



2023 EDITION

# BREAKING THE SILENCE

## JOB DESCRIPTION

### Youth Group Leader

#### AIM

##### AS A YOUTH GROUP LEADER, YOU AIM TO:

- Share the gospel with young people within their local church and community.
- Disciple young people in their faith as they live out their faith in the real world.
- Take care to respect the feelings and privacy of members of the group.
- Encourage and support them into ministry in all aspects of their life.
- Teach the Bible faithfully and truthfully to those in your youth group.
- Model the Christian life to the children and leaders you are serving. Be a godly example in your words and actions, worthy of respect and imitating Christ's character.
- Encourage and pray for everyone in your study group.
- Be involved in the planning and implementing of the youth group program.
- Ensure your activities and teaching material are well prepared on every occasion.

#### RESPONSIBILITIES

##### YOU ARE DIRECTLY RESPONSIBLE TO:

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*e.g. Session and Minister*

##### YOU ARE RESPONSIBLE FOR:

- Developing together with the other leaders, a program for the term, including activities, studies, social events, supper, clearly identifying who is responsible for various tasks.
- Pastorally caring for the individuals in your group.
- Being prepared in fulfilling your specific responsibilities within the youth group – such as running a study group or coordinating games.
- Welcoming and speaking to the parents of the youth group members.
- Ensuring that the gospel is taught truthfully and speaking to the senior youth leader or the minister if you have concerns.
- Ensuring that your workload is manageable and raising this with the senior youth leader if necessary.
- Ensuring ministries are conducted in a way which adheres to BTS policy and safe ministry practices.



## Youth Group Leader

### REQUIREMENTS FOR THIS POSITION

#### TO SERVE IN THIS ROLE, YOU MUST:

- Be a regular attendee 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 Read and Review training each year.
- Not have romantic relationships with children or young people participating in your ministries.
- Sign a copy of this job description, indicating your agreement to the Code of Conduct.

### ACTIONS

- You will ensure that any activity is open to observation by parents and other adults with a legitimate interest.
- 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.
- When giving the youth group members food, it is important to check for any food allergies. If necessary, separate food may be provided for these individuals.
- Please refer to the [PCNSW WHS Guidelines for our Church Organisations](#) section on “First Aid”. An adequate number of people must be trained to provide first aid at church or have access to other persons who have been trained to provide first aid treatment. Leaders should have a clear understanding of the first aid facilities at the church, how to report injuries and where to access the first aid kit.
- Gain an understanding of the church emergency plan and how this will apply to your ministry activity. If you are in charge, ensure your leaders are aware of what to do in the event of an accident or emergency
- Permission is needed to administer any medication. Please ensure the Mediation Authority Permission Form is completed and you are aware of the requirements for administering the medications.
- When taking the youth group members off-site, a permission note is needed for each child. Refer to the [Off-Site Events or Travel Permission Form](#).



## Youth Group Leader

- When planning activities, it is important to consider any barriers which may prevent some youth group members from participating and take steps to mitigate these e.g. disability, financial constraints.

### SAFE MINISTRY PROTOCOLS FOR THIS POSITION

- All youth group members 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 person under 18 years old. This includes youth group participants or junior leaders who are under 18. Always have another leader or the parent with you. This includes driving children and visiting them in their homes.
- If a youth group member of the opposite sex comes to you for counselling, immediately take them to a leader of the same sex as the member who can talk to them.
- If a youth group member of the same sex comes to you for counselling, ensure you do so in an open area, never a closed room.
- If you need to speak to a youth group member or they approach you, ensure you remain in a visible line of sight of others.
- Pastoral care should be provided by a leader of the same sex. Ensure that another leader is with you at all times and use your discretion when speaking and comforting the youth group member.
- If a youth group member discloses information to you regarding any kind of abuse or neglect, you must report this information to a minister, elder or the Conduct Protocol Unit. Be careful not to reveal confidential information to any other person.
- You are not allowed to have romantic relationships with young people attending ministry activities you are leading in.

### AGREEMENT

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

Name:

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Signature:

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Date:

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