



ARCHDIOCESE OF BRISBANE

Vicar General

MEMORANDUM

To: Parish Priests, Administrators and Associate Pastors
Parish Offices, Ethnic and Faith Ministries

From: Monsignor Peter Meneely, Vicar General

Re: Archdiocese of Brisbane – Volunteer Requirements

Date: 20 April 2018

The Archdiocese is committed to creating and maintaining safe and secure environments for all clergy, religious, employees and volunteers of parishes, ministries and ethnic/faith communities.

The People and Culture Team (formerly known as HR) assists parishes by maintaining a Volunteer Register of all volunteers. To date, over 4,000 volunteers have been registered.

The following information will assist you in ensuring best practice in your parish and ethnic/faith ministry to assist with meeting your statutory obligations:

1. Parish and Ethnic/Faith Ministries & Volunteer Manuals

A Parish Ethnic/Faith Ministries Manual and a Volunteer Manual can be located at <http://ai.catholic.net.au/hris/Volunteer%20Documents/>. These manuals are a helpful resource in managing the statutory requirements for volunteers.

2. Archdiocese of Brisbane - Volunteer Requirement Matrix & Associated Forms

We attach an updated Archdiocese of Brisbane Volunteer Requirement Matrix. This matrix sets out the registration, accreditation and training requirement for each category of volunteer. ***Please note, the requirements have changed and the degree of working with children and vulnerable adults is not the only criterion.*** For example, those in a position of trust, such as Readers and Communion Ministers, must now obtain a Police Check. These requirements are also dynamic and therefore subject to change according to internal/external requirements.

It is also important to note that this matrix will now be the sole reference for volunteer requirements. The matrix in the Archdiocesan safeguarding policy is now invalid and will be removed when the policy is reviewed in coming months.

Rev Monsignor Peter J Meneely VG



To formally register volunteers, all forms once completed, should be sent by the parish or ethnic/faith ministry to the Volunteer Co-ordinator Pat Casey at:

*The People and Culture Team
Archdiocese of Brisbane
GPO Box 282
Brisbane Qld 4000*

Or
volunteers@bne.catholic.net.au

At any stage, your parish or ethnic/faith ministry can request a report from The People and Culture Team listing all your registered volunteers or just those in a particular category, for example a high risk group.

3. Safeguarding Compliance Training

The current safeguarding policy stipulates that clergy, religious, employees and volunteers of parishes, ministries and ethnic/faith communities attend Safeguarding Training every two years. Training for volunteers has been identified for roles with specific risks. The Volunteer Requirement Matrix indicates which training is applicable.

Shortly you will receive information on arrangements for safeguarding training.

Most parishes are doing an admirable job of meeting compliance requirements and working towards building safer parishes and ethnic/faith ministries. We understand the administrative burden this places on priests, employees and volunteers, however it is not a task that we can ignore.

If your parish or ethnic/faith ministry requires assistance for screening and training, or should you have queries with this correspondence, please contact Pat Casey, Volunteer Co-ordinator, The People and Culture Team via email volunteers@bne.catholic.net.au or by telephone 07 3324 3106 .

With every best wish and blessing,

Yours sincerely in Christ,

**Monsignor Peter J Meneely
Vicar General
Archdiocese of Brisbane**