



## Purpose

These role descriptions are a general outline of the expectations of people who assist, lead and coordinate children's activities and ministry within congregations. Specific duties may vary depending on local needs, availability of leaders and individual ability.

### All Roles

- Uphold the aims and ethos of the Uniting Church in Australia (the Church) and abide by the Safe Ministry with Children policy and processes
- Demonstrate commitment to the safety and care of children
- Participate willingly in the screening and appointment process, including the signing of the [Statement of personal commitment](#)
- Maintain a current blue card as required by the Act and inform the church council of any changes to the detail or status of the blue card
- Complete Safe Ministry with Children training at least every two years, and additional training as appropriate
- Act within the law and abide by the requirements of legislation
- Work as part of a team and be accountable for their own actions
- Provide timely and appropriate response to concerns, incidents, accidents, and suspicion or knowledge of abuse in line with the system for handling concerns
- Treat other people, their personal details and sensitive information with respect and dignity
- Display attitudes and behaviour that is positive and inclusive toward others, particularly children, remembering that others may copy
- Remain sober and refrain from consumption of harmful or illicit drugs, alcohol and cigarettes, ensuring that activities involving children are drug, alcohol and cigarette free

- Ensure that all behaviour remains within the range of acceptable behaviours and addressing and reporting concerns as outlined in the Safe Ministry with Children policy
- Upon approval of the position, and annually thereafter, sign the [Statement of personal commitment](#)
- Ask others for help, guidance and support when needed.

### Coordinator

- Assist the church council (as appointed and delegated by the church council) in the oversight of a range of activities or programs within the congregation's children's ministries. Duties may include:
  - Screening and appointing leaders and helpers
  - Reviewing and approving plans for upcoming activities with children
  - Keeping registers and records
  - Facilitating training opportunities
  - Providing support and guidance to team leaders and members.

### Leader

- Under the appointment of the church council, oversee the conduct of specific activities or programs within the congregation's children's ministry. Duties primarily include:
  - Completing risk assessments and submitting activity/program plans for approval by the coordinator or church council delegate (as per local delegations from church council)
  - Providing information, support and guidance to team members, so that they can work within the approved plans, and conduct activities with children
  - Monitoring programs or activities to ensure the safety of participants and leaders
  - Ensuring that approved processes are followed and prioritising the safety of children in response to incidents, critical incidents, disclosures of abuse or harm.



## Helper

- Under the appointment of the church council, assist with the conduct of specific activities/ programs within the congregation’s children’s ministry. Duties primarily include:
  - Assisting with the process of planning, risk assessment and information sharing, as required
  - Being aware of what is planned for the activity or program, and what is expected of helpers
  - Working within what was agreed in the approved activity or program plan and following instruction from the team leader
  - Providing support to other team members
  - Being aware of what is happening during the program or activity to ensure the safety of participants and leaders
  - Prioritising the safety of children in the event of incidents, critical incidents, disclosures of abuse or harm, and following approved reporting processes.

## Junior Helper or Leader

- Under the appointment of the church council, assist adult leaders to conduct specific activities or programs with children
- Junior helpers will not be permitted nor expected to take responsibility for the supervision of children – either on their own or with other junior helpers or leaders. Duties primarily include:
  - Knowing what tasks they have been asked to do
  - Preparing and being capable for what is planned
  - Letting the team leader know if they are not able to do what has been asked of them
  - Reporting to the team leader if they notice something is not right.

## Designated Driver

- Under the appointment of the church council, provide transport during specific activities or programs with children. Drivers must:
  - Hold a current and appropriate open driver’s licence for the type of vehicle they are driving
  - Remain sober and refrain from consumption of harmful or illicit drugs, alcohol and cigarettes, ensuring that transport activities are drug, alcohol and cigarette free
  - Use a registered, insured and roadworthy vehicle
  - Ensure all people in the vehicle are correctly restrained
  - Provide relevant information by completing the [Driver information form](#).

For information about child restraints see [tmr.qld.gov.au/Safety/Driver-guide/Child-restraints/Child-restraint-laws.aspx](http://tmr.qld.gov.au/Safety/Driver-guide/Child-restraints/Child-restraint-laws.aspx)

## First Aid Officer

- Hold as a minimum, a current Senior First Aid certificate
- Be available to perform first aid at activities for children
- Document all first aid treatment on an incident report form
- Keep emergency contact numbers and the Poisons Information hotline number (131 126) with the first aid kit
- Maintain a fully stocked and current first aid kit which is readily available for all activities.

### Document Review History

Version Number	Date	Reason	Aurthor/reviewer	Approved
1.0	22.01.2016	Created to support Safe Ministry with Children policy, Overseeing safe ministry with children and Selecting leaders and helpers processes	<ul style="list-style-type: none"> <li>• Safe Ministry (children) administrator</li> <li>• General counsel</li> <li>• Risk &amp; Insurance manager</li> <li>• Human Resources manager</li> </ul>	Associate general secretary
Due	22.01.2017	Review cycle – every year		