



Guidelines for a Register of Volunteers

C/2.1.3.2

Requirements and Resources

It is a requirement under state legislation, that each congregation create and maintain a Register of Volunteers which records the following details for all lay workers, lay preachers and volunteers:

- all blue card and exemption card information,
- all training completed, and
- all pre-appointment screening details

A copy of the Register of Volunteers **must** be provided to the Safe Church Assurance and Support Officer annually as part of the SMC annual audit survey.

To support congregations, the following resources are available to record the information required in a Register of Volunteers:

- UCare – church management software, contact onechurchconnect@ucaql.com.au for more information;
- Blue Card records can be maintained through the use of the Blue Card Services Portal see <https://orgportal.bluecard.qld.gov.au/Login> ; and
- A Template Register of Volunteers is available for use by congregations on the Safe Ministry with Children (SMC) webpage see <https://ucaql.com.au/synod-services/safety/safe-ministry-with-children/>.

For more information contact the Safe Church Assurance and Support Officer on safeministrywithchildren@ucaql.com.au or 0491 491 227.

Record all Blue Card and Exemption Card Information

All lay workers and volunteers that work or volunteer in child-related programs or activities **must** have a valid blue card or exemption card. All lay preachers **must** have a valid blue card or exemption card, as they are defined as ‘religious representatives’ under state legislation.

All members of the church council **must** also have a valid blue card or exemption card, with the exception of those church councils who have made a formal resolution to not undertake child-related activities.

The Register of Volunteers **must** keep a record of the following blue card or exemption card details:

- Name/ Date of Birth/ Type of Card/ Card Expiry Date
- Date that the card was validated online (email or receipt)
- Confirmation that the card is linked (Y/N)

For more information, the document Guidance Notes Blue Card Requirements for Lay Workers, Lay Preachers and Volunteers is located in the Safe Ministry Document Library on the Safe Ministry with Children (SMC) webpage.

Record all Face to Face Training

All lay workers, lay preachers and volunteers are required to complete SMC Lay Training every two years. Training is delivered either face to face by a Trained Facilitator or can be completed online. Your Register of Volunteers should have records of the training completed by all lay workers, lay preachers and volunteers.



For more information, the document [Safe Ministry with Children Lay Training Schedule](#) is located in the Safe Ministry Document library on the Safe Ministry with Children (SMC) webpage. This Training Schedule should be implemented by each church council by 2022/23.

Record all pre-appointment screening and ongoing support

Pre-appointment screening involves an application form, an interview, referee checks, and appointment by the church council, for all volunteers **appointed since** 2020. This pre-appointment screening also includes the recording of Annual Well-Being Check-ins, and a Statement of Personal Commitment completed annually for all volunteers, including volunteers **appointed prior** to 2020.

A valid linked blue card or exemption card is required for all child-related roles.

The Register of Volunteers requires a **record of the dates** that each of these tasks was completed for each lay worker, lay preacher and volunteer. For more information, the document [Selecting Leaders and Helpers](#) is located on the SMC webpage.

Resources to assist congregations to undertake the pre-appointment screening process are located in the Safe Ministry Document library on the SMC webpage.

Revisions

Document number		C/2.1.3.2			
Version	Approval date	Approved by	Effective date	Policy owner	Policy contact
3.0	20.07.2021	Manager, Risk and Compliance	30.07.2021	Executive Director Strategic Resources and Assurance	Safe Church Assurance and Support Officer
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