



Role Description – Children’s Ministry

Church / Organisation name: _____

This form is to be completed by those working with children under 18 years in Children’s Ministry (e.g. Playgroups, Crèche, Sunday School, Kids Clubs, Youth, Holiday Clubs, etc)

Aim:

As a Children’s Ministry Team Member, you aim to:

- Share the gospel within the local church and community
- Serve God in all you do in the ministry team
- Encourage and support members of the ministry team
- Teach the Bible faithfully and truthfully
- Model the Christian life to the those you minister to
- Encourage and pray for team members
- Be involved in the planning and implementing of the ministry program(s).

Responsibilities:

You are directly responsible to the individual ministry leader for each ministry role you hold, and overall the Church Session. In the case of PCV organisations, you are responsible to the governing Council.

Responsibilities include:

- Ensuring the physical safety of children in the ministry program
- Caring for those you minister to and your fellow team members
- Carrying out your specific responsibilities within the ministry team
- Ensuring that you and the other members present the gospel truthfully
- Being willing to take on a fair share of the workload required
- Other specific responsibilities as identified by the ministry leader *(Please refer Page 3)*.

Role Requirements:

You must:

- Hold a current Victorian Working With Children Check card / Victorian Institute Teaching card, shown this card to the ministry leader and provided the card number
- Have received and read the Safe Church Policy and Code of Conduct
- Undertaken or agreed to undertake the Safe Church Basic Training Course and the Online Refresher Course
- Sign this role description as an indication of your acceptance of the responsibilities of the role and agreement to abide by the PCV Safe Church Policy and Code of Conduct



General Information:

- It is important that all activities of the children's ministries are open to appropriate, authorised observation by the Minister and the Session. Parents are always welcome to stay with their children in ministry time should this be necessary.
- If you are training up younger leaders, it is important to pastorally care for them. When delegating tasks to them, it is important to work alongside with them in the organising and implementing of the specific tasks.
- If providing food as part of the ministry activities you must ascertain whether any participants are allergic/ sensitive to any specific foods. If necessary, separate options may need to be provided for these individuals.
- Having a first aid kit for the ministry team is essential. You need to ensure that you know where it is located in an emergency.
- The PCV complies with the Victorian Child Safe Standards: - for further details please go to: www.childsafestandards.org.au.

Child Protection Protocols for this role:

All people involved in the ministry, regardless of age, are covered by these protocols. *Note: They do not replace the Safe Church Policy or Code of Conduct. Rather they are intended to provide helpful general protective protocol advice.*

- Do not allow yourself to be in any area alone with a child under 18. Always have another team member, leader or the parent with you.
- If a child has questions for you during the ministry events, ask another team member to remain in the room while you talk to them
- If a child is distressed and needs to be consoled, it is best practice with older children and teens particularly that a person of the same gender does the consoling. Ensure that another team member is either with you or nearby (within sight) at all times, and use your discretion when speaking and comforting the child. With very young children they will often gravitate towards a "mum"-like person, or indeed there may only be women involved in the children's ministry. Obviously in this situation the advice concerning being of the same gender as the child does not apply here.
- If a child discloses information to you regarding any kind of abuse or neglect, or you have concerns about these issues in relation to a child you must pass on this information to the ministry leader and then to the Safe Church Unit. However, be careful not to reveal this confidence to any other person
- If a child discloses information to you regarding any kind of abuse or behaviour by a team member or the ministry leader which breaches the Safe Church Code of Conduct contact the Safe Church Unit – 0499 090 449.
- In the case of a disclosure, please ensure that you write down the full details including, the date, time and location at the time or shortly thereafter.



Additional Specific Responsibilities:

In addition to the Responsibilities listed on *Page 1*, you may have further specific responsibilities in respect to one or more of your roles and if so, these are listed below: (*Ministry leader to complete*):

<ul style="list-style-type: none">• DP Kids Volunteer - Leader, Assistant, Administrator
<ul style="list-style-type: none">• Creche Volunteer - Co-ordinator, Assistant
<ul style="list-style-type: none">• Youth Leader
<ul style="list-style-type: none">• Regularly attend a Gospel Community as a commitment to the body of Christ and your own spiritual health and discipleship

Declaration:

I have read and agree to abide by this Role Description, the Safe Church Policy and Code of Conduct:

Print name

Signature

____/____/____

Date