**A picture containing text, logo, font, graphics

Description automatically generatedNOTIFICATION OF ALTERNATE PARISH LAY DELEGATE**

**FOR THE 21ST REGULAR CONVENTION OF SYNOD**

1. *Parishes are advised to elect an alternate at the time of electing their lay delegate.*
2. *A lay delegate must have been elected before an alternate can be appointed.*
3. *Alternate lay delegates serve up to the end of Convention only (7 October 2024) and will receive communications in addition to the elected lay delegate up to this time.*
4. *If an alternate lay delegate cannot be found within the parish, the parish may request permission from the Bishop of the District to appoint* ***its own*** *pastor (provided the pastor is not already a Synod delegate) or a lay member from another parish to act as the alternate.* NB: Please ensure this permission is attached to this form.

**To be completed by the parish and returned to** [**synod@lca.org.au**](mailto:synod@lca.org.au)

Tick the box if this is a notification of **change** of lay delegate for the synodical period

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Parish details** | | | | | | | | | |
| **Name of Parish** |  | | | | | | | | |
|  | I confirm that **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** *[insert name here]* has been duly elected by the parish as an alternate lay delegate to the LCA 21st Regular Convention of General Synod. | | | | | | | | |
| **Date appointed** |  | | | | | | | | |
| **Authorisation** | *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Insert name]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [insert approving position  ie Chairperson/Secretary]* | | | | | | | | |
| **Personal Details of alternate lay delegate** | | | | | | | | |
| **First Name** | |  | | **Surname** | | |  | |
| **Postal Address** | |  | | | | | | |
|  | | | | | | |
| **Postcode** |  | | **State/Territory** | | |  |
| **Preferred**  **email address for Synod communication** | |  | | | | | | |
| **Certifications of alternate lay delegate** | | | | | | | | |
| The General Church Board resolved in November 2020 that by reason of the Convention’s leadership role and the compliance requirements, all delegates to the Convention of General Synod are required to have and maintain at least Level 1 of Safe Church Training and a working with children type check\* current at the time of both election/appointment and the Convention of General Synod. The parish must attest to compliance with these requirements and ensure the delegate is aware of their obligations to maintain such compliance. These requirements are mandatory, and the appointment will notbe confirmed until they are fulfilled. If the alternate lay delegate does not hold them at the time of appointment there are opportunities to complete the workshops prior to Convention. Please see the calendars for online and face-to-face workshops here: [www.lca.org.au/safe-church](http://www.lca.org.au/safe-church) | | | | | | | | |
| **The alternate lay delegate has a current Working with Children type Check\*** *(Specific names of checks vary according to location - for example SA DHS, Qld Blue Card…)* | | | | | | **Y /**  **N  Reference #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date of Expiry: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | |
| **The alternate lay delegate has completed Level 1 of the LCANZ Safe Church Training** | | | | | | **Y /**  **N   Date of Completion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | |

*\*Depending on the relevant jurisdiction and circumstances, a person may be unable to apply for a working with children type check if they do not directly engage with children. In such a situation the person should instead obtain a national police clearance*.

**Authorisation attached by the District Bishop for non-parish alternate lay delegate**

Please see next page

If the appointed alternate lay delegate is **not registered in LAMP2** please complete the section below.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Personal Details** | | | | | | |
| **Title** | | | **Mr /**  **Mrs /**  **Miss**  **Ms**  **Other: \_\_\_\_\_\_** | | **Surname** |  |
| **First Name** | | |  | | **Other Name(s)**  *(if applicable)* |  |
| **Date of birth**  *(for ID confirmation purposes)* | | |  | | **Gender** | **Male**  **Female** |
| **Contact Details** | | | **Mobile Number** | |  | |
| **Personal Email\*** *(required for initial contact only)* | |  | |
| **Are there any medical conditions\* you wish to disclose?** *\*optional* | | | | | **Y /  N** | **Additional comments:** |
| **Emergency Contact / Next of Kin** | | | | | | |
| **Name** | |  | | | | |
| **Relationship** | |  | | | | |
| **Contact Details** | **Mobile Number** | | |  | | |
| **Work Number** | | | ( ) | | |
| **Privacy Declaration** | | | | | | |
| I, , Member of the Lutheran Church of Australia (the Church) agree that the Church may use my personal and sensitive information for the purposes of communication and the provision of LAMP2 services and for any purpose permitted by the LCA Privacy Policy 2015 and the provisions of the Privacy Act (Cth) 1988 or the Privacy Act (NZ) 2003. I agree to undertake my best endeavours to ensure that my information is up to date and that I will maintain this information as it changes.  I agree to use the personal and sensitive information of people who engage with the Church, and to which I may have access, for the purposes of the life of the Church and in accordance with the LCA Standards of Ethical Behaviour, the LCA Prevention of Harm, Harassment and Abuse Policy, the LCA ICT Policy and such other LCA Policies which may be developed from time to time.  …………………………………………………..  Signature    ………………………………………………….. Date…………………………………………………..  Name | | | | | | |

*This information is collected for LAMP2 and Convention of General Synod purposes only and will be stored under secure conditions.  
 It will not be distributed without the consent of the user.*

**Resolution from General Church Board November 2020**

**20/177 Resolved** that:

1. The GCB affirms that:
   1. the Convention of General Synod is the highest governing body of the Church and the Church has adopted an Object that requires appropriate governance and leadership structures, as well as policies and procedures, are in place to maintain and promote a culture of care in all areas of the Church and its activities, so that all people, especially the vulnerable such as children are protected against any form of abuse;
   2. therefore, by reason of the Convention’s leadership role and the compliance requirements all delegates to the Convention of General Synod are required to have and maintain at least Level 1 of Safe Church Training and a working with children type check\* current at the time of both election / appointment and Convention of General Synod;
2. The body electing or approving the delegate’s appointment must attest to compliance with these requirements and ensure the delegate is aware of their obligations to maintain such compliance to satisfy paragraph 1; and
3. The GCB is desirous that these requirements are complied with for Convention 2021 but are mandatory for all following Conventions.