**Instruction:** E-mail completed form to faculties@bne.catholic.net.au noting *‘Application for Short-Term Ministry’* on your subject line*.* We request that this form be submitted at least two weeks prior to the commencement of your visit.

**Privacy**

Generally, the Archdiocese of Brisbane collects, uses, and holds personal information if it is reasonably necessary for or directly related to the performance of Archdiocesan functions and activities. This may include for the purpose of fulfilling Archdiocesan mission and directions, facilitating internal business operations, and complying with legal or regulatory requirements. Generally, the Archdiocese only uses or discloses personal information for the purposes for which it was collected. Except as otherwise permitted by law, the Archdiocese only collects and discloses sensitive information where consent is provided and if the information is reasonably necessary for the performance of our functions and activities.

**APPLICANT**

|  |  |  |  |
| --- | --- | --- | --- |
| TITLE**Click or tap here to enter text.** | FIRST NAME**Click or tap here to enter text.** | FAMILY NAME**Click or tap here to enter text.** | POST NOMINALS / ORDER**Click or tap here to enter text.** |
| DATE OF BIRTH**Click or tap here to enter text.** | MOBILE NUMBER**Click or tap here to enter text.** | EMAIL ADDRESS **Click or tap here to enter text.** |

**CHURCH AUTHORITY**

|  |
| --- |
| HOME DIOCESE/ORDER/CHURCH ENTITY **Click or tap here to enter text.** |
| NAME OF BISHOP/PROVINCIAL **Enter name** |
| EMAIL ADDRESS OF CHURCH AUTHORITY **Click or tap here to enter text.** |

**DETAILS OF VISIT/MINISTRY**

|  |
| --- |
| REASON FOR VISIT (E.G. PRESIDING/CONCELEBRATING MASS, ATTENDING CONFERENCE, HOLIDAY, STUDIES, MISSION WORK) **Click or tap here to enter text.** |
| LOCATION/S ATTENDING DURING THIS VISIT (PLEASE LIST – E.G. PARISH, LOCATION, CONFERENCE, SCHOOL)**Click or tap here to enter text.** |
| ARRIVAL DATE  **Click or tap to enter a date.** | DEPARTURE DATE **Click or tap to enter a date.** |
| MINISTRY DATE/S  **Enter to & from dates, or specific dates.** |
| NUMBER OF DAYS MINISTERING IN THE ARCHDIOCESE DURING THIS VISIT **Select from dropdown menu.***(NOTE – a ‘day’ includes a full day or part of a day, e.g. 2 hours of work on 1 day is considered to be a day)*  |
| TOTAL NUMBER OF DAYS MINISTERING IN THE ARCHDIOCESE SINCE 1 JANUARY THIS YEAR  **Select from dropdown menu.** |
|  |
| **PROFESSIONAL STANDARDS**  | **OFFICE USE ONLY** |
| **ACMR Number: Click or tap here to enter text.** | [ ]  Verified[ ]  Received |
| [ ]  If no ACMR number, must complete declarations relating to professional standards on next page |
| **Blue Card or Working with Children Check**  | ***Important:*** *A Qld card is required if ministry exceeds 7 days*  | [ ]   |
| Issued by [ ] QLD [ ] other state, specify: Click or tap here to enter text. |
| CARD NUMBER  | Click or tap here to enter text. |
| NAME AS IT APPEARS ON CARD  | **Click or tap here to enter text.** |
| EXPIRY DATE  | **Click or tap to enter a date.** |
| **Marriage Celebrant Number** *(if applicable)* **Click or tap here to enter text.** |  |
| **Covid-19 Vaccination Status** [ ]  Vaccinated [ ]  Not vaccinated |  |
| **OFFICE USE ONLY: ADDITIONAL REQUIREMENTS**Safeguarding Training [ ]  Yes [ ]  No |  |
| Safe Conduct Standards [ ]  Yes [ ]  No |  |
| Non-Restrict Person Declaration [ ]  Yes [ ]  No |  |
| Police Check [ ]  Yes [ ]  No |  |

**DECLARATION BY APPLICANT**

I, **Click or tap here to enter full name.**, hereby confirm the following:

* there have not been any complaints of abuse against me of which I am aware;
* there have not been any substantiated complaints of abuse against me;
* there are no circumstances of which I am aware that could lead to a complaint of abuse against me; and
* there are no other circumstances of which I am aware that may lead to a conclusion that I am an unacceptable risk to children, young people or vulnerable adults, or which might lead to a conclusion that I am not in good standing.

I understand that the Archbishop of Brisbane may request that I undergo legal and other background checks/screening requirements prior to a grant of short term faculties being made.

………………………………………………………………….. Date: ….. / ….. / ……….

 Signature of Applicant

**DECLARATION BY CHURCH AUTHORITY**

I **Click or tap here to enter full name.**, as the Applicant’s relevant Church Authority, having made appropriate enquiries where necessary, hereby confirm the following:

* there have not been any complaints of abuse against the Applicant of which this Church Authority is aware;
* there have not been any substantiated complaints of abuse against the Applicant of which this Church Authority is aware;
* there are no circumstances known to this Church Authority that could lead to a complaint of abuse against the Applicant;
* the Applicant is not considered by this Church Authority to be an unacceptable risk to children, young people or vulnerable adults; and
* the Applicant is currently in good standing with this Church Authority.

I understand that the Archbishop of Brisbane may request that the Applicant undergo legal and other background checks/screening requirements prior to a grant of short term faculties being made.

………………………………………………………………….. Date: ….. / ….. / ……….

 Signature of Church Authority

National Catholic Safeguarding Standards

Indicator 5.7.1 of the National Catholic Safeguarding Standards requires Church entities to implement a system to assess the safeguarding credentials and manage the movement of all seminarians, clergy and religious moving between different seminaries, formation programs and Church jurisdictions. This includes dual declarations made by both the individual and the relevant Church Authority that verifies that the individual coming to exercise ministry in a new jurisdiction is currently in good standing, and records the movement and activities of those individuals.

‘Good standing’ means:

* there has not been any complaints of abuse against an individual;
* there has not been any substantiated complaints of abuse against an individual;
* there are no known circumstances that could lead to a complaint of abuse against an individual; and
* an individual is not otherwise deemed to be an unacceptable risk to children, young people or vulnerable adults.