Role Descriptions

Church Worker	- Log on & upload all their relevant screenings
Safe Ministry Coordinator (SMC)	- Assist any church workers who struggle to operate the system themselves - Record Keeping - Follow up of expired/outstanding screenings - Verification of Lay Volunteers' referees - Entry of Lay Volunteers' Interview & Endorsement
Safe Ministry Unit (SMU)	- Verification of all screenings once entered either by Church Worker or SMC (apart from Lay Volunteers' referees) - Provide SMC with assistance when needed - Help with cleanup of outdated/expired records

SCREENING	RESPONSIBILITY
Personal history (licences, church history, employment history)	**Church Worker**
Safe Ministry Check Questionnaire (SMCQ)	**Church Worker**
Referees	Clergy & Licensed workers (paid or unpaid): - Enter their nominated referees into SMIS - Send referee reports to their 3 nominated referees - Referees return their reports to **SMU** for verification Lay Volunteer workers: - Enter their nominated referees into SMIS - **SMC** makes contact & verifies
Working With Children Check (NSW) Working With Vulnerable People check (ACT)	Church Worker
National Police Check (NPC)	- **Church Worker** to download & fill out form from SMIS - Return to **SMU** for action
Safe Ministry Training	**Church Worker**
National Register (NR) Check	**SMU**
Professional Standards Network Check (PSNC)	**SMU**
Interview & Endorsement	Clergy & Licensed workers (paid or unpaid): - **SMU** Lay Volunteer workers: - **SMC** to enter - **SMU** to verify