 	<ul style="list-style-type: none"> ✓ Minister in Presbytery role ✓ Presbytery Committee Member ✓ Presbytery Employee ✓ Presbytery Camp leader (or similar) ✓ Volunteer, ministry agent or worker at Faith Community 	<ul style="list-style-type: none"> ✓ Minister or Pastor ✓ Synod Committee Member ✓ Synod Board Member ✓ Synod Employee ✓ Those in a specified ministry including accredited Lay Preacher

Note:

- An individual in a Placement must be linked to the Queensland Synod as well as each appointing body for the placement.
- A Presbytery has discretion whether they require anyone in a placement/available for supply etc. to be linked to the Presbytery.

Examples:

Roles held by an individual	Linked to ALL organisations listed
Church Council member	✓ Congregation
Pastor at Faith Community	✓ Presbytery
	✓ Synod
Local Preacher and Presbytery Standing Committee member	✓ Congregation
	✓ Presbytery
Pastor at Congregation	✓ Congregation
	✓ Synod
Minister at Congregation and School Chaplain	✓ Congregation
	✓ Synod
	✓ Institution (School)

HOW DO I GET LINKED TO MY ORGANISATION?

- Individual obtains a Blue Card.
- Individual provides to each relevant organisation their details: Full Name, Date of Birth, Blue Card Number, Type, Expiry.
- Organisation sights physical Blue Card.
- Organisation [validates](#) Blue Card using online (requires Full Name, Blue Card Number, Blue Card Expiry).
- Organisation to link individual's details (Card/Reference Number and Date of Birth) using either:
 - [Blue Card Services Organisation Portal](#).
 - [Paper form](#) (complete, scan and submit online or post to Blue Card Services).
- Individual receives a notification email indicating they have been linked.



BLUE CARD RESPONSIBILITIES

Congregations, Faith Communities and Presbyteries

BLUE CARD RESPONSIBILITY DETAILS

The following outline the individual and organisation's responsibilities regarding each part of the process: the application, linking, renewing and delinking of Blue Cards. Key terms include:



Blue Card: An identifier connected with an **individual** and is part of a screening process for those who work or volunteer with children, or make decisions relating to children within regulated organisations (e.g. churches).



Linked: Connection via Blue Card Services of an individual's Blue Card to the Organisation.

No Card. No Link. No Start.

Individual Volunteer / Worker / Employee / Business Operator	Organisation Congregation (C) / Presbytery (P)
ALL volunteers or workers	
<ul style="list-style-type: none"> Provide full name and date of birth to organisation (due to requirement by government as a personal identifier). 	<ul style="list-style-type: none"> Initiate role application process, including conversations with the individual. Record individual's details in register of workers/volunteers (available on Synod Hub).
Those in a ROLE REQUIRING A BLUE CARD (in addition to above, all volunteers or workers must):	
<ul style="list-style-type: none"> Apply for and hold a current, valid Blue Card. <i>Note: An organisation cannot make an application for you.</i> Provide Blue Card details (and date of birth) to each organisation. <p>Note: Applications can be completed online or using a paper form). The Blue Card type varies according to the individual's situation.</p> <p>The type of card (V, P, E, B) varies:</p> <ul style="list-style-type: none"> Volunteer = not paid in any role Paid = paid in a role Exemption = registered teacher/ police officer Business (e.g. Minister) 	<ul style="list-style-type: none"> If needed for first-time volunteer applications either: <ul style="list-style-type: none"> Complete organisation-related information (paper form, page 1), or Link individual's application number to your organisation (online application) using the Blue Card Services Organisation Portal. Sights Blue Card and validates the card online. Record Blue Card details in register of workers/volunteers. Link Blue Card to organisation via Blue Card Services Organisation Portal or form (scanned or mailed).
Blue Card RENEWAL (responsibility of individual, who receives email reminders)	
<ul style="list-style-type: none"> Renew your Blue Card prior to expiry date. Provide updated card number and expiry to organisation. 	<ul style="list-style-type: none"> Update individual's new card number/expiry in register of workers/volunteers. Check new card is linked, or link new card.
Those LEAVING all roles requiring a Blue Card (ceased role, moved congregations)	
	<ul style="list-style-type: none"> De-link individual's Blue Card from organisation via Blue Card Services Organisation Portal or form (scanned or mailed). Record date Blue Card de-linked in register of workers/volunteers.

All personal information and details (e.g. register of workers/volunteers) must be stored safely and securely.



The following information is relevant for Congregations and Presbyteries who use the Blue Card Services Organisation Portal to link, manage and delink volunteers or workers. This information is an **extract** of the Blue Card Portal Guide, providing guidance on:

- Updating the **Organisation's employment type** (e.g. adding the category of Religious Representatives).
- Updating the employment type of an **individual already linked to your organisation** via the [Organisation Portal](#).

Link to login: orgportal.bluecard.qld.gov.au/Login (reminder: you will be prompted to use the [Queensland Digital Identity](#) app as verification when logging in. If setting up for the first time, please use your personal contact information).

If you have questions regarding the Blue Card Services Organisation Portal, please connect with the Presbytery Support Unit on psu@ucaqlld.com.au or **(07) 3377 9984**.

Blue Card Services (Organisation Portal) resources: organisationportal@bluecard.qld.gov.au | 1800 113 611 | [Documents](#)

Organisation Details

To update any of the following, **email Blue Card Services** via organisationportal@bluecard.qld.gov.au

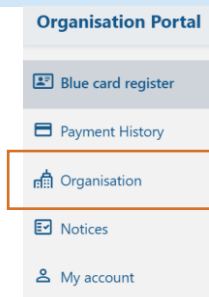
- **Organisation Name**
- **Applicant Type** (e.g. Volunteer, Paid or Student)
- **Employment Type** (e.g. Churches, Clubs and Associations or Religious Representatives)

Include in your email:

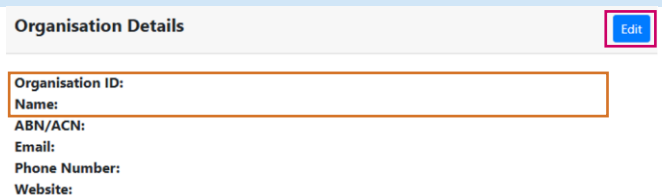
- **Organisation Name**
- **Organisation ID**
- **Specific requests for changes** (e.g. add Religious Representatives as an employment type)
- **Your relationship to the organisation** (e.g. Organisation Portal Administrator, Church Council Chairperson)

Editing Organisation Details

1. Click on **Organisation**.



2. Click **Edit**.



3. Update your ABN, Website, Email or Phone Number. Click **save changes**.

4. To update items in grey, **email Blue Card Services** via organisationportal@bluecard.qld.gov.au

Include in your email:

- **Organisation Name**
- **Organisation ID**
- **Specific requests for changes** (e.g. add Religious Representatives as an employment type)
- **Your relationship to the organisation** (e.g. Organisation Portal Administrator, Church Council Chairperson)



Managing the Blue Card Register

Viewing / Editing Linked Blue Cards

You may need to update the **type** of link made between an individual and your organisation due to their change in employment type (role category) or applicant type (volunteer, paid or student). Examples include:

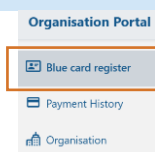
- **Employment type** (e.g. The role changes from Churches, Clubs and Associations to Religious Representatives)
- **Applicant type** (e.g. A volunteer becomes a paid employee)

An Organisation must have this type in their declared list before an individual can be linked with that category.

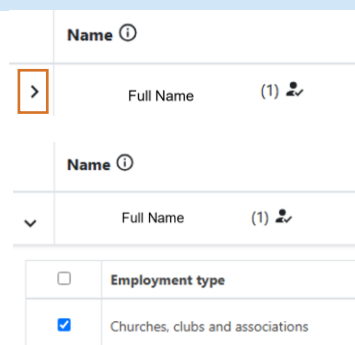
If this type cannot be seen, a request should be submitted to Blue Card Services.

Follow the details on the previous page under 'Organisation Details' and email organisationportal@bluecard.qld.gov.au.

1. Go to **Blue Card register** screen.



2. Find the individual in the list or use the search feature. Click the **arrow** to the left of their name so you can see more details.



3. Find the row you wish to update and click the **binoculars** icon.

☐	Employment type	Applicant type	Date link established	
☒	Churches, clubs and associations	Volunteer	21/04/2026 7:04:12 PM	

4. Change the **required field/s** (Applicant type / Employment type).
Change the **date**.
Click **save**.

Child-related activity information

Applicant type:
Volunteer

Employment type:
Churches, clubs and associations

CRA received date:
21/04/2026

Cancel Save

For questions or support regarding the Blue Card Organisation Portal, please contact:

- Blue Card Services: **1800 113 611**
- Presbytery Support Unit: **(07) 3377 9984** or psu@ucaqld.com.au