



Children's Ministry 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 you are serving. Your words and actions need to be a good example, worthy of respect and imitating Christ's character..
- 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:

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.
- Overseeing the training of leaders, including skills, Biblical content, and BTS or relevant child protection training.
- Considering how children can participate in decisions affecting them.
- Creating and following the budget for children's ministry.
- Carrying out your specific responsibilities within the programs.
- Welcoming, informing and involving the parents/carers of participating children.
- Ensuring that you and the other leaders present the gospel truthfully.
- Ensuring that leaders workloads are manageable.
- Ensuring ministries are conducted in a way which upholds safe ministry practices.



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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 Read and Review Training for other years.
- Sign a copy of this job description, indicating your agreement to the BTS 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 inexperienced 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.
- 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.
- Have a clear toileting plan which has also been explained to parents. Refer to the safe ministry practice: toileting of children info sheet for further information.
- Gain an understanding of the church emergency plan and how this will apply to your ministry activity. Ensure your leaders are aware of what to do in the event of an accident or emergency.



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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 young person, including young helpers without a line of sight. Always have other leaders or a parent visible. 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 within a line of sight of others.
- If a child or adult 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 to only share confidential information to those whom it is relevant. Ensure a child's immediate safety.
- If you should need to speak to a child about participating or helping out at an event, ensure you do so in the line of sight of another teacher or parent.
- If a child is distressed and needs to be comforted, ensure that another leader or parent is with you at all times.

AGREEMENT

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

Name:

Signature:

Date:
