



Obligations of Lay Preachers

C/2.1.10.1

Purpose

This procedure provides a structure and outlines the obligations required to comply with the [Safe Ministry with Children \(SMC\) Policy](#).

Scope

This procedure applies to all lay preachers within the Queensland synod. The Uniting Church in Australia Regulation 2.2.3 defines the role of lay preacher.

Legislative requirements

These obligations comply with requirements of the *Working with Children (Risk Management and Screening) Act 2000*, the *Working with Children (Risk Management and Screening) Regulation 2020*, and the *Criminal Code (Child Sexual Offences Reform) and Other Legislation Amendment Act 2020*. It also aligns with the ten (10) National Principles for Child Safe Organisations, the *Uniting Church in Australia's (UCA) National Child Safe Policy Framework 2022*, the *UCA National Person of Concern Policy Framework 2020* and the *UCA Child Safe Screening National Policy Framework 2020*.

Mandatory Reporting

The [Mandatory Reporting Process for Lay Workers Lay Preachers and Volunteers](#), outlines the steps to take to ensure that you are fulfilling your duty of care, by reporting incidents of suspected abuse or neglect. A copy of this document is available on the synod website.

Obligations

1. Blue cards

A lay preacher is considered a 'religious representative' under the Act and requires a blue card.

Paid role

- 1.1. You must hold a paid blue card i.e. apply for a blue card online via Blue Card Services. On the application form, you should list the details of your Presbytery Chairperson in the 'organisation's contact person' section.

Unpaid role

- 1.2. You must hold a volunteer blue card i.e. apply for a blue card online via Blue Card Services. Applications for a volunteer blue card are located online from blue card services.

2. Governance

- 2.1. You must complete and sign either a [Statement of Personal Commitment](#), or a [ministry agent statement of commitment](#) every year.

3. Reporting abuse

- 3.1. As a religious representative, it is a mandatory requirement that you report any suspicions of abuse or neglect. This is done by following the [Mandatory Reporting Process for Lay Workers Lay Preachers and Volunteers](#). You must make a report to the police in all cases where:
 - sexual abuse or grooming has occurred,
 - you suspect that sexual abuse or grooming has occurred,

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3.2. A written record must be kept using the [template for complaints and allegations](#), and a copy forwarded to the synod office.

4. Training

4.1. All lay preachers **must** comply with the [Safe Church Training procedure](#) and complete the following:

4.1.1. Module 2 – Core Training for Lay Preachers, Lay Workers and Volunteers every 12 months

4.1.2. SMC Training for Lay Workers Lay Preachers and Volunteers every two years:

- Module 1 – Mandatory SMC Training for Lay Workers Lay Preachers and Volunteers
- Module 4 – Planning Safe Programs
- Module 5 – Managing People
- Module 6 – Record Keeping
- Module 12 – Providing Safe Online Ministry
- Module 13 – Practising Shared Guardianship (Preventing Abuse)

4.2. All lay preachers should complete at least one hour of external training per year, separate to SMC training.

Training Schedule

Lay Preacher	SMC Training Modules
✓	Module 1: Mandatory Training for Lay Preachers Lay Workers & Volunteers
✓	Module 2: Core Training for Lay Preachers Lay Workers & Volunteers
	Module 7: Responding to a Person of Concern
✓	Module 13: Practicing Shared Guardianship
✓	Module 12: Providing Safe Online Ministry
	Module 14: Refresher Training
✓	Module 6: Record-keeping
	Module 3: Overseeing Safe Ministry
✓	Module 5: Managing People
✓	Module 4: Planning Safe Programs
✓	External Training

	Training to be completed upon/prior to appointment, and then every 12 months
	Training to be completed upon/prior to appointment, and then every 2 years
	External training – a minimum of one hour should be completed every 12 months.



Revisions

Document number		C/2.1.10.1			
Version	Approval date	Approved by	Effective date	Policy owner	Policy contact
5.0	08.07.2022	Manager, Risk and Compliance	08.07.2022	ED Strategic Resources and Assurance	Safe Church Assurance and Support Officer
Next scheduled review		08.07.2027			