



## Sacristy Ministry Register (Register) Fact Sheet

The Register is a record of attendance of all clergy who visit to minister publicly at a Mass centre (Church or Chapel) in the Diocese of Broken Bay (The Diocese). Chapels are inclusive of Schools, Retreat Centres, Catholic Nursing Homes at which there is a Catholic Chapel, and the Caroline Chisholm Centre of the Diocese.

The Register is a safeguarding measure which supports the work of the Office for Safeguarding (Chancery) by strengthening oversight of who is ministering within the Diocese, when and where. The information detailed in each Register will assist Safeguarding with screening and auditing processes.

The integrity of the Register is the responsibility of the Parish Priest. **Canon 35 § 1** states in each Parish there are to be parochial registers, that is of baptisms, of marriages and of deaths and any other registers prescribed by the Episcopal Conference or by the Diocesan Bishop. The Parish Priest is to ensure entries are accurately made and the registers are carefully preserved.

### Important facts for Mass Centre Administrators

The Parish Priest/ Administrator is responsible for the Register in each church of their Parish.

In respect to oratories or chapels located in schools the responsibility of the care of the Register, whether Parish, Diocesan or independent, whether the Blessed Sacrament is reserved there or not,

should be located with the school leadership team in consultation with the Parish Priest. The Parish Priest should know the identity of the person who has such responsibility.

In a Catholic aged care facility, the Parish Priest will be directly responsible for the oratory or chapel, with or without the reservation of the Blessed sacrament. He has the care of the vessels, vestments and liturgical books. The care of the Register falls to the person appointed with responsibility for the chapel of the aged care facility.

The Register is located in the Sacristy of each Mass Centre and all entries must be made in pen.

The Register in Parish Mass Centres is audited bi-annually by Safeguarding. Delegated Parish personnel are required to complete a 3 month cross check of the Register using the Parish Visiting Clergy Register and submit data every 6 months or at the 3 month check if an anomaly presents. Prior to submitting the Register, it is approved by the Parish Priest/Administrator.

The Register in the Chapel or Oratory is audited annually. Safeguarding take carriage of the audit and work with the person appointed with responsibility for the Chapel or Oratory

The requirements of clergy publicly ministering or attending in a Broken bay Mass Centre including a Chapel is outlined below.



### **Important facts for Register users (Clergy):**

Every visiting cleric (Inclusive of clerics who are formally appointed as the Chaplain or the Chapel falls within the jurisdiction of the appointed Priest or Deacon of a Parish or publicly minister at a retreat) must complete and sign the **left-hand page** of the Register.

Clergy who are visiting the Diocese from another Arch/Diocese or Congregation (national and international) must additionally complete **also** the **right-hand page** of the Register.

If the cleric has a Greater Sydney **Ministry Card**, he completes the **left-hand page** and the **first 2 columns** (green section) of the **right-hand page**. The number of his Ministry Card must be entered. Ministry Card Holders have already undertaken a clearance process with the Diocese which includes both Church and Civil requirements.

If the cleric **DOES NOT** have a Greater Sydney **Ministry Card**, he must seek approval prior to the visit. This is done prior to the expected visit, by contacting the Office for Safeguarding. When approval has been granted the cleric enters his permissions detail in the Register upon arrival to the Sacristy, prior to performing Ministry. This is achieved by the clergy completing the **left-hand page** and writing **YES** in the **first column** (blue section) of the **right-hand page**. There is no need to complete any further columns.

Visiting clergy who publicly minister at a Chapel of a retreat centre, permission must be sought, and the Register must be

signed. Clergy who are taking part in a private retreat, Clergy Conference or Provincial Gathering are not required to seek permission and therefore there is no requirement to sign the Register.

**A visiting cleric who ministers without permission** may demonstrate non-compliance with the *Child Protection (Working with Children) Act 1998*. Penalties are severe. As well as non-compliance with Church requirements.

The Diocese (like all Arch/Dioceses of NSW) have a legal obligation to ensure that all Religious Ministers fulfil the requirements of the Act. If the cleric finds himself in this situation, he must not perform this service.

### **Reference**

*The following documentation is available from the Diocesan intranet.*

Diocesan Working with Children Check Policy

Diocesan Privacy Policy

Diocesan Visiting Clergy and Religious Policy

Greater Sydney Ministry Card Factsheet

Visiting Clergy to your Parish Practice Guide

Diocesan Protocol for the Establishment of Oratories and Chapels and the Reservation of the Blessed Sacrament

### **More information**

For further information on the processes and functions associated with Visiting Clergy to the Parish and/or Chapel you can email the Office for Safeguarding (Chancery) at

**[safeguarding@bbcatholic.org.au](mailto:safeguarding@bbcatholic.org.au)** or phone **02 8379 1605**