

KURRI KURRI BAPTIST CHURCH

Masonic Village Service Coordinator Role Description

Document 63	
Replace existing document?	Yes
Version:	2.0 Change to responsibilities, supported by and term, 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

Masonic Village Service Coordinator

Role Description

To coordinate and organise speaking and leading roles for the monthly service at Royal Freemasons' Benevolent Institution (RFBI) Kurri Kurri Masonic Village, for 11 months of the year

Responsibilities

- To appoint Masonic Village Service Volunteers, who have met all Category 2a Volunteer Safe Church requirements, and inform the Diaconate and Safe Church Team of these volunteers
- To ensure the Masonic Village Service Volunteers have met any requirements from the Masonic Village for participation e.g. having a Police Check, signing in and out, masks, Rapid Antigen Testing etc.
- To communicate with the Masonic Village Service Volunteers about their roles during the service
- To organise speakers for the services
- To organise leaders for the services
- To organise music and/or musicians for the services
- To participate in the services provided to the Masonic Village, with the Masonic Village Service volunteers
- To pray for the Masonic Village residents and staff, service attendees and Masonic Village Service Volunteers

Recommendations

- Encourage the participation of others from the Church

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 heart to share the Gospel with older generations
- Good relational skills and listening ear

Supported by

- Church Leadership, and Church
- Masonic Village Service Volunteers

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

- Pastor and Elders

Reporting method and frequency

- Verbally and/or in writing to the Church as required/requested