



Safe Ministry with Children: Refresher Training Procedure

C/2.1.7

Purpose

This procedure outlines the eligibility criteria for accessing the Safe Ministry with Children (SMC) Refresher Training.

Scope

This procedure applies to all lay workers, lay preachers, volunteers, ministry agents, and SMC Training Facilitators within the Queensland synod.

Training Requirements

All lay workers, lay preachers, volunteers, and ministry agents are required to completed Safe Ministry with Children (SMC) training prior to commencing employment, or a volunteer role, with the Church within the Queensland synod.

It is a mandatory requirement that SMC training is completed annually for all ministry agents and bi-annually (every 2 years) for all lay workers, lay preachers, volunteers, and junior helpers. For SMC training facilitators to remain current, specific refresher training has been developed and must occur annually.

This procedure provides a structure for all lay workers, lay preachers, volunteers, ministry agents, and SMC Training Facilitators to meet the training requirements of the legislation via a shortened refresher training course.

Training Schedules

Lay Training Schedule



Year One: Module 1 (everyone) Modules 2 – 7, 12 & 13 depending on role/s



Year Two: No training required



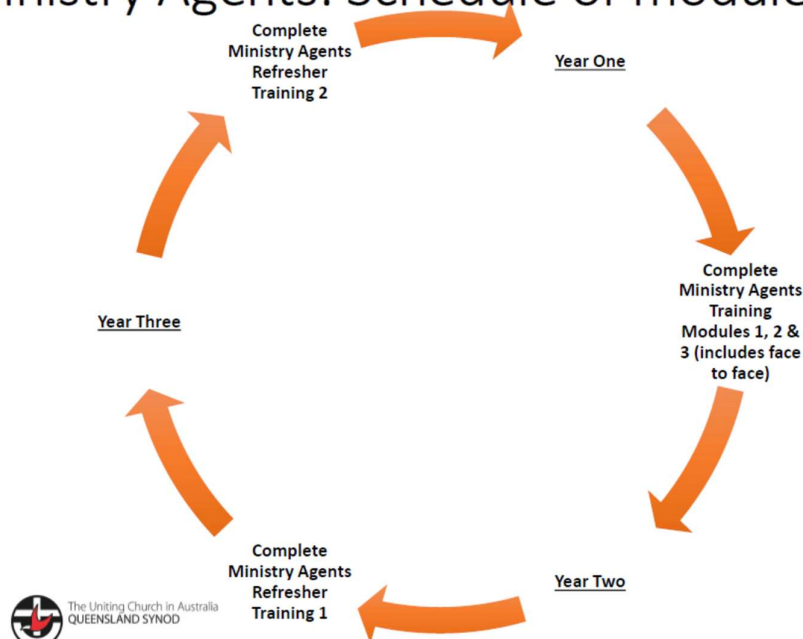
Year Three: Module 1 (everyone under 18 & volunteers not in child-related roles);
OR Refresher Training Module 14 (covers Modules 1 and 2); AND
Modules 3 – 7, 12 & 13 depending on role/s



Year Four: No training required



Ministry Agents: Schedule of modules



Criteria to access Refresher Training

Eligibility to access SMC Refresher Training is time limited. The Training Schedules detailed above must be adhered to. Access to the SMC Refresher Training is dependent upon meeting the stringent timeframes outlined in this procedure. The relevant SMC Refresher Training module can be completed **only** if the following timeframes are adhered to:

- SMC ministry agent training has been completed **less than** 13 months prior
- SMC lay training has been completed **less than** 25 months prior
- SMC Facilitator Training has been completed **less than** 15 months prior

If training has not occurred within these stringent timeframes, then access to Refresher Training will not be available.

Inability to meet the criteria to access Refresher Training

If a ministry agent, lay worker, lay preacher or volunteer has not met the timeframes, then the following training requirements apply:

- Ministry agents **must** complete all three (3) of the SMC Ministry Agent training modules
- Lay workers, lay preachers and volunteers **must** complete both modules 1 and 2 of the SMC Lay Training
- SMC Training Facilitators **should not** present SMC Training modules, until they have completed:
 - Ministry Agent training for SMC Facilitators (Module 10); and/ or
 - Lay Worker Training for SMC Facilitators (Module 8)

Refresher Training instructions for ministry agents

1. Pre-requisite requirement

- 1.1. A Certificate showing completion of SMC Ministry Agents Training; or
- 1.2. A Certificate showing completion of SMC Ministry Agent Refresher Training

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- 1.3. Certificate/s must be dated **less than** 13 months prior
 - 1.4. A face to face SMC Ministry Agent training session **must** have been completed within the last 3 years.
2. **Completing Refresher Training 1:**
- 2.1. Complete the SMC Ministry Agent Refresher Training module online
 - 2.2. Complete and sign the following documents:
 - 2.2.1. Refresher: Obligations for ministry agents
 - 2.2.2. Refresher Mandatory Reporting Process for Ministry Agents; and
 - 2.2.3. Ministry Agent Statement of Commitment
 - 2.3. Provide a copy of each of the signed documents to your presbytery for their training records.
3. **Completing Refresher Training 2:**
- 3.1. Attend a face to face SMC Ministry Agent Refresher Training session
 - 3.2. Complete and sign the following documents:
 - 3.2.1. Refresher: Obligations for ministry agents
 - 3.2.2. Refresher Mandatory Reporting Process for Ministry Agents; and
 - 3.2.3. Ministry Agent Statement of Commitment
 - 3.3. Provide a copy of each of the signed documents to your presbytery for their training records.

Refresher Training instructions for lay workers lay preachers and volunteers

4. **Pre-requisite requirement**
- 4.1. A Certificate showing completion of both Modules 1 and 2 of the SMC Lay Training.
 - 4.2. The certificate/s **must** be dated **less than** 26 months prior
 - 4.3. A face to face SMC Lay Training session **must** have been completed within the last 4 years.
5. **Completing Refresher Training Module 14:**
- 5.1. Complete the SMC Lay Refresher Training module online
 - 5.2. Complete and sign the following documents:
 - 5.2.1. Refresher Mandatory Reporting Process for Lay Workers Lay Preachers and Volunteers; and
 - 5.2.2. Statement of Personal Commitment
 - 5.3. Provide a copy of each of the signed documents to your church council for their training records.

Refresher Training instructions for SMC Lay Training Facilitators

6. **Pre-requisite requirement**
- 6.1. A Certificate showing completion of SMC Lay Facilitator Training; or
 - 6.2. A Certificate showing completion of SMC Lay Facilitator Refresher Training
 - 6.3. Certificate/s **must** be dated **less than** 15 months prior
 - 6.4. A face to face SMC Lay Training session **must** have been delivered within the last 12 months.



7. Completing Refresher Training:

- 7.1. Complete the SMC Lay Refresher Training for Facilitators Module 9 online; **or**
- 7.2. Attend a face to face SMC Lay Training Facilitator session delivered by the Safe Church Assurance and Support Officer.
- 7.3. Complete and sign the following documents (if you have not already done so):
 - 7.3.1. Refresher Mandatory Reporting Process for Lay Workers Lay Preachers and Volunteers; and
 - 7.3.2. Statement of Personal Commitment
- 7.4. Provide a copy of each of the signed documents to your church council for their training records.
- 7.5. Your certificate of completion will be issued by the Safe Church Assurance and Support Officer.

Refresher Training instructions for SMC Ministry Agent Training Facilitators

8. Pre-requisite requirement

- 8.1. A Certificate showing completion of SMC Ministry Agent Facilitator Training; **or**
- 8.2. A Certificate showing completion of SMC Ministry Agent Facilitator Refresher Training
- 8.3. Certificate/s **must** be dated **less than** 15 months prior
- 8.4. A face to face SMC Lay Training session **must** have been delivered within the last 12 months.

9. Completing Refresher Training:

- 9.1. Complete the SMC Ministry Agent Refresher Training for Facilitators Module 11 online; **or**
- 9.2. Attend a face to face SMC Ministry Agent Training Facilitator Session delivered by the Safe Church Assurance and Support Officer.
- 9.3. Complete and sign the following documents (if you have not already done so):
 - 9.3.1. Refresher Mandatory Reporting Process for Ministry Agents; and
 - 9.3.2. Refresher Obligations for ministry Agents; and
 - 9.3.3. Ministry Agent Statement of Commitment
- 9.4. Provide a copy of each of the signed documents to your church council for their training records.
- 9.5. Your certificate of completion will be issued by the Safe Church Assurance and Support Officer.

Refresher Training instructions for SMC Ministry Agent and Lay Training Facilitators

10. Pre-requisite requirement

- 10.1. A Certificate showing completion of SMC Ministry Agent Facilitator Training; **or**
- 10.2. A Certificate showing completion of SMC Ministry Agent Facilitator Refresher Training;

AND

- 10.3. A Certificate showing completion of SMC Lay Facilitator Training; **or**
- 10.4. A Certificate showing completion of SMC Lay Facilitator Refresher Training
- 10.5. **All** certificate/s **must** be dated **less than** 15 months prior
- 10.6. A face to face SMC Lay **or** Ministry Agent Training session **must** have been delivered within the last 12 months.

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11. Completing Refresher Training:

- 11.1. Complete the SMC Ministry Agent Refresher Training for Facilitators Module 11 online; or
- 11.2. Attend a face to face SMC Ministry Agent Training Facilitator Session delivered by the Safe Church Assurance and Support Officer;

AND

- 11.3. Complete the SMC Lay Refresher Training for Facilitators Module 9 online; or
- 11.4. Attend a face to face SMC Lay Training Facilitator session delivered by the Safe Church Assurance and Support Officer.
- 11.5. Complete and sign the following documents (if you have not already done so):
 - 11.5.1. Refresher Mandatory Reporting Process for Ministry Agents; **and**
 - 11.5.2. Refresher Obligations for ministry Agents; **and**
 - 11.5.3. Ministry Agent Statement of Commitment; **and**
 - 11.5.4. Refresher Mandatory Reporting Process for Lay Workers Lay Preachers and Volunteers; **and**
 - 11.5.5. Statement of Personal Commitment
- 11.6. Provide a copy of each of the signed documents to your church council for their training records.
- 11.7. Your certificate of completion will be issued by the Safe Church Assurance and Support Officer.

Related documents

- [C/2.1.6 Recognition of Prior Learning Procedure](#)
- [C/2.1.6.1 Application for Recognition of Prior Learning](#)
- [C/2.1.7.1 Refresher: Obligations for Ministry Agents](#)
- [C/2.1.7.2 Refresher: Mandatory Reporting Process for Ministry Agents](#)
- [C/2.1.7.3 Refresher: Mandatory Reporting Process for Lay Workers](#)

Revisions

Document number		C/2.1.7			
Version	Approval date	Approved by	Effective date	Policy owner	Policy contact
2.0	20.07.2021	Manager Risk and Compliance	30.07.2021	Executive Director Strategic Resources and Assurance	Safe Church Assurance and Support Officer
Next scheduled review		30.07.2026			