



Anglican Diocese
of the Northern Territory

Short Term Worker Protocol

DOCUMENT NUMBER	SM007
TYPE	Protocol
SUBJECT	Protocol for Safe Ministry and other requirements regarding Short Term Workers such as short term mission volunteers.
AUTHORISED BY	Diocesan Council according to the <i>Safe Ministry Policy</i>
DATE AUTHORISED	November 2018

PREAMBLE

The Bishop of the Northern Territory welcomes and values the assistance provided by individuals and agencies outside the Diocese. This partnership in ministry enables the Church of Jesus Christ to grow and develop in areas where resources are limited. To enable such joint ministry to occur safely and effectively Safe Ministry ordinance, policy and protocols must be observed.

SCOPE

This protocol applies to all short term, non-NT-resident church workers (ordained and non-ordained, paid and voluntary, licensed and unlicensed) who intend to be associated with the ministry of the Anglican Diocese of Northern Territory.

This document is to be read in conjunction with the Diocesan *Safe Ministry Policy* with associated protocols.

COMMITMENT

The Diocese of the Northern Territory is committed to safe ministries. This means that Diocesan parishes, ministries and entities should be abuse-free and harm-free, person-valuing and respectful environments for ministry to God's glory. The aim of this protocol is to ensure that short term church workers are not overlooked in this commitment, particularly in the area of due diligence in appointment.

GUIDING PRINCIPLE

'Mutual benefit' is the guiding principle underpinning all short term ministry agreements. Plans for short term ministry should be of spiritual, physical or social benefit to both the short term worker(s) and the Parish, Ministry Unit or Diocese.

DEFINITIONS

Diocesan Host means the primary contact person from the Diocese of the NT who is facilitating the ministry or visit which is the subject of the MOU. This may be the Rector, a member of the Diocesan Office or the Bishop, or his or her delegate. The Host will ensure appropriate safe ministry clearance checks are undertaken, in accordance with Diocesan Ordinance, Policy and Protocols.

Short Term Church Worker means the person who is intending to undertake short term ministry as a church worker in the Diocese of the NT. This may be an individual, or part of a visiting team. Usually, short term workers are not NT residents.

Memorandum of Understanding (MOU) means the written agreement detailing the specifics of an intended short term ministry. It details all aspects of the agreement. An example is found in Schedule 1 of this protocol.

REQUIREMENTS:

1. Diocesan Host (Host)

Before short term workers can do ministry in the Diocese of the Northern Territory, there must be a local Diocesan host. The host will usually be the Rector of the NT Parish where the short term worker will undertake ministry. The host is ultimately responsible for the implementation of this protocol.

2. Memorandum of Understanding (MOU)

The details of the planned ministry are carefully negotiated between the individual(s) concerned and the Host. All such proposed ministry must be compatible with the culture and tradition of the Diocese and with the full knowledge of the local Parish Council(s) (or local church leaders).

These details must be documented in an MOU and sent in draft form to the Bishop for approval.

Once approval has been given for the ministry by the Bishop, the MOU must be signed by both the Host and the short-term team leader or individual proposing to serve and forwarded to the Diocesan Office.

3. Due Diligence

In addition to the development of an MOU, it is also a requirement that all individual church workers, including short term workers complete the requirements of *The Diocesan Due Diligence Protocol*, as relevant to the proposed ministry they will be involved in. This may include provision of a valid Working With Children's Clearance, Police check and completion of other safe ministry screening questions as set out in the *Church Worker Check (Category B)* form, which is available from the Diocesan Office.

Ideally, short term volunteers should be supervised in their ministry. You do not need a NT WWCC (Ochre card) if you are visiting the Northern Territory and volunteering with children for less than 14 days in a year in total. In this instance, an interstate Working With Children's Clearance Check is accepted by the Diocese as adequate for short term workers proposing to work with children.

4. Travel and accommodation

This is arranged between the individual(s) and the parish (or agency) concerned and is not the responsibility of the Diocese of the NT unless otherwise determined under the MOU.

5. Expenses

All such ministry related expenses are negotiated between the individual(s) and the parish (agency) within the Diocese of the NT well before the time of commencement of ministry. Any expenses to be paid for by the Diocese or NT Parish must be recorded in the MOU.

6. Insurance

All insurance (i.e. travel, medical, etc), is the responsibility of the individual(s) and not the parish (agency), or the Diocese of the NT unless otherwise determined.

However the Diocese does have Public Liability Insurance, and when an MOU exists may take responsibility under WHS provisions as relevant.

7. Accountability

While serving within the Diocese of the NT each short term worker is responsible to the Rector of the parish concerned, or to the Wardens, or failing this to the Bishop of the NT.

Prior to conclusion of the ministry or visit, the Host is required to conduct an interview with the short term worker / team leader in order to provide space for review of the ministry and discussion about related issues. In addition, a brief written report is to be provided to the Bishop of the NT.

RESPONSIBILITIES

Short Term Worker’s responsibilities

- ensure an MOU is in place prior to commencement of ministry and abide by its terms
- complete Church Worker Check
- communicate any change of declared circumstance that affects either the Safe Ministry screening documentation, the MOU or any other relevant information
- report any concerns to the Host or the Diocesan Safe Ministry Helpline on 1800 070 511.

Diocesan host’s responsibilities

- initiate and honour the MOU, ensuring the Bishop’s approval before firm plans are put in place.
- obtain satisfactory safe ministry clearance checks for all individuals (including verification)
- provide safe environments or advice and / or training where local environments may not be safe (such as in the case of river crossings or risks from local fauna)
- provide cross cultural advice and /or debrief as appropriate
- ensure our insurance, legal and duty of care, obligations are met.

SUPPORTING DOCUMENTS

Civil:

- The Work Health and Safety Act (2012)
- The Work Health and Safety Regulations (2012)
- The Care and Protection of Children Act (2016)
- The Domestic and Family Violence Act (2007)

Church:

- The Diocesan Code of Conduct: *Faithfulness in Service* (November 2016)
- Professional Standards Ordinance (2017)
- The Offences Canon of General Synod
- Diocesan Work-Health and Safety Policy

Diocesan Protocols:

- SM001: Safe Ministry Policy
- SM002: Due Diligence Appointment Protocol
- Form: *Church Worker Check* (Category B), which is the relevant safe ministry check in the Diocese.

For completion when document supersedes an existing policy, procedure or protocol.

VERSION NUMBER OF THIS DOCUMENT	DATE OF PREVIOUS DOCUMENT	SUMMARY OF CHANGE	REASON FOR CHANGE
3	November 2017	<ul style="list-style-type: none"> • Clarity around the necessity of providing evidence of Working with Children Clearance • Requirement of a post ministry interview with the ST Worker 	Usage indicated revisions

Schedule 1: Example Memorandum of Understanding for Short Term Workers

Date of Agreement:

Agreement Made Between:

	Short Term Worker / Team	NT Diocesan Host
Full Name:		
Contact details: (Ph, Mob, Email, Post)		
Parish Church and Diocese / Location		
Name and Contact details of Parish Rector		

Details of Proposed Ministry in the NT Diocese:

Dates of Proposed Ministry:

Details of clearance checks required prior to commencement: (tick all that apply)

- Completed Church Worker Check (Category B) forms for each worker
- Working With Children’s Clearance Numbers for each worker if required by SM002 (Ochre Card required for ministry in the NT of more than 14 days duration. Otherwise interstate WWCC is accepted)
- Police Check less than 3 months old for each worker if required by SM002
- Land Permits from NLC if required. These can be obtained from <https://www.nlc.org.au/articles/info/tourist-transit-work-research-permits/>
- Recommendation for the short term ministry work by sending Rector / Vicar, including that the person is cleared for similar work in their home parish. ie: For Child related work – are they required to have done a safe ministry workshop in their home state?
- Other (please give details)

Other requirements:

- Insurance coverage details
- Preparation and/or cultural learnings to be undertaken
- Debrief measures
- Follow up measures

Date post-trip report due by:

Date of proposed accountability interview:

Details of any other details including agreed costs to be reimbursed by the NT Diocese:

To be signed by each team member:

In participating in the [church name] short term mission trip to [location], NT

I agree to:

- Treat all people in the community with respect and dignity
- Care for my own and other's safety
- Not act in any way that will put other people in danger
- Follow any reasonable instruction given to me by church leaders or NT Diocesan Personnel
- Comply with the land permit requirements for entry onto Aboriginal land

Full Name of Each Team Member	Signature of each Team member

[home church name] Endorsement:

I am aware of the terms of this agreement and will uphold it personally and ensure the members of the team also uphold it.

Signature of [church name] Team Leader: _____ Date:

I recommend each of the team members listed in this MOU as suitable for the ministry which we are sending them to undertake. I confirm that every team member over the age of 16yrs has been cleared for ministry under the requirements of our [diocese / denomination]:

Signature of Senior Minister: _____ Date:

Signature of NT Bishop: _____ Date: