



# CONFRATERNITY OF CHRISTIAN DOCTRINE

DIOCESE OF LISMORE

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## Procedure for Enlisting New SRE Teachers (Catechists)

**The following steps should be undertaken in order and no step omitted or skipped.**

1. Possible new recruits as SRE teachers or helpers must be discussed with your Parish Priest **before** any documentation is given to them.
2. New recruits will need to apply for a Working with Children (WWCC) number online.  
<http://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>
3. Each new recruit must complete a **Teacher Application Form** which is to be signed by the Parish Priest after viewing ID and then stamped with the Parish stamp. Copies can be made for the Parish Administration Office
4. The completed **original Teacher Application Form** needs to be sent to the Diocesan CCD Coordinator for the WWCC number to be verified, and teacher details added to the Diocesan database. These documents are filed in the Diocesan Chancery Offices.
5. The Diocesan CCD Coordinator will inform the Parish Priest and the new teacher in writing that the WWCC number has been verified.
6. An **Authorisation Card** can then be issued so that the person is duly authorised to teach or assist with SRE once you have received this written confirmation from the Diocesan CCD Office.
7. The new teacher's details should then be added to the **Parish Register**, the **School Placement** and the **Notification to Schools** documents. Copies of these, except the Notification to Schools document should then be emailed to the Diocesan CCD Coordinator.
8. **Provide** an updated **Notification to Schools** document to the school/s at which the new teacher will attend.
9. Arrange for a Parish name badge for the new teacher.