



2023 EDITION

BREAKING THE SILENCE

JOB DESCRIPTION

Bible Study Leader

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AIM

AS A BIBLE STUDY LEADER, YOU AIM TO:

- Share God's word faithfully and truthfully, and in a way that spurs one another on to love and good deeds, and helps group members grow in their faith.
- Model the Christian life to the members of your Bible study group.
- Show them in the way you act and speak both the struggles and joys of being Christ-like.
- Encourage and pray for each of your group members.

RESPONSIBILITIES

YOU ARE DIRECTLY RESPONSIBLE TO:

e.g. Minister or Elder responsible for Bible Study groups

YOU ARE RESPONSIBLE FOR:

- Organising when and where the group will meet.
- Organising appropriate material to assist the study of God's word.
- Encouraging group members in their walk with Jesus
- Gently admonishing and providing feedback to group members as required
- Consulting with the group on logistical or other aspects as required.
- Ensuring appropriate boundaries are in place with regards to how the group is run and for pastoral care within the group
- Responding to reports of abuse and other issues of concern in line with BTS policy.

REQUIREMENTS FOR THIS POSITION

TO SERVE IN THIS ROLE, YOU MUST:

- Be a regular attender at church and able to be regular at your Bible study group.
- Obtain a Working with Children Check and submit details to the CPU for verification
- Complete the BTS Application for Working with Children or Young People form.
- Complete Breaking the Silence Foundations Training every 3 years and complete Read and Review Training each year in-between.
- Sign a copy of this job description, indicating your agreement to the Code of Conduct.

**Bible Study Leader**

JOB DESCRIPTION - CONTINUED

ACTIONS

- Lead the group in a godly way.
- Ensure good boundaries are in place with regards to how the group is run and for pastoral care within the group.

SAFE MINISTRY PROTOCOLS FOR THIS POSITION

- All youth group members and others under your leadership, regardless of age, are covered by these protocols.
- All those under your leadership, regardless of age, are covered by these protocols. Note: they do not replace the Code of Conduct or Policy.
- Do not allow yourself to be in any area alone with a group member of the opposite sex.
- Ensure group members understand the importance of keeping confidentiality of any private matters that are shared in the group.
- If a group member is distressed and needs to be comforted, it is important that a person of the same gender does the comforting. Ensure that another group member is with you at all times, and use your discretion when speaking to and comforting the person.
- If a group member discloses information to you regarding any kind of abuse or neglect, you must report this information to _____ or the Conduct Protocol Unit. Be careful not to breach this confidence to any other person.

AGREEMENT

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

Name:

Signature:

Date:
