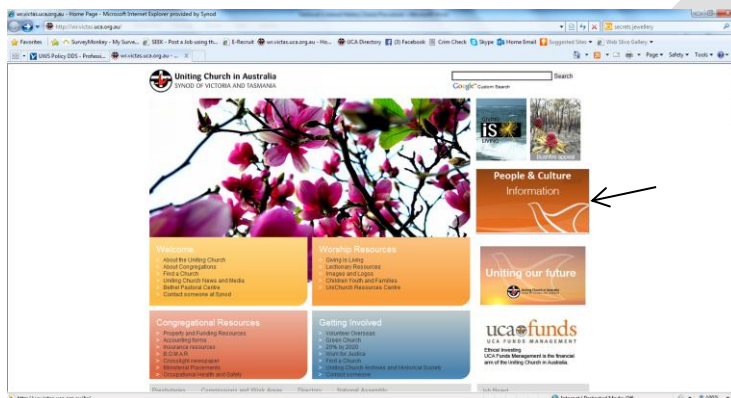




Congregational Procedures: National Criminal History Checks

1. Any prospective minister or any current ministers who do not hold a National Criminal History Check (NCHC) should be given a NCHC form to complete (a PDF copy is available on the People and Culture section of the website.). All general employees within the Church must also complete at NCHC as part of the employment process.



2. The minister/employee is required to complete all relevant details and supply suitable identification such as that listed on Page 2 and 3 of the form.
3. Have ID photocopies certified by:
 - a) A Justice of the Peace
 - b) A member of the Victorian policy force
 - c) A legal practitioner
 - d) A pharmacist
 - e) A doctor
 - f) A veterinarian
 - g) A principal in the state teaching service

The certified ID photocopies must have “I certify these to be true copies” written, signed and dated by the person certifying the ID.

4. The person certifying your ID must sign where indicated under Verification on Page 3 of the form.
5. Once the form has been completed, the applicant is responsible for forwarding this paperwork to:

People and Culture
Synod of Victoria and Tasmania
Uniting Church in Australia
Level 1 - 130 Little Collins Street
Melbourne VIC 3000



The details of the presbytery, church, agency, school, etc. should be included so that an invoice can be generated. At the time of writing, the cost of a check is \$41.00

6. The People and Culture team will process this paperwork via the CrimCheck software and will advise the Director, People and Culture and the Associate General Secretary of the satisfactory attainment of the check.
7. Should the Criminal Check be returned with an unsatisfactory outcome, the People and Culture Team and the Associate General Secretary will discuss the issue with the Board and the Presbytery Standing Committee to determine an appropriate course of action.

An unsatisfactory outcome does not signify the preclusion of a minister from fulfilling his/her role within the Church, however this decision will be dependent upon the timing, nature and relevance of the charges to their current position.

8. In instances where the minister feels the Board and/or Presbytery Standing Committee decision is unreasonable, he/she has recourse to appeal through the process laid out in The Uniting Church in Australia, Constitution and Regulations, 2012, Section 6, Page 211.

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