## SERVICE DETAILS:

## PERSONS CONDUCTING OR ASSISTING WITH SERVICE:

|  |  |  |
| --- | --- | --- |
| **ROLE** | **NAME** | **CONTACT NUMBER** |
| **Priest taking Service:** |  |  |
| **Authorised Parish Rep assisting Service:** |  |  |
| **Assistant/Other:** |  |  |
| **Assistant/Other:** |  |  |
| **Assistant/Other:** |  |  |

|  |  |
| --- | --- |
| **Parish Name:** |  |
| **Church Name:** |  |
| **Date of Service:** |  |
| **Time of Service:** |  |
| **Building:** |  |
|  |  |

## Maximum Capacity Summary

|  |  |
| --- | --- |
| Services at a place of public worship | Maximum capacity summary |
| Religious Service | 300 people or one visitor per 4 square metres of space whichever is lessor. |
| Weddings | 150 people or one guest per 4 square metres of space whichever is lessor. |
| Funerals or memorial services | 100 people, or one guest per 4 square metres of space whichever is lessor. |

Where you are considering a change in the number of worshippers on site, a separate application will not be required however you must make contact the Diocesan Risk Officer, Heidi Randle, via [whs@newcastleanglican.org.au](mailto:whs@newcastleanglican.org.au) to confirm that the space will allow for this change.

## PARISHONER ATTENDANCE RECORD:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **PARISHIONER**  **FULL NAME** | **CONTACT NUMBER** | **ATTENDED SERVICE?** | **COMMENTS or NOTES**  ***(if required)*** |
| 1 |  |  | □ Yes  □ No |  |
| 2 |  |  | □ Yes  □ No |  |
| 3 |  |  | □ Yes  □ No |  |
| 4 |  |  | □ Yes  □ No |  |
| 5 |  |  | □ Yes  □ No |  |
| 6 |  |  | □ Yes  □ No |  |
| 7 |  |  | □ Yes  □ No |  |
| 8 |  |  | □ Yes  □ No |  |
| 9 |  |  | □ Yes  □ No |  |
| 10 |  |  | □ Yes  □ No |  |
| 11 |  |  | □ Yes  □ No |  |
| 12 |  |  | □ Yes  □ No |  |
| 13 |  |  | □ Yes  □ No |  |
| 14 |  |  | □ Yes  □ No |  |
| 15 |  |  | □ Yes  □ No |  |
| 16 |  |  | □ Yes  □ No |  |
| 17 |  |  | □ Yes  □ No |  |
| 18 |  |  | □ Yes  □ No |  |
| 19 |  |  | □ Yes  □ No |  |
| 20 |  |  | □ Yes  □ No |  |
| 21 |  |  | □ Yes  □ No |  |
| 22 |  |  | □ Yes  □ No |  |
| 23 |  |  | □ Yes  □ No |  |
| 24 |  |  | □ Yes  □ No |  |
| 25 |  |  | □ Yes  □ No |  |
| 26 |  |  | □ Yes  □ No |  |
| 27 |  |  | □ Yes  □ No |  |
| 28 |  |  | □ Yes  □ No |  |
| 29 |  |  | □ Yes  □ No |  |
| 30 |  |  | □ Yes  □ No |  |
| 31 |  |  | □ Yes  □ No |  |
| 32 |  |  | □ Yes  □ No |  |
| 33 |  |  | □ Yes  □ No |  |
| 34 |  |  | □ Yes  □ No |  |
| 35 |  |  | □ Yes  □ No |  |
| 36 |  |  | □ Yes  □ No |  |
| 37 |  |  | □ Yes  □ No |  |
| 38 |  |  | □ Yes  □ No |  |
| 39 |  |  | □ Yes  □ No |  |
| 40 |  |  | □ Yes  □ No |  |
| 41 |  |  | □ Yes  □ No |  |
| 42 |  |  | □ Yes  □ No |  |
| 43 |  |  | □ Yes  □ No |  |
| 44 |  |  | □ Yes  □ No |  |
| 45 |  |  | □ Yes  □ No |  |
| 46 |  |  | □ Yes  □ No |  |
| 47 |  |  | □ Yes  □ No |  |
| 48 |  |  | □ Yes  □ No |  |
| 49 |  |  | □ Yes  □ No |  |
| 50 |  |  | □ Yes  □ No |  |

I confirm that this attendance record is an accurate reflection of all the people who attended this Service.

|  |  |
| --- | --- |
| **Authorised Parish Rep Signature:** |  |
| **Date:** |  |