Example Delegation of Authority

We, the leadership of …………………………………………. Church, delegate ……………………….to the role of ………………………………………..as outlined in the role description.

The duties of this role will include to [remove or cross out those not relevant]:

* Screen and appoint volunteers,
* Assess and approve activities and programs,
* Submit annual risk assessments to the church leadership for approval,
* Submit specific risk assessments for high risk activities to the church leadership for approval,
* Maintain registers and records for the child related activates the church undertakes,
* Facilitating training opportunities, and
* Providing support and guidance to team leaders and members.

Name: Signature:

Date:

Name: Signature:

Date:

Name: Signature:

Date:

**Delegation of Authority Acknowledgement Statement**

I acknowledge that I have reviewed the delegation of authority assigned to me.

I also agree to comply with my delegation and take responsibility to abide by the current child and youth policy and procedure. I understand that noncompliance with the delegation of authority may result in corrective action.

Name:

Title:

Signature: