##### **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:**

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| *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.

##### **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.

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| Name: |  |
| Signature: | Date: |