



## AUTHORISATION: SPECIAL RELIGIOUS EDUCATION

Dear .....

The Bishop of Broken Bay, the Most Rev Anthony Randazzo 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 ethos of the Catholic Church. To support the faith development of the students, lessons are to be well prepared, appropriate for the level of student understanding and follow the approved curriculum. Professional development opportunities will be provided for Special Religious Education teachers and assistants. You are required to complete the mandatory part of our CCD training and strongly encouraged to participate in the additional opportunities that are offered.

At all times care must be taken for the safety and welfare of the students.

Initial authorisation is provisional. A provisional authorisation card will be issued to you. You are required to complete the CCD Ministry Induction within 6 months of initial authorisation. Upon completion on 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 entering the diocese from other dioceses. For details contact the CCD Diocesan 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 Cover* with the **Catholic Church Insurances Ltd** provides coverage for volunteers in the event of an injury when providing service as a SRE teacher (catechist). 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 information provided above.**  
(SRE Teacher/Assistant : Please **print** your name here)

**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.*