



JOB DESCRIPTION:

CHILDREN'S MINISTRY COORDINATOR

AIM

As the Children's Ministry Coordinator, you aim to:

- Teach the Bible faithfully and truthfully, and ensure that the leaders of various activities also teach the Bible faithfully and truthfully.
- Model the Christian life to children and leaders involved in various activities. 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 leaders.
- Plan and implement the programs agreed by Session.

RESPONSIBILITIES

You are directly responsible to _____

[e.g. the Session and the Minister]

YOU ARE RESPONSIBLE FOR:

- Creating various programmes for children's ministry and obtaining Session approval for these.
- Delegating the organisation of these programmes to appropriate leaders.
- Training leaders, including skills, Biblical content and child protection training.
- Looking out for the individuals specifically designated for you to look out for and encourage.
- Creating and following the budgeting for children's ministry.
- Carrying out your specific responsibilities within the programmes.
- Welcoming and speaking to the parents of children involved in various activities.
- Ensuring that you and the other leaders present the gospel truthfully.
- Ensuring that no one person has an overwhelming work load.
- Ensuring that there is no breach of trust towards the members of the group or other leaders.

REQUIREMENTS FOR THE POSITION

You must:

- Complete the Breaking the Silence application for working with children and/or young people form.
- Obtain a copy of the Breaking the Silence Information Pack.
- Sign all forms as required in the Breaking the Silence Forms Pack.
- Sign a copy of this job description.
- Complete the required child protection training.

ACTIONS

- If you are training up younger leaders, it is important to pastorally care for them. When delegating tasks to them, it is important to work along side with them in the organising and implementing of the specific tasks.



JOB DESCRIPTION: CHILDREN'S MINISTRY COORDINATOR (CONT'D)

CHILD PROTECTION PROTOCOLS FOR THIS POSITION

- All children and others 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 child or any other person under your leadership. You must have another leader with you or be in a public place.
- If a leader of the opposite sex comes to you for counselling, immediately take them to a leader, the Minister or a member of Session of the same sex as the club member who can talk to them. NEVER counsel or talk through issues with a leader of the opposite sex. When counselling the leader, ensure that there is another leader or the Minister present when talking to them and ensure you talk to them in an open area, never a closed room.
- If you should need to speak to a leader about participating or helping out in an event, ensure you do so in the vicinity of other people.
- If a leader is distressed and needs to be consoled, it is important that a person of the same gender does the consoling. Ensure that another leader is with you at all times, and use your discretion when speaking and comforting the person.
- If a leader discloses information to you regarding any kind of abuse or neglect, you must divulge this information to _____, or the Child Protection Unit. Be careful not to reveal this confidence to any other person.

I have read and understood this Job Description, the Code of Conduct and the child protection Policy:

Signed: _____

Date: ____ / ____ / ____