



Little Souls Coordinator

JOB DESCRIPTION

AIM

AS A CHILDREN'S MINISTRY COORDINATOR, YOU AIM TO:

- Teach the Bible faithfully and truthfully and ensure that the leaders of various activities are also doing this.
- Model the Christian life to the children and leaders involved in various activities. Show them in the way you act and speak both the struggles and joys of being Christ-like.
- Encourage and pray for each of the children's ministry leaders and helpers.
- Plan and implement the programs agreed by Session.

RESPONSIBILITIES

YOU ARE DIRECTLY RESPONSIBLE TO:

Minister & Session

e.g. Session and Minister

YOU ARE RESPONSIBLE FOR:

- Creating various programs for children's ministry and obtaining session approval for these.
- Delegating the organisation of these programs to appropriate leaders.
- Training leaders, including skills, Biblical content, and child protection training.
- Looking out for the individuals specifically designated for you to look out for and encourage.
- Creating and following the budgeting for children's ministry.
- Carrying out your specific responsibilities within the programs.
- Welcoming and speaking to the parents of children involved in various activities.
- Ensuring that you and the other leaders present the gospel truthfully.
- Ensuring that no one person has an overwhelming workload.
- Ensuring that there is no breach of trust towards the members of the group or other leaders.



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JOB DESCRIPTION - CONTINUED

REQUIREMENTS FOR THIS POSITION

TO SERVE IN THIS ROLE, YOU MUST:

- Be a regular attender at church and a Bible study group.
- Obtain a Working with Children Check and have it verified by the CPU.
- Complete the BTS Application for Working with Children or Young People form.
- Complete Breaking the Silence Foundations Training every 3 years and complete Top-Up Training each year.
- Sign a copy of this job description, indicating your agreement to the Code of Conduct.

ACTIONS

- It is important that all activities of the group are open to observation by the Minister, the Session, and parents.
- 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.
- The issue of administering first aid needs to be addressed by the leaders. There are certain things that cannot be administered, and this can include Band-Aids. Leaders need to find out (from church leadership) what they can administer to the children.
- Leaders must decide upon a standard toileting procedure for children. This should take into account the location of the nearest bathroom, who else has access to the bathroom, the need to supervise from outside the bathroom and allow privacy. Remember, a leader must never be alone with children.
- Leaders must know what to do in the event of an accident or emergency. This may involve preparations such as ensuring all leaders having easy access to parents' mobile numbers and knowing where to gather in an evacuation.



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JOB DESCRIPTION - CONTINUED

SAFE MINISTRY PROTOCOLS FOR THIS POSITION

- All children and others under your leadership, regardless of age, are covered by these protocols.
- Do not allow yourself to be in any area alone with a child or person under your leadership including junior leaders and helpers who are under 18. Always have other leaders or a parent with you. This includes driving children and visiting them in their homes.
- If a child of the opposite sex comes to you for counselling, immediately take them to a leader of the same sex as the child who can talk to them.
- If a child of the same sex comes to you for counselling, ensure you do so in an open area, never a closed room.
- If a child discloses information to you regarding any kind of abuse or neglect, you must divulge this information to a minister, elder or the Conduct Protocol Unit. However, be careful not to reveal confidential information to any other person.
- If you should need to speak to a child about participating or helping out at an event, ensure you do so in the vicinity of another teacher or parent.
- If a child is distressed and needs to be consoled, ensure that another leader or parent is with you at all times, and use your discretion when speaking and comforting the child.
- If a leader discloses information to you regarding any kind of abuse or neglect, or you suspect that a child is at risk of harm, you must divulge this information to your minister, an elder or the Conduct Protocol Unit. This information must not be shared with people not directly involved with the notification process.

AGREEMENT

I have read and understood this Job Description, and the Breaking the Silence Policy and Code of Conduct.

Name:

Signature:

Date: