

## 5.5 DELEGATED AUTHORITY REGISTER

Diocesan Council has determined to delegate the authority to Incumbents and Chaplains to authorise:

1. People as Chalice Assistants
2. the Marriage of a person who is divorced
3. a Marriage outside of a Church building
4. Working with Children's Check.

These authorisations are to be recorded in a new register with separate sections to be known as the **Delegated Authority Register** by the Incumbent, Locum and Chaplains to record the exercise of his or her authority on behalf of the Bishop. The Register will be inspected from time to time by the Archdeacons. They will be a permanent record, and should be cared for in a similar manner to other Parish Registers.

### ANNUAL RECONCILIATION OF THE DELEGATED AUTHORITY REGISTER

The Incumbent or Chaplain is responsible for maintaining the Delegated Authority Register and ensuring that all people or events requiring inclusion are correctly recorded with the appropriate clearances.

A declaration of the Working With Children Checks is required to be completed by the Incumbent or Chaplain and forwarded to the Diocesan Business Manager for each calendar year. This declaration includes either a reconciliation form or a copy of the Delegated Authority Register pages. It will form part of the Parish Annual Returns.

The Diocesan Office will review this declaration and documentation within 7 days of it being received. Given the significance of this check any breaches of procedure will be reported immediately to the Bishop and the Director of Professional Standards.

### CHALICE ASSISTANTS

The Incumbent may, with the support of the Parish Council (recorded in the Minutes), or a Chaplain, with the approval of the Agency CEO/School Principal, authorise a person to assist with the ministration of communion.

The Incumbent or Chaplain must record the approval including the following details:

- full name of the person receiving approval,
- the date of approval,
- the date Parish Council/CEO/Principal support was given,
- The signature of the Incumbent/Chaplain.

### SECOND MARRIAGES

The Incumbent, Chaplain and clergy licensed to a parish may authorise the marriage of a person who is divorced provided that:

- all approvals for weddings by clergy visiting the Diocese must be made by the Bishop.
- the approval for the marriage of a person who has been divorced more than once must be made by the Bishop

- the approval for a member of the clergy or ordination candidate who has been divorced or marrying a divorced person will remain with the Bishop.

No member of the clergy is obliged to officiate at a wedding of a person who has been divorced and any member of the clergy may still refer an application to the Bishop for consideration.

All approvals should be recorded in the Delegated Authority Register by recording the following details:

- Date of marriage
- Names of the people being married
- Name of the officiant
- Place of marriage
- Signature of the Incumbent

This is in addition to the information recorded in the Marriage Register.

### **MARRIAGE OUTSIDE A CHURCH BUILDING**

With the consent of the Diocesan Council I am now delegating authority to the Incumbent of a Parish or a Chaplain to an institution to authorise for himself/herself and for clergy licensed to the parish approval to conduct a marriage outside a church building.

All approvals should be recorded in the Delegated Authority Register by recording the following details:

- Date of marriage
- Names of the people being married
- Name of the officiant
- Place of marriage
- Signature of the Incumbent

This is in addition to the information recorded in the Marriage Register.

All approvals for weddings by clergy visiting the Diocese must be made by the Bishop.

### **WORKING WITH CHILDREN**

Under the Child Protection (Working with Children) Act 2012 all employees, volunteers, clergy and other like religious leaders within the Diocese of Newcastle must complete a Working with Children Check (WWCC) if they are involved in direct physical or face-to-face contact with people under the age of 18. The new check will be valid for five years, and is required for:

- All clergy
- All members of a Ministry Team
- All licensed liturgical assistants and authorised preachers
- All remunerated children and youth workers
- All workers or volunteers involved in activities primarily related to children including youth groups, youth camps, teaching children, child care, play groups and messy church.
- All SRE teachers.

The following details must be recorded in the Delegated Authority Register

- Full name of the person
- Category
- WWCC number
- Date of on-line verification
- Expiry Date of WWCC check
- Each record must be signed by the Incumbent.

**DELEGATED AUTHORITY REGISTER RECONCILIATION AND DECLARATION**

This form is to be completed at the end of each calendar year and submitted to the Diocesan Business Manager with the Parish Annual Returns.

<b>CALENDAR YEAR</b>	
<b>PARISH / CHAPLAINCY</b>	
<b>INCUMBENT / CHAPLAIN NAME</b>	

<b>Number of Active Chalice Assistants</b>	
<b>Number of Second Marriage</b>	
<b>Number of Marriages Outside a Church Building</b>	

**WORKING WITH CHILDREN CHECK DECLARATION**

I am the current incumbent/chaplain. I declare that:

1. All people in the parish requiring a Working With Children Check are recorded in the Delegated Authority Register. These are:
  - a. All clergy
  - b. All members of a Ministry Team
  - c. All licensed liturgical assistants and authorised preachers
  - d. All remunerated children and youth workers
  - e. All workers or volunteers involved in activities primarily related to children including youth groups, youth camps, teaching children, child care, play groups and messy church.
  - f. All SRE teachers.
2. The information recorded in the register is current and correct.  
Attached is a copy of the Delegated Authority Register pages or table detailing all current records. This should include the following;
3. The information recorded includes the WWCC number and a record that the on-line verification has been completed.
4. Expiring WWCC have been actioned in a timely manner;
5. Each individual record has been signed as authorised by the Incumbent/Chaplain;
6. If a clearance has not been obtained or it has been removed, the details are recorded in the register and the DPS is advised who will recommend a course of action.
7. The Delegated Authority Register is available upon request of the Bishop, Archdeacon or the Diocesan Office Staff.

<b>Signature of Declarant:</b>	<b>Date:</b>

<b>Full name of the person</b>	<b>Category</b>	<b>WWCC number</b>	<b>Date of On-line Verification</b>	<b>Expiry Date of WWCC</b>