



## Short Term Volunteer Worker Protocol

DOCUMENT NUMBER	SM007 v5.0
TYPE	Protocol
SUBJECT	Protocol for Safe Ministry and other requirements regarding Short Term Volunteer Workers such as short term mission volunteers.
AUTHORISED BY	Diocesan Council according to the <i>Safe Ministry Policy</i>
DATE AUTHORISED	Approved DC 13-11-2021 Active 01-12-2021

### 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 legislation, policy and protocols must be observed.

### Scope

This protocol applies to all short term volunteer workers (teams or individuals), who intend to be associated with the ministry of the Anglican Diocese of Northern Territory, excluding guest speakers or guest ministers.

See *SM002: Safe Ministry Screening Protocol* regarding requirements for guest speakers or guest ministers and visiting clergy who are ministering as part of a short-term team under this protocol.

This document is also to be read in conjunction with the Diocesan *SM001: Safe Ministry Policy*.

### 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.

### 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 volunteer 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.

**Guest Speaker or Guest Minister** means any person who is conducting short term, specific ministry, such as a one-off talk in a parish or ministry.

**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 volunteer 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.

**Volunteer.** For the purpose of this protocol a person who is not an employee of the Anglican Diocese of the Northern Territory or any of its parishes shall be deemed to be a volunteer, regardless of whether they are employed vocationally in another diocese or jurisdiction.

## Requirements:

### 1. Diocesan Host (Host)

Before short term volunteer 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 volunteer 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). The terms of the MOU are limited to matters which are under the direct influence of parties who sign the MOU, not third parties. 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 DSMO.

### 3. Travel and accommodation

This is arranged between the individual(s) and Diocesan Host concerned and is the responsibility of the short term volunteer worker(s), unless otherwise determined under the MOU.

### 4. Expenses

Reimbursement of direct expenses, including mileage, associated with the approved ministry may be made to short-term volunteer workers. All such ministry related expenses are negotiated between the individual(s) and the parish Diocesan Host 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.

## 5. Insurance

The Diocese maintains limited insurance policies for the purpose of mitigating risk associated with authorised ministry activities by volunteers within the ordinary operations of the Diocese. Policies include but are not limited to Public Liability and Voluntary Workers Personal Accident insurance.

The Short Term Volunteer Worker shall be deemed to be an insured volunteer pursuant to those insurance policies to the limits prescribed therein, provided that the Short Term Volunteer Worker is:

- undertaking ministry activities (excluding ordinary travel to/from the said ministry activities) within the ordinary operations of the Diocese; and that
- those activities are authorised by the Diocesan Host;
- those ministry activities are conducted during the period of this agreement; and that
- the appropriate level of safe ministry clearance has been attained for the Short Term Volunteer Worker.

The Short Term Volunteer Worker is expected to follow Diocesan Incident/Hazard Reporting procedures, found on the Diocesan website, and shall make any such reports or claims within fourteen (14) days of the completion of such ministry activity.

## 6. Accountability

Under normal circumstances, while serving within the Diocese of the NT each short term volunteer worker is responsible to the Diocesan Host. Prior to conclusion of the ministry or visit, it is required that the Diocesan Host conduct an interview to provide space for review of the ministry and discussion about related issues. In addition, where visiting teams are not directly supervised in their ministry, a brief written report is to be provided to the Bishop of the NT by the team leader.

## Responsibilities

### 7. Short term volunteer worker's responsibilities

- Ensure an MOU is in place prior to commencement of ministry and abide by its terms
- Provide church endorsement of suitability for ministry from sending organisation.
- Complete relevant clearance requirements.
- Communicate any change of declared circumstance that affects any of 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.
- Familiarize self with the 'Church Partnerships in the Northern Territory' flyer (available on the resources tab of the Diocesan website). It is also recommended to do some reading from the further resources section.

### 8. Diocesan host's responsibilities

- initiate and honour the MOU, ensuring the Bishop's approval before firm plans are put in place.

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- ascertain appropriate level of safe ministry clearance for short term volunteer workers by reference to *SM002: Safe Ministry Screening Protocol*.
- Implement safe ministry clearance.
- 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 Diocesan insurance, legal and duty of care, obligations are met.
- ensure a SMO record is created for each Short Term Voluntary Worker and a copy of the MOU and supporting documents are uploaded to each record.

## Supporting Documents

### Government:

- Work Health and Safety Act (2012)
- Work Health and Safety (National Uniform Legislation) Act (2011)
- Care and Protection of Children Act (2007)
- Care and Protection of Children Act - Screening regulation (2010) Part 2 (4)
- 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
- Church Partnerships in the Northern Territory  
Flyer([www.ntanglican.org.au/resources/](http://www.ntanglican.org.au/resources/))
- Safe Ministry to Children Canon (2017)

### Diocesan Protocols:

- SM001: Safe Ministry Policy
- SM002: Safe Ministry Screening Protocol
- *Church Worker Check*, or the relevant application and declaration form.

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

VERSION NUMBER OF THIS DOCUMENT	DATE OF PREVIOUS DOCUMENT	SUMMARY OF CHANGE	REASON FOR CHANGE
4	7 <sup>th</sup> November 2020	<ul style="list-style-type: none"> <li>• Clarification of Guest preachers and ministers moved to SM002</li> <li>• Removal of circular references to SM002</li> <li>• Updating of language</li> </ul>	Update to match other policy and procedure
	IDENTIFIED KEY STAKEHOLDERS		
	Rectors, MDT, Bishop, Registrar, S/T teams.		



# Memorandum of Understanding

**Date of Agreement: 01/01/2021**

**Agreement Made Between:**

	<b>Short Term Ministry Team</b>	<b>NT Diocesan Host</b>
<b>Full Name:</b>	[Team Name] Team Leaders:  <i>Team Members as listed in Scheduling 1</i>	
<b>Contact details: (Ph, Mob, Email, Post)</b>		
<b>Parish Church and Diocese / Location</b>		
<b>Name and Contact details of Parish Rector</b>		

**Details of Proposed Ministry in the NT Diocese:**

[insert text description of scope and goals of proposed ministry]

All activities will be within the scope and purposes of the Anglican Diocese of the NT and will be appropriate to the skills and experience of the volunteers listed below.

**Dates of Proposed Ministry:**

[insert text description dates of proposed ministry including travel itinerary]

**Details of clearance checks required prior to commencement:**

[The appropriate level of safe ministry clearance for short term volunteer workers will be ascertained by reference to *SM002: Safe Ministry Screening Protocol*. The Diocesan Host will be responsible for the detailed clearance components of the MOU with reference to the level of trust in the partner organisation’s clearance procedures and as relevant to the proposed ministry team members will be involved in. Where there is doubt this should be done in consultation with DSMO]

**Insurance:**

The Diocese maintains limited insurance policies for the purpose of mitigating risk associated with authorised ministry activities by volunteers within the ordinary operations of the Diocese. Policies include but are not limited to Public Liability and Voluntary Workers

Personal Accident insurance. The Short Term Volunteer Worker shall be deemed to be an insured volunteer pursuant to those insurance policies to the limits prescribed therein, provided that the Short Term Volunteer Worker is:

- undertaking ministry activities (excluding ordinary travel to/from the said ministry activities) within the ordinary operations of the Diocese; and that
- those activities are authorised by the Diocesan Host; and
- those ministry activities are conducted during the period of this agreement.

The Short Term Volunteer Worker is expected to follow Diocesan Incident/Hazard Reporting procedures, found on the Diocesan website, and shall make any such reports or claims within seven (7) days of the completion of such ministry activity.

**Other Requirements:**

[Preparation and/or cultural learnings to be undertaken]

[Debrief measures]

[Follow up measures]

[Date post-trip report due by (where relevant)]

[Date of proposed accountability interview]

Note: The terms of the MOU should be limited to matters which are under the direct influence of parties who sign the MOU, not third parties.

**Details of agreed costs:**

[Details of any other cost matters including agreed costs to be reimbursed by the NT Diocese]

**[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 Schedule 1 of this MOU as suitable for the ministry which we are sending them to undertake. I confirm that every team member over the age of 16 yrs has been cleared for ministry under the requirements of the Anglican Diocese of [Insert Australian Diocese or consult with DSMO] :*

Signature of Minister/Senior leader: \_\_\_\_\_ Date:

Signature of NT Diocesan Host: \_\_\_\_\_ Date:

Approved NT Bishop: \_\_\_\_\_ Date:

**Schedule 1: To be signed by each team member:**

In participating in the [Team name] short term mission trip the 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
- Uphold the NT Diocesan Code of Conduct: *Faithfulness in Service*
- Comply with the requirements of the land permit for entry onto Aboriginal land
- Diocesan Incident/Hazard Reporting procedures, found on the Diocesan website. <https://www.ntanglican.org.au/ministry-and-registry/forms-procedures/insurance-manuals-claims-and-incident-reports/>

**I declare that I have not:**

- Been convicted of or committed any crime against a child
- Been convicted of or committed of any sexually related offence

<b>Full Name(s) of Each Team Member</b>	<b>Date of Birth</b>	<b>Signature of Each Team Member</b>