



## AUTHORISATION: SPECIAL RELIGIOUS EDUCATION

Dear .....

The Diocesan Administrator of Broken Bay, the Very Reverend David Ranson has asked me to accept, on his behalf, the generous offer of your services as a **SPECIAL RELIGIOUS EDUCATION TEACHER** in this parish.

In welcoming you, I willingly acknowledge the valuable contribution made by volunteer **Special Religious Education teachers and assistants** giving freely of their time and talents.

As you are undertaking these tasks in a **voluntary capacity**, no remuneration can be paid for your services. It is agreed that you will give your services as arranged with your Parish CCD Coordinator, whom you should notify if you are unable to fulfill your commitments.

It is an essential feature of the role that your conduct is at all times consistent with the Diocese of Broken Bay Code of Conduct. As SRE is a child related ministry, you must hold a Working with Children Check clearance. At all times, you must contribute to and promote a culture of safety and care for children and young people and care must be taken for the welfare of the students.

To support the faith development of the students, lessons must be well prepared, age-appropriate, taught with sensitivity for the level of student understanding and follow the authorised curriculum, *Walking with Jesus Pathways of Discipleship*. Professional development opportunities will be provided for Special Religious Education teachers and assistants. You are required to complete the mandatory part of the CCD training and strongly encouraged to participate in the additional opportunities that are offered.

Initial authorisation is provisional. A provisional authorisation card will be issued to you upon completion of the CCD *Safeguarding/Child Protection* training. You are also required to complete the CCD Ministry Induction within 12 months of provisional authorisation. Upon completion of the CCD Ministry Induction, full authorisation will be confirmed by the issue of a full Diocesan authorisation card. *Special exemptions may apply* for catechists returning from a break of service or for school teachers. For details contact the Diocesan CCD Offices.

The *Diocesan Authorisation Card* must be visibly displayed on your person when visiting Government Schools. At no time is an unauthorised replacement to be used or unauthorised persons (including children) to be taken with you into a school.

*Voluntary Workers Insurance* provides coverage for volunteers in the event of an injury when providing service as an SRE teacher. Workers Compensation does not apply to volunteers.

I look forward to your valued contribution as a **Special Religious Education teacher or assistant** in our parish.

Yours sincerely,

Parish Priest: .....  
(Parish Priest's *signature*)

Parish: ..... Date: .....

I, ..... have read and understood the  
(SRE Teacher/Assistant : Please **print** your name here) information provided above.

Signed: ..... Date: .....  
(SRE Teacher/Assistant *signature*)

*Upon completion two copies of this document will be taken. One copy will be returned to you, one kept in the Parish office and the original will be held at the Diocesan CCD offices at Pennant Hills.*