

# Authorised Pastoral Assistant Application Form

Please read the notes overleaf before completing this form and complete the Data Protection Act Consent there.

## Contact Details

Full Name			
Address		Email	
		Phone	

## APA Application Details

Parish (or Benefice)	
Deanery	

### Applicant's declaration:

*I believe I am called to serve as an APA in the benefice/parish named above, and I will carry out any future ministry collaboratively under the oversight of my incumbent.*

Signature		Date	
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### Safeguarding training – applicant's declaration:

*I have completed the following safeguarding training:*

Basic Awareness	Foundation level	Raising Awareness of Domestic Abuse

### Parish Priest's declaration:

*I believe this person is called to serve as an APA in our benefice/parish. They have completed the APA training course, and I will support, nurture, and oversee their development in this ministry. I confirm that all safer recruitment steps have been completed.*

Signature		Date	
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### PCC declaration:

*At the below meeting of the PCC, the PCC passed a motion (see wording in note 5 overleaf) supporting this person for APA training, and is assured safer recruitment processes have been followed:*

PCC Secretary's signature		Date signed	
Date of PCC meeting			

## Notes

1. The form asks for the name of your parish or benefice. If you are in a multi-parish benefice or team ministry, you and your parish priest need provisionally to agree whether you will primarily work within a single parish, or across the whole team or benefice. Where possible and appropriate, we recommend that you work across (and therefore enter on this form) the largest area, benefice rather than parish, and team ministry rather than district.
2. The form refers to your parish priest. If this role is currently vacant, you should speak with your Rural or Area Dean about whether they, or another appropriate minister, should agree and sign this for you, and about who will ask your PCC to discuss their support.
3. Guidance on APAs and safeguarding can be found in the Safeguarding policy online.
4. Guidance on the authorisation process for APA Ministry can be found online.
5. The suggested form of wording for the PCC motion in the diocesan APA safeguarding policy is “*This PCC supports the application of N. N. to be an Authorised Pastoral Assistant in this parish and commends them to the diocese for training. It has received satisfactory references for them to serve as an APA, which attest to their good character, and give assurance there is no reason why they should not serve this parish as an APA.*” If the wording differs substantially from this, please include a copy of the minute with the application.
6. The information given on this form will be used to fill in your certificate of completion of training. Please notify us if your name, parish or contact details change.
7. If you have any questions or concerns about safer recruitment, then please contact the Safeguarding Team at [safeguarding@dioceseofnorwich.org](mailto:safeguarding@dioceseofnorwich.org) or 01603 882345

## Data Protection Act Consent – APA applicant

*Authorised Pastoral Assistant is a ministry offered in the Diocese of Norwich. We will need to hold information to contact you during training and then when you are an Authorised Pastoral Assistant.*

*The information you have provided on this form giving your name, address, email address(es), telephone number and Church/Parish will be held and used for the purposes of data processing, communication and information gathering. It may be shared within the structures of the Church of England and ecumenical partners within the diocese and nationally. Whilst we store your details on our database which is located on servers in the UK, your email address and your name may, for the purposes of some email communications to you, be stored by us or our agents on other servers which are outside the European Economic Area.*

I confirm that:

1. I am content for the details to be used for the above purposes unless I notify you otherwise in writing.
2. The e-mail address(es) you hold may be used for communicating, including individual and group communications.

Signed.....Date.....