



Presbytery Support Person

JOB DESCRIPTION

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:

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



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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.



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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.

Name:

Signature:

Date:

BTS support person