**Service Agreement - Schedule 2**

**SCOPE OF AUDIT STATEMENT**

**Dioceses**

**Eparchies**

**Ordinariates**

Please complete this form for all ministries, organisations and activities under the governance of the named Church Authority.

Prior to audits against the National Catholic Safeguarding Standards (NCSS), Australian Catholic Safeguarding Ltd (ACSL) needs an understanding of the scope and profile of Catholic entities.

This Scope of Audit Statement is intended to capture information regarding all related or affiliated organisations and ministries under the governance authority of the named Church Authority.

Should you have any queries with regard to this Audit Statement or the ACSL Audit Program, please contact **Tania Stegemann, Director of Compliance, 1300 603 411,** tania@acsltd.org.au.

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| **Name of Church Authority** |  | | |
| **Name and Title of Church Authority Leader** |  | | |
| **Street Address of Church Authority** |  | | |
| **Church Authority Trading Name** |  | | |
| **Church Authority ABN** |  | **Is the Church Authority a member of the Catholic GST Religious Group?** | Yes 🞏  No 🞏 |
| **Does the Church Authority have any current and/or historical complaints of child sexual abuse made against any entities for whom s/he has governance responsibility?** | | | Current 🞏  Historical 🞏  N/A 🞏 |

| **DIOCESE/EPARCHY/ORDINARIATE** | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Number of Diocesan offices (administration) |  | | Number of administrative staff | | |  | | |
| Functions of Diocesan offices (e.g. finance, HR, legal, property, maintenance, etc) |  | | | | | | | |
| Number of Diocesan offices (service provision) | |  | | | Number of service-provision staff | | |  |
| Diocesan ministries/agencies:  *(for example: Justice & Peace office, Aboriginal Catholic Ministry, Ecumenical/Interfaith, Life, Marriage & Family office, Office for Evangelisation, etc)*  For each ministry, please provide details relating to staff numbers, brief overview of scope of ministry | |  | | | | | | |
| Does the Church Authority have **sole** oversight of a Seminary? | | Yes 🞏  No 🞏  N/A 🞏 | | If YES, number of students in this seminary | | |  | |
| If YES, number of candidates for the priesthood for diocesan clergy of this diocese | | |  | |
| If YES, what is the name and location of this seminary | | |  | |
| Does the Church Authority **share** oversight of a Seminary with other Church Authorities? | | Yes 🞏  No 🞏  N/A 🞏 | | If YES, number of students in this seminary | | |  | |
| If YES, number of candidates for the priesthood for diocesan clergy of this diocese | | |  | |
| If YES, what is the name and location of this seminary | | |  | |
| If the Church Authority does not have an oversight or governance role in a seminary in Australia, please indicate the number of candidates for the priesthood for diocesan clergy of this diocese currently in formation, and which seminary they attend | | | | | | |  | |
| Number of deacons in formation | | | | | | |  | |
| Does the Church Authority have a governance role or oversight of a Theological College? | | Yes 🞏  No 🞏  N/A 🞏 | | If YES, what is the name and location of the Theological College *(include all details for multi-campus colleges)* | | |  | |
| Number of staff | |  | | Number of students | | |  | |
| Does the Church Authority have canonical governance of any religious institutes, societies of apostolic life or associations of Christ’s faithful? | | Yes 🞏  No 🞏  N/A 🞏 | |  | | | | |
| If YES, please provide details for each group (name, number of members, number of locations, etc) | |  | | | | | | |

Several of the following questions have been modelled on the **Annual General Statistical Questionnaire (2017)** issued by the Secretariat of State of Vatican City. Please feel free to use your most recent Annual General Statistical Questionnaire data when responding to questions marked with \*\*.

| **PARISHES** | | | | | |
| --- | --- | --- | --- | --- | --- |
| Number of Parishes\*\* | With resident pastor | | | Under direction of diocesan |  |
| Under direction of religious |  |
| Without resident pastor | | | Administered by priests |  |
| In the care of permanent |  |
| In the care of professed men religious other than priests or permanent deacons |  |
| In the care of professed women religious |  |
| In the care of lay people |  |
| Completely vacant |  |
| **TOTAL PARISHES**  **(please attach a directory of all parishes)** | | | | |  |
| Number of Churches | |  | Number of other pastoral centres with permanent assistance\*\* | |  |
| Number of Parish Secretaries | |  | Number of Pastoral Associates | |  |
| Estimated number of parish volunteers | |  |  | |  |

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| **PRIESTS** | | | |
| Number of bishops (all those resident in the diocese, including the ordinary)\*\* | | |  |
| Diocesan Priests\*\* | Incardinated into the diocese in **active ministry** | Resident in the diocese |  |
| Resident elsewhere, outside the diocese, in Australia |  |
| Resident abroad |  |
| Incardinated into the diocese **retired or not engaged, for any reason, in pastoral ministry** | Resident in the diocese |  |
| Resident elsewhere, outside the diocese, in Australia |  |
| Resident abroad |  |
| **TOTAL DIOCESAN CLERGY** | | |  |
| Number of Priests who are in active ministry in Australia and who have transferred into the Diocese from overseas | | |  |
| Priests belonging to Institutes\*\* *(excluding bishops, including religious, members of secular institutes or of societies of apostolic life incardinated into their own institute. Include all resident in the diocese)* | | Of papal jurisdiction |  |
| Of diocesan jurisdiction |  |
| **TOTAL** | | |  |
| Permanent deacons\*\* *(include all resident in the diocese)* | | Diocesan |  |
|  | | Belonging to the Institutes above |  |
| **TOTAL DEACONS** | | |  |

Please answer the following questions for the service organisations/agencies which are governed by the Church Authority. For each service organisation related to your entity, provide as much detail as possible and include the sector/client group(s) to whom they provide services.

| **SERVICE AGENCIES/ORGANISATIONS** | | | | |
| --- | --- | --- | --- | --- |
| ***Catholic Education/Catholic Schools*** | | | | |
| Number of Primary schools |  | Number of staff | Central office |  |
| Number of Secondary schools |  | School-based |  |
|  | | Number of volunteers | |  |
| Describe the governance arrangements in place between the Church Authority and the education provision  (e.g. Board of governance reports to Bishop; all staff employed by diocese; schools governed locally; etc) |  | | | |
| ***CatholicCare/Centacare*** | | | | |
| Number of locations/offices/service outlets |  | Number of staff | |  |
| Number of volunteers | |  |
| Description of services – please describe service types, modes of service delivery, etc (e.g. counselling; foster care; youth services; child care; family law services; NDIS; office-based; outreach; helpline) |  | | | |
| Describe the governance arrangements in place between the Church Authority and CatholicCare/Centacare  (e.g. Bishop is member of the Board; Board reports to bishop; separately incorporated entity owned by bishop; etc) |  | | | |

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| **REPEAT AS NECESSARY FOR ANY OTHER SERVICE AGENCIES (disability, childcare, early childhood, aged care, health, etc)** | | | |
| ***Name of Service*** |  | | |
| Number of locations/offices/service outlets |  | Number of staff |  |
| Number of volunteers |  |
| Description of services – please describe service types, modes of service delivery, etc (e.g. counselling; foster care; youth services; child care; family law services; NDIS; office-based; outreach; helpline) |  | | |
| Describe the governance arrangements in place between the Church Authority and this agency/organisation  (e.g. Bishop is member of the Board; Board reports to bishop; separately incorporated entity owned by bishop; etc) |  | | |
| ***Name of Service*** |  | | |
| Number of locations/offices/service outlets |  | Number of staff |  |
| Number of volunteers |  |
| Description of services – please describe service types, modes of service delivery, etc (e.g. counselling; foster care; youth services; child care; family law services; NDIS; office-based; outreach; helpline) |  | | |
| Describe the governance arrangements in place between the Church Authority and this agency/organisation  (e.g. Bishop is member of the Board; Board reports to bishop; separately incorporated entity owned by bishop; etc) |  | | |
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| Describe the governance arrangements in place between the Church Authority and this agency/organisation  (e.g. Bishop is member of the Board; Board reports to bishop; separately incorporated entity owned by bishop; etc) |  | | |

Please provide contact details below for any follow up in relation to the information provided in this Statement.

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| --- | --- |
| **Name** |  |
| **Job Title** |  |
| **Contact Telephone** |  |
| **Contact Email** |  |