

## Guide for Training and Blue Card Requirements for Typical Church Staff and Volunteer Roles

ROLE	SMC Member Training	SMC Volunteers & Leader Training	SMC Team Leaders Training	SMC Staff & Board Member Training	Building Induction	Program/Ministry Induction/Training*	Police Check	Blue Card or Restricted Person Declaration Form	Volunteer Application Process**	Emergency Response Training
Ministering Person				X	X	X	X	X		X
Church Staff/Employees				X	X	X	X	X		X
Governing Group Member				X	X			X	X	X
Treasurer		X					X**		X	
Safe Ministry Contact				X	X	X		X	X	X
Safe Ministry Coordinator				X	X	X		X	X	X
<b>Programs/Ministries</b>										
Program/Ministry Leader			X		X	X			X	X
Program/Ministry Volunteer		X			X	X			X	X
Children's Ministry Leader			X		X	X		X	X	X
Children's Ministry Volunteer		X			X	X		X	X	X
Home Group Leaders		X				X		X	X	X <sup>1</sup>
<b>Rosters</b>										
Worship Leader		X								
Communion Leader		X								
Communion Server, Bible Reader	X									
Kitchen/morning tea duties		X								
Supplies buyer	X									
Newsletter Editor	X									
Grounds and maintenance		X								
Website/social media administrator	X									

<sup>1</sup> A blue card will be required if there are children present in the household where the small group meets.

\* This would be run by the Ministry/Program Leader at a suitable frequency and be specific to the ministry or program

\*\* At church discretion