

# KURRI KURRI BAPTIST CHURCH

## Children's Ministry Team Role Description

Document 68	
<b>Replace existing document?</b>	No
<b>Version:</b>	Version 1.0
<b>Model Document Credit:</b>	N/A
<b>Details of superseded documents:</b>	N/A
<b>Adopted by governance body on:</b>	7/7/2025
<b>Last date reviewed:</b>	7/7/2025
<b>Review due date (annual review):</b>	7/7/2026

Note: Throughout this document, "Church" refers to Kurri Kurri Baptist Church (KKBC), the local Church which adopted this document.

## Role Title

Children's Ministry Team

## Role Description

Children's Ministry Team will be responsible for assisting and supporting the Children's Ministry Coordinator to teach the Bible faithfully and truthfully at KKBC Kids Church, and to efficiently, effectively and safely supervise and facilitate KKBC Kids Church

## Responsibilities

- To support the Children's Ministry Coordinator, and Children's Ministry Team
- To ensure there are always at least two Children's Ministry Team members present during KKBC Kids Church
- If responsible for teaching the lesson:
  - To be guided by the Children's Ministry Coordinator to teach from reputable, approved Bible-based learning resources
  - To prayerfully and practically prepare for the lesson, and gather any relevant resources required
- If not responsible for teaching the lesson:
  - To support the Children's Ministry Team member as they teach
  - To supervise and support the children as they learn
- To ensure that all children have been returned to the care of their responsible adult at the conclusion of KKBC Kids Church
- To wear their personalised yellow lanyard whilst attending KKBC Kids Church, returning the lanyard to its safe storage after all children have returned to the care of their responsible adult
- To complete and sign the 'Record of Attendance' for each occurrence of KKBC Kids Church, listing the names of all the people present (incl. Children's Ministry Team members, Children, ANY other persons present in the room, such as family members/Church attendees)
- To provide the Roster Coordinator with availability of dates to serve at KKBC Kids Church
- To notify the Roster Coordinator and Children's Ministry Coordinator/Team of any inability to serve with as much notice as practicable, affording the opportunity to be replaced to maintain safe supervision

## Recommendations

- Seek and attend opportunities to grow and develop knowledge and skills in Children's Ministry

## 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 a - Volunteers in leadership roles, engaged in child-related work and/or engaged in work with vulnerable adults)
- Have a love for Christ and His children, and encouraging children's growth in Christ
- Model a Christian life to attendees of KKBC Kids Church
- Awareness of, and compliance with, all Safe Church requirements
- Compliance with the Safe Church Policy
- Compliance with the Safe Toileting Policy
- Have a current WWCC clearance

- Have attended a Creating Safe Spaces workshop in the last 4 years
- Compliance with the “Guidelines for activities with children and young people”
- Follow KKBC’s processes for reporting allegations of abuse and other issues of concern

## **Supported by**

- Church Leadership, and Church
- Children’s Ministry Coordinator
- Children's Ministry Team

## **Term**

- Appointed by the Children’s Ministry Coordinator
- One year term, with eligibility for re-appointment for subsequent terms

## **Reporting to**

- Children’s Ministry Coordinator

## **Reporting method and frequency**

- By means of regular verbal reporting to the Children’s Ministry Coordinator