

# KURRI KURRI BAPTIST CHURCH

## Children's Ministry Coordinator Role Description

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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

Children's Ministry Coordinator

## Role Description

The Children's Ministry Coordinator will be responsible for overseeing KKBC Kids Church on Sunday mornings, and for coordinating the provision of age relevant and appropriate Bible-based learning for children attending KKBC Kids Church

## Responsibilities

- Obtain reputable Bible-based learning resources for teaching KKBC Kids Church, which have been approved by the Church Leadership
- Appoint a Children's Ministry Team in liaison with the Church Leadership, and communicate the members of this team to the Diaconate, Safe Church Team, and Roster Coordinator
- Provide guidance and support to members of the Children's Ministry Team
- Oversee the Children's Ministry Team teaching the Bible faithfully and truthfully at KKBC Kids Church
- Ensure that all children attending KKBC Kids Church have on file a Ministry Information Form (Governance Document #10) which has been completed by a parent/guardian
- Ensure that a Children's Ministry Team member completes a Record of Attendance for each occurrence of KKBC Kids Church, listing the names of all people present (incl. Children's Ministry Team members, Children, ANY other persons present in the room, such as family members/Church attendees)
- Ensure the Children's Ministry Team always have two team members present during KKBC Kids Church
- Ensure that whilst volunteering in their role, all Children's Ministry Team members wear their personalised yellow lanyard which clearly identifies them, and that the lanyards are stored away when not in use
- Partner with parents/guardians to receive and address any feedback given regarding KKBC Kids Church
- Ensure there is always someone present with current qualifications in First Aid and CPR during KKBC Kids Church
- Liaise with the Workplace Health and Safety Team to ensure there is a current Risk Assessment for KKBC Kids Church
- Liaise with the Roster Coordinator to organise a school term roster of sufficient volunteers from the Children's Ministry Team to efficiently, effectively and safely run KKBC Kids Church
- Liaise with the Diaconate regarding Children's Ministry budget requirements

## 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 qualifications and/or be experienced and/or be gifted in the delivery of Children's Ministry
- 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
- 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 of allegations of abuse and other issues of concern

## **Supported by**

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

## **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**

- By means of regular reporting to the Diaconate, and contributing a written report for the Church Annual Report