

Parish of  
Sacred Heart/Emmaus

St Albans & Sydenham



Pray—Work—Share  
Together

**MINISTRY VOLUNTEERING IN THE PARISH**

***“I would like to participate in the Ministry of our Parish”***

**PARISH OFFICE**

4 Winifred Street, St Albans 3021

Telephone: (03) 9366 2146

E-mail: [stalbens@cam.org.au](mailto:stalbens@cam.org.au)

Website: [pol.org.au/stalbanssydenham](http://pol.org.au/stalbanssydenham)

**PARISH SAFEGUARDING**

Mobile: 0413 841 936

E-mail: [stalbens.safeguarding@cam.org.au](mailto:stalbens.safeguarding@cam.org.au)

**CHILD SAFETY POLICY**

*Sacred Heart/Emmaus Parish is committed to the care, wellbeing and protection of children, young people and people at risk in our community. The Parish takes a zero-tolerance approach to child abuse and upholds that child protection and the dignity of every person is the responsibility of every adult.*

September 2021

## **Safeguarding Sunday –September 12, 2021**

This weekend, the Catholic Church in Australia marks Safeguarding Sunday.

The Catholic Archdiocese of Melbourne and Sacred Heart/Emmaus Parish are committed to the care, wellbeing and protection of children, young people and people at risk in our community. Safeguarding and the dignity of every person is the responsibility of every adult.

A significant impact of COVID lockdowns for the Sacred Heart/Emmaus Parish has been that we have had to limit severely all our Ministry activity.

When restrictions begin to ease we will be in a position to reassemble our various ministry groups. That will be the opportunity to re-engage with our community in those well-established 'tried and true' ways, to re-form our groups and invite new participation, and to offer 'formation for ministry' as a refresher or an introduction.

To get ready for that, there are some administrative details that we can prepare. It is the policy of the Catholic Archdiocese of Melbourne that *everyone* in *every* Ministry within each Parish must hold a valid Working With Children Check (WWCC).

I invite all who have previously been involved in Ministry and also those who wish to participate for the first time to build up this aspect of our Parish's life again! There is a list of our Ministry areas on the next page.

To ensure that all involved in Ministries have complied with the requirement for holding a Working With Children Card, please complete the information on the attached form and send it to the Parish Office: this will indicate your choice for participation in Ministry.

If you have a WWCC already, include a copy of that.

If you do not have a WWCC, the procedures for acquiring one are on a following page. When a Card is sent to you, forward a copy to the Parish Office.

Maurie Cooney  
(Parish Priest)

September 2021

**PARISH MINISTRY GROUPS - SACRED HEART/EMMAUS**  
**recommencing post-COVID 2021/2**

**SACRED HEART AND EMMAUS AND CANA**

BAPTISM PREPARATION  
BEREAVEMENT SUPPORT  
COMMUNION TO AGED CARE/NURSING HOMES  
COMMUNION TO PRIVATE HOMES  
FAIR COMMITTEE  
PARISH ADVISORY COMMITTEE  
PARISH SCHOOLS ADVISORY COUNCILS  
PREPARATION FOR THE SACRAMENTS - Public Schools  
RITE OF CHRISTIAN INITIATION OF ADULTS (RCIA)  
ST VINCENT DE PAUL (participating in the Keilor Downs Conference)  
ST VINCENT DE PAUL SHOP (St Albans)

**SACRED HEART**

ALTAR SERVERS  
ALTAR LINEN WASHING  
CHURCH CLEANING  
CHURCH MAINTENANCE  
COLLECTORS AT MASS  
DIGITAL PROJECTOR Operator  
MUSIC AND SINGING in LITURGY  
PRAYER GROUPS  
READER OF THE WORD OF GOD at  
Masses  
SPECIAL MINISTERS OF COMMUNION  
at Mass

**EMMAUS**

ALTAR SERVER GOWN Washing  
ALTAR SERVERS  
CHURCH CLEANING  
CHURCH MAINTENANCE  
COLLECTORS AT MASS  
DIGITAL PROJECTOR Operator  
MUSIC AND SINGING in LITURGY  
PIETY STALL  
PRAYER GROUPS  
READER OF THE WORD OF GOD  
at Masses  
SPECIAL MINISTERS OF  
COMMUNION at Mass

**PLEASE SEND THIS FORM TO THE PARISH OFFICE WHEN COMPLETED**

**“I would like to participate in the Ministry of our Parish”:**

Please complete in Capital letters

<b>Area/s of Ministry interested in:</b>			
<b>Name:</b>			
<b>Address:</b>			
<b>Telephone Number:</b>			
<b>Email:</b>			
<b>Are you over 18 years old</b> <i>If YES please complete the questions below</i>	Yes	<input type="checkbox"/>	No
<b>Do you have a current Working with Children Check (WWCC) card</b>	Yes	<input type="checkbox"/>	No
<i>If YES, have you provided a copy of your WWCC to the Parish.</i>	Yes	<input type="checkbox"/>	No
<p><i>It is essential that the Parish has a copy of your WWCC for your participation in Ministry. You can scan and email a copy of your WWCC card to <a href="mailto:stalbens.safeguarding@cam.org.au">stalbens.safeguarding@cam.org.au</a>, or bring it/post it to the Parish Office.</i></p> <p><b>*****</b></p> <p><i>If NO (you do not have a Working With Children Card), see next page for the process for completing and submitting a WWCC application: You can apply only online at <a href="http://www.workingwithchildren.vic.gov.au">www.workingwithchildren.vic.gov.au</a>. There is no cost associated with Working With Children application for volunteers.</i></p>			

**If you are unsure of the procedure please contact the Parish Office on 9366 2146 for assistance.**

## **To apply for a Working With Children Check**

The Working With Children Check application form is available ***only online*** at [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au)

Outlined there is the process that needs to be followed.  
In the application, identify yourself as 'volunteer': there is no cost associated with an application as 'volunteer'.

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When you receive back your Working With Children Check, it is essential that you lodge a copy with the Parish Office:

- Email a copy to, [stalbans.safeguarding@cam.org.au](mailto:stalbans.safeguarding@cam.org.au)

OR

- Drop a copy at the Parish Office or into the letterbox at Sacred Heart, St Albans

OR

- AustraliaPost to the Parish Office.