

# KURRI KURRI BAPTIST CHURCH

## BaptistCare Representative Role Description

<b>Document 20</b>	
<b>Replace existing document?</b>	Yes
<b>Version:</b>	Version 2.2 (Reviewed and updated)
<b>Details of superseded documents:</b>	(Version 2.1) – BaptistCare Representative Role Description. Reviewed and updated by Governance Body on 20/11/2022  (Version 2.0) – BaptistCare Representative Role Description. Reviewed, updated, reformatted and adopted by Governance Body on 11/10/2022  (Version 1.0) Baptist Care Representative. Prepared and reviewed by Ministry Leaders and Transition Team (as per report October 2020)
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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**

BaptistCare Representative

## **Role Description**

Represent Kurri Kurri Baptist Church at BaptistCare meetings, and report to the Church as required

## **Responsibilities**

- Once nominated, to inform BaptistCare in writing of the nomination, then complete all Ordinary Membership documentation as required by BaptistCare
- Receive and distribute BaptistCare information/prayer notes
- Attend if possible or vote by proxy for Annual General Meeting
- Support and publicise 'BaptistCare Sunday' each November
- When no longer carrying out this role, to inform BaptistCare in writing of resignation from Ordinary Membership

## **Prerequisites and/or skills required**

- Church Member
- Compliance with the Procedure for Staff and Volunteers

## **Supported by**

- Church Leadership, and Church
- BaptistCare

## **Term**

- Nominated by the Church Leadership and affirmed at a duly constituted meeting of the Church, to become a member of BaptistCare NSW & ACT
- One year term, with eligibility for re-nomination for subsequent terms

## **Reporting to**

- Church Leadership, and Church

## **Reporting method and frequency**

- Verbal or written report for the Church as required