



# Obligations for retired Ministry Agents who are volunteering or available for supply

C/2.1.10.4

## Purpose

Outlines the obligations required to comply with the [Safe Church Policy](#) and the Synod Wide [Blue Card Policy](#).

## Scope

Applies to all retired ministry agents of the Church who are available for supply or remain 'active' post-retirement in volunteer or paid roles or activities.

## Obligations

### 1. Policy Compliance

1.1. All retired ministry agents must comply with the Synod Wide Blue Card Policy, the Safe Church Policy, and the Person of Concern (POC) [Policy](#) if they take on any volunteer or paid duties post-retirement.

1.1.1. You must **not** use a volunteer blue card for paid child-related work.

1.1.2. Not adhering to the requirements of the Safe Church Policy constitutes a breach of the policy itself. Fill out a Breach Report and record it. (Refer to the [Breach Procedure](#)).

### 2. Governance

2.1. Every year, fill out and sign a [Statement of Personal Commitment](#) (SOPC) or a ministry agent [Statement of Commitment](#) (SOC). Not doing this yearly is against the Safe Church Policy and must be recorded as a breach.

### 3. Training

3.1. Follow the [Safe Church Training Procedure](#). The training can be completed online using the Synod learning platform, [edUCate](#). Please contact the Learning and Development Team at [learning@ucaqld.com.au](mailto:learning@ucaqld.com.au) or 07 3377 9734, for more information or to obtain this access.

3.1.1. Not following the Safe Church Training process is against the Safe Church Policy. Fill out a Breach Report and record it.

3.1.2. Retired ministry agents must complete the Code of Ethics annually if they take on any duties which meet the criteria of a religious representative.

### 4. Mandatory Reporting

4.1. If you suspect neglect, abuse, sexual abuse, boundary violations or breaches of behaviour, report it following the [Mandatory Reporting](#) process.

4.2. The maximum penalty for failing to report a reasonable suspicion of a child sexual offence is 3 years' imprisonment.

## Additional requirements: Volunteering in a child-related role

### 5. Child-related role

5.1. You must comply with the obligations in *Sections 1-4*.

5.2. If you are a retired ministry agent volunteering in a role which includes activities with children, you are required to hold a Volunteer Blue Card. Refer to the [Blue Card Requirements for Lay Preachers and Lay Workers](#), and the [Obligations of lay workers](#).

## Additional obligations: Volunteering (not with children)

### 6. Volunteering

6.1. You must comply with the obligations in *Sections 1-4*.

6.2. If you are a retired ministry agent volunteering in a role that does not involve children, you are not required to have a Blue Card. However, please note that you may still be regarded as a 'religious representative,' in which case you are obligated to possess a valid linked blue card.



- 6.3. If you are a retired ministry agent volunteering in a role including activities with anyone vulnerable, you must meet the mandatory screening requirements, including additional training. Refer to the Obligations of lay workers.

### Additional obligations: Unpaid duties

7. **Unpaid preaching or worship leading**

- 7.1. You must comply with the obligations in *Sections 1-4*.  
7.2. If you are a retired ministry agent volunteering to preach or as a worship leader, you must have a Volunteer Blue Card as you will meet the definition of a religious representative.

8. **Unpaid pastoral care duties**

- 8.1. You must comply with the obligations in *Sections 1-4*.  
8.2. If you undertake unpaid pastoral care duties as a retired ministry agent, you must hold a Volunteer Blue Card.

### Additional obligations: Paid tasks

9. **Occasional paid tasks**

- 9.1. You must comply with the obligations in *Sections 1-4*.  
9.2. If you undertake occasional paid tasks as a retired ministry agent, as a religious representative, you must hold a valid blue card. Once you have met the threshold for child-related work (7 days per calendar year), then you must hold a Paid Blue Card or transfer your Volunteer Blue Card to a Paid Blue Card.

### Additional obligations: Commence Supply

10. **Commence Supply**

- 10.1. You must comply with the obligations in *Sections 1-4*.  
10.2. If you commence supply, as a retired minister, then you must hold a **Business Blue Card** for the period that you are providing supply. Undertaking a supply role, has the same requirements and obligations as all ministry agents in a placement. Please refer to the [Obligations for Ministry Agents](#) document.  
10.3. You must enroll in the Safe Church ministry agent training as soon as possible prior to/upon commencing your supply role. Please contact the Learning and Development Team at [learning@ucaqld.com.au](mailto:learning@ucaqld.com.au) or 07 3377 9734, for more information or to obtain this access.

### Information and support

Information and support can be obtained from the Safe Church Assurance and Support Officer on 07 3377 9833 or [safechurch@ucaqld.com.au](mailto:safechurch@ucaqld.com.au)

### Revisions

Document number		C/2.1.10.4			
Version	Approval date	Approved by	Effective date	Policy owner	Policy contact
5.0	16.05.2024	General Manager Risk and Safeguarding	16.05.2024	General Manager Risk and Safeguarding	Safe Church Assurance and Support Officer
Next scheduled review		16.05.2026			