



Checklist

To ensure your application is processed seamlessly, please use this checklist to ensure all documents are included when you submit your application for a licence.

- Application for Lay Ministers Licence (including a written description under Ministry Profile and the suggested wording of the Licence)
 - A copy of a Police Check¹
 - A copy of a Child Safe Environments Training Certificate², or
 - A copy of Ensuring Safer Church Communities³
 - Lay Minister's Declaration
 - Notice of Intention
 - Faithfulness in Service Declaration
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- The 'incumbent' of the parish or ministry district is the Wardens and the Clergy Person (Priest-in-Charge, Parish Priest, Ministry District Priest)
 - All documentation is to be submitted together, marked to the attention of the Bishop
 - Email: administration@diowillochra.org.au
 - Address: PO Box 96 Gladstone SA 5473Please use a trackable envelope/satchel: Registered mail, Express Post or Parcel Post

^{1,2,3} A copy of the document certified by a Justice of the Peace or Minister of religion registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961