CATHOLIC ARCHDIOCESE OF SYDNEY
Safeguarding and Ministerial Integrity Office

Safeguarding by Role

WWCC, National Police Check, Code of Conduct, Volunteer Agreement and Safeguarding Education requirements for parish roles and ministries

Role / Ministry	WWCC	National Police Check (NPC)	Code of Conduct	Volunteer Agreement	Safeguarding Education *(refresher every 2 years)* *Unless required by the Parish Priest* **Induction required for all WWCC**
Parish Secretary	Required	Not required	Required	No, if employed Yes, if volunteer	Gold
Safeguarding Support Officer	Required	Not required	Required	Yes, if volunteer	Gold
Youth Ministry Coordinator or Leader	Required	Not required	Required	Yes, if volunteer	Gold
Sacramental Group Helper	Assess responsibilities; seek Safeguarding Office guidance	Not required	Required	Yes, if volunteer	Red, subject to guidance
Sacramental Coordinator or Group Leader	Required	Not required	Required	Yes, if volunteer	Gold
Children's Liturgy Coordinator or Leader	Required	Not required	Required	Yes, if volunteer	Gold
Children's Choir Ministry Leader	Required	Not required	Required	Yes, if volunteer	Gold
Parish-run Playgroup Coordinator or Supervisor	Required	Not required	Required	Yes, if volunteer	Gold
Pastoral Associate	Required	Not required	Required	Yes, if volunteer	Red
Acolyte or Adult Altar Server	Required	Not required	Required	Yes, if volunteer	Red

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Eucharistic Minister	Required	Not required	Required	Yes, if volunteer	Red
Children's Liturgy Helper	Required	Not required	Required	Yes, if volunteer	Red
SRE Catechist (in a State School)	Required	Not required	Required	Refer to CCD requirement	CCD safeguarding education
Finance Council Member, Business Manager, Accountant or Bookkeeper	Not required, however, reassess & seek Safeguarding Office guidance if duties change or the volunteer undertakes multiple roles	Strongly recommended	Required	Yes, if volunteer	New education pathway – TBA
Parish Pastoral Council Member	Not required, however, reassess & seek Safeguarding Office guidance if duties change or the volunteer undertakes multiple roles	Strongly recommended	Required	Yes, if volunteer	New education pathway – TBA
Minister to the Homebound (Extraordinary Minister)	Not required, however, reassess & seek Safeguarding Office guidance if duties change or the volunteer undertakes multiple roles	Strongly recommended	Required	Yes, if volunteer	New education pathway – TBA
Cleaner, Gardener, Choir Member, Musician, Counter, Audio Visual Coordinator, Piety Stall Volunteer, Flower Arranger, Offertory or Hospitality Worker, Welcomer, Reader/Lector, or Parish Collector	Not required, however, reassess & seek Safeguarding Office guidance if duties change or the volunteer undertakes multiple roles	Not required	Required	Yes, if volunteer	No formal training, however, this is at the discretion of the Parish Priest.

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RCIA Coordinator	Not required unless children or young people under 18 are also present in the group	Not required	Required	Yes, if volunteer	No formal training, however, this is at the discretion of the Parish Priest.
Religious or Member of a Community of Consecrated Life	Required – managed by the Chancery	Required – managed by the Chancery	Required – managed by the Chancery	No	Gold
Clergy, including Parish Priest or Chaplain	Required – managed by the Chancery	Required – managed by the Chancery	Required – managed by the Chancery	No	Annual clergy education

Note: *This table is a general guide only. Where duties span more than one role, or a role is not listed here, please contact the Safeguarding and Ministerial Integrity Office for guidance at safeguardingenquiries@sydneycatholic.org or by calling (02) 9390 5800.*