

## **Parish Safe Ministry Co-ordinator**

### **Role Description**

The parish Safe Ministry Co-ordinator is appointed by the Parish Priest as an 'other officer' pursuant to section 52 of the Parochial Administration Ordinance 1985

#### The Safe Ministry Co-ordinator

The Safe Ministry Coordinator will help the Parish Priest fulfil responsibility for safe ministry by:

- a. assisting the Parish Priest with their responsibilities;
- b. assisting parish volunteers in working out whether they are legally required to undergo a WWCC;
- c. keeping records of who is working with children in the church setting;
- d. keeping local records of who has WWCC (will be updated regularly by Synod Office);
- e. ensuring no one 'works with children' unless they have Synod approval; and
- f. forward regular compliance reports to the safe ministry authority (Diocesan Council via the Secretary of Synod)

#### Person Description

A Safe Ministry Coordinator must:

- be 21 years or older;
- have completed Safe Ministry training within the last 3 years or within 3 months after their appointment (and every 3 years after that);
- hold a Working With Children Check (WWCC) clearance which has been verified with the Department of Human Services;
- have an email account (for administrative purposes);
- have good administrative skills; and
- be capable of maintaining a computer spreadsheet.

It would be desirable if the Safe Ministry Coordinator:

- has professional training or expertise in child protection issues (such as a teacher, children's worker, youth worker or a person with behavioural or social sciences qualifications and experience); and
- is not a member of the parish staff or related to a member of the Parish staff. This is to avoid a scenario where a parishioner might feel uncomfortable speaking to the Safe Ministry Coordinator about concerns regarding a staff member.

It would also be desirable if the Safe Ministry Coordinator has an existing position in the Parish, whether it be a Warden etc to leverage the resources in the Parish.