



## Presbyterian Church of Victoria Safe Church Unit

Tel: 0499 090 449

Email: [safechurch@pcv.org.au](mailto:safechurch@pcv.org.au)

268 Canterbury Road  
Heathmont, Victoria 3135

### Safe Church PCV Requirements for Appointments - Employment Process

*for paid pastoral ministry workers*

The Victorian Child Safe Standards require that organisations with children have an employment process that includes due diligence and screening **before a person is offered a position** in the organisation. Hence, Safe Church PCV requirements for the employment of a person as a paid pastoral ministry worker in the PCV are in place to ensure the PCV complies with the Standard.

The Safe Church Unit (SCU) provides the following employment process for use in the PCV when sessions, presbyteries and committees seek to appoint a paid ministry worker, by whichever means, including, for example, a call or a presbytery or session direct appointment or engagement. This process must take place **before** a person is offered the position.

*Please contact SCU with any enquiries relating to these requirements.*

**The components of the Victorian Child Safe Standards compliant PCV employment process for pastoral ministry workers are:**

- Provision of a role description (also known as “duty statement”) to the applicant
- Requirement of a resume and the provision of a minimum of two referees by the applicant
- Current National Police Check requirement and Working With Children Check requirement
- Proof of qualifications – specifically any theological studies or a certificate of ordination
- Reference checking of the applicant by the Appointing Body Representative by contacting the two referees
- An interview with the applicant
- Completion of the PCV Safe Church Registration Form for Appointments by the applicant and return of this form to the Appointing Body Representative
- The Appointing Body Representative is return the completed PCV Safe Church Registration Form for Appointments to the Safe Church Unit and also contact the Safe Church Unit as part of undertaking due diligence checks.

*Victoria Police advises that a National Police Check can only be used for a single purpose and must be applied for that specific purpose – hence the applicant requires a new Police Check for the process.*

*For details see the Victoria Police FAQs fact sheet – linked from [www.safechurchpcv.org.au/resources](http://www.safechurchpcv.org.au/resources)*

To aid sessions, presbyteries and committees in this employment process, a standardised form is available for use for this purpose. This form is available at [www.safechurchpcv.org.au/forms](http://www.safechurchpcv.org.au/forms)

This information and the form are also available at [www.safechurchpcv.org.au/resources](http://www.safechurchpcv.org.au/resources)

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## Role Descriptions

There are two Safe Church Role Description templates available for use in this process:

- [Safe Church Role Description Template - Ordained Minister](#)
- [Safe Church Role Description Template - Paid Ministry Worker](#)

The Appointments Process must be used when a person **first** commences in a paid ministry role in the PCV. If the person then leaves that first PCV role and takes up a new role in **another PCV church**, the [PCV Safe Church Transfer Registration Form](#) must be used, as the person is transferring from one PCV church to another.

### Safe Church related questions to ask referees:

1. Are you related to the applicant or the other referee? (If the person answers yes, you cannot proceed with this referee check – Another referee needs to be obtained from the applicant)
2. In what capacity have you known the applicant and for what length of time?
3. How would you describe the applicant's ability, reliability and their character in regard to working with children?
4. Are there any physical, mental or spiritual concerns you may have with the applicant? [These concerns do not necessarily preclude an applicant from working with children]
5. Do you have any reasons to believe that the applicant is not suitable to work with children and if so what are they?
6. Is there anything else you would like to say in regard to this applicant?

Always inform the referee that the information supplied by them will only be used for assessment of the applicant under the PCV Appointments Process and remains strictly confidential.

*Thank you*