##### **About the role**

* Presbytery is to appoint support persons to those who are subject to a complaint under BTS and is identified by CPU or Presbytery as requiring additional support OR a party who has brought a complaint to Session and there is no suitable support person identified to offer assistance.
* The person receiving support may be the aggrieved, the accused or someone involved in a BTS matter in some other way.
* Presbytery agrees to reimburse the support person for all reasonable travel expenses at the same rate as those provided to supply preachers.
* Presbytery will determine the duration of appointment in agreement with the support person.

##### **DuTIES**

**You are directly Responsible to:**

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|  |
|  *Name of Presbytery*  |

 **The support person will:**

* Offer unconflicted emotional and pastoral support in the context of a BTS process.
* Pray regularly for the person you are supporting, including praying with them (after asking for permission from the person you are supporting).
* Communicate clear expectations in the initial meeting and follow up with a written summary. The expectations should include:
	+ Frequency and mode(s) of contact.
	+ If meeting face to face, determine a suitable location.
	+ Outline limits of confidentiality such as mandatory reporting and notifiable circumstances.
	+ Availability to meet and communicate with the person you are supporting e.g. between 9am-5pm, if able to attend meetings or not.
	+ Duration of appointment e.g. 12 months.
* Implement appropriate boundaries in your ministry practices to ensure that you are accountable and wise in your interactions with others.
* Refer person you are supporting to professional services such as counselling or a health practitioner if required.
* You will not support both an aggrieved or accused person at the same time.
* You will not provide legal or strategic advice. Nor will you investigate or coach them in any way.
* Keep a written record of meeting dates and any brief notes which will assist in supporting the person. Ensure any records are kept confidential.
* If you attend any meetings, ensure you are permitted to attend.
* Assist the person to engage responsibly and cooperatively with the church court in its consideration of the allegation.
* Seek advice from the relevant church body if you have any questions or concerns about your role.
* If you are unable to continue in your role for any reason, you will advise the Presbytery and CPU.

##### **Requirements for this position**

**To serve in this role, you must:**

* Be a regular attender at church and a committed Christian.
* Be able to show empathy, patience and have excellent listening skills.
* Maintain pastorally appropriate boundaries.
* Maintain objectivity to any church processes in supporting someone, recognising you are neither prosecutor nor defender.
* Hold private matters in absolute confidence (Except as required by law or by an appropriate body within the church).
* Complete Breaking the Silence Foundations Training every 3 years and complete Read and Review Training each year.
* Sign a copy of this job description, indicating your agreement to the Code of Conduct.
* Read and adhere to the PCNSW Conflict of Interest policy.

##### **desirable experience, skills and abilities for this position:**

* Understand the inherent complexities involved in addressing allegations from a systems perspective.
* Understand the rules of the Church and the expectations of both church and society in relation to allegations of abuse.
* Be able to travel at short notice to support persons involved in church processes.

##### **Agreement**

I have read and understood this Job Description. I will adhere to the Breaking the Silence Policy and Code of Conduct and the PCNSW Conflict of Interest Policy.

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

**BTS support person**