

KURRI KURRI BAPTIST CHURCH

Roster Coordinator Role Description

Document 59	
Replace existing document?	Yes
Version:	2.0 Changes to role description, responsibilities, term and reporting, and addition of volunteer category
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Note: Throughout this document, “Church” refers to Kurri Kurri Baptist Church (KKBC), the local Church which adopted this document.

Role Title

Roster Coordinator

Role Description

Compiling a roster of volunteers who have offered to fill roles of service through a rostered system, and whom the Safe Church Team have confirmed have met the Safe Church requirements to fill such roles

Responsibilities

- To confirm with the Safe Church Team that a volunteer has met all Safe Church requirements for a particular role prior to including that volunteer on a roster for that role
- To periodically request suitable volunteers for the jobs that require rostering, as per the KKBC Organisational and Reporting Structure
- To regularly request that those who are prepared to help on a roster basis provide their availability
- To coordinate the roster, considering available dates for those rostered and frequency of rostering, making sure it is well balanced
- To ensure that volunteers are not rostered on multiple roles on the same date, leading to timing difficulty (i.e. morning tea and Kids Church)
- To liaise with the Pastor and Secretary regarding guest speakers and/or special events
- To provide Secretary with a roster
- To email roster, or distribute it by hand, to those included on the roster
- To ensure a copy of the roster is placed in the Church communication area
- To notify all volunteers on the roster of the importance of informing the Roster Coordinator of all roster swaps, so the Roster Coordinator can communicate the swap to those who require this information

Recommendations

- To prepare the roster at least two months in advance, and distribute it at least two weeks prior to the end of the previous roster

Prerequisites and/or skills required

- Church member, and/or agree with the "Responsibilities of Membership" listed in the Constitution (5.c.)
- Compliance with the Procedure for Staff and Volunteers (Category 2 b - Volunteers not in leadership roles or engaged in child-related work or work with vulnerable adults)
- Computer knowledge to issue roster in a printed form and via email

Supported by

- Firstly Diaconate
- Church Leadership, and Church
- Volunteers on the roster

Term

- Nominated by a regular Church attendee (Member or Non-Member) and affirmed at the Annual Church Meeting
- One year term, with eligibility for re-nomination for subsequent terms

Reporting to

- Church Leadership, and Church

Reporting method and frequency

- To communicate to the Diaconate and Safe Church Team a current list of names of all volunteers on the roster, ensuring recommendation of any new volunteer occurs in a timely manner (to allow for the requirements of the Procedure for Staff and Volunteers Governance Document #2 to be fulfilled prior to role commencement)
- Reporting when necessary i.e. if difficulties arise filling the roster