##### **Aim**

**As a Title of Position, you aim to:**

* List the aims and purpose of the role.

##### **RESPONSIBILITIES**

**You are directly Responsible to:**

|  |
| --- |
|  |
| *e.g. Session and Minister* |

**you are ResPonsible for:**

* List the key tasks that a person in this role is responsible for.

##### **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**

* List actions and tasks that need to be completed for this ministry activity to take place. For example, using permission notes for certain activities, or what considerations are needed for certain aspects of the role.

##### **Safe ministry protocols for this position**

* List the various protocols used in this area of ministry to ensure that all activities and interactions are safe, accountable, and transparent. Refer to the BTS Foundations Training workbook if you are unsure.

##### **Agreement**

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

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