Letter of Authorisation for Endorsed Representative

This letter is for a sponsoring organisation to confirm that one of their authorised representatives is a person in good standing and has met the requirements of their organisation's safe ministry processes.
This includes staff or volunteers engaged in ministry and/or child related work (e.g., guest speakers/ preachers, visiting music ministry guests, other ministry guests engaged in ministry or child related roles, or contractors engaged in child related roles). Sponsoring organisations might include mission agencies, denominations or parachurch organisations.

We understand that the host church may retain a copy of this documentation in a locked filing cabinet and/or in secure electronic format for at least 45 years (preferably 100 years) from the date of completion.

Authorisation of Suitability for Ministry:

We wish to confirm that the following person is an officially endorsed representative of our organisation to conduct itinerant ministry. We understand that our organisation may be liable for any harm arising from the actions of our endorsed representative. This endorsed representative is covered by our organisation's public liability insurance.

Endorsed Representative

Name: _____
Phone number: _____
Residential Address: _____

As an authorised person of the above sponsoring organisation, I declare that:

1. The endorsed representative noted above is a person of good standing in our organisation to engage in ministry or child related work.
2. The endorsed representative noted above has complied with the requirements of our organisation with regards to screening and child protection processes.
3. Any complaints in relation to this endorsed representative will be managed in accordance with our organisation's complaints procedure. If a serious complaint is made against the endorsed representative noted above, then we will consider risk management and may suspend this endorsed representative from engaging in any ministry role. If the endorsed representative's Working with Children Check (or in the ACT WWVP) is barred or suspended, then they will be suspended from all ministry roles.
4. Our organisation has completed the following processes for this endorsed representative (please tick as appropriate):
   - ☐ Ministry Screening Process
   - ☐ Reference Checks
   - ☐ Signed Code of Conduct
   - ☐ Appropriate Safe Church (child protection) Training
   - ☐ Verified Working with Children Check Number (or in the ACT confirmation of WWVP)
   - ☐ None of the above
   - ☐ Other: _____

Authorised person of sponsoring organisation

Name: _____
Role: _____
Signature: _____
Date: _____
Phone: _____
Email address: _____

This declaration is valid for 12 months from the date of signature above.