

# KURRI KURRI BAPTIST CHURCH

## Bible Study Leader Role Description

<b>Document 53</b>	
<b>Replace existing document?</b>	No
<b>Version:</b>	Version 1.0
<b>Details of superseded documents:</b>	N/A
<b>Model Document Credit:</b>	N/A
<b>Adopted by governance body on:</b>	2/7/2024
<b>Last date reviewed:</b>	2/7/2024
<b>Review due date (annual review):</b>	2/7/2025

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

## Role Title

Bible Study Leader

## Role Description

To facilitate a group to regularly have beneficial discussion of the Bible, leading to a greater faithful understanding of God's Word, and its application to your life

## Responsibilities

- Organise when and where your group will meet, facilitating access to the venue, and the set-up and pack-up of the venue
- Prepare for each Bible Study session, prayerfully and diligently
- Obtain/Present reputable Bible-based learning resources to assist the study of God's word
- Provide an opportunity for all group members to grow through sharing, listening and learning together
- Ensure appropriate boundaries are in place, such as; committing to confidentiality, how the group is run, how pastoral care occurs within the group, promoting a safe and inclusive environment
- Encourage and pray for each of your group members
- Liaise with the WHS Team to ensure there is a current Risk Assessment for your group
- Ensure there is always access to emergency health care
- Liaise with the Diaconate regarding Bible Study budget requirements
- If any children are present:
  - ensure that a 'Record of Attendance at Ministry Events' (Doc #48) is completed for each group meeting at which there are attendees under the age of 18
  - ensure that the parent/guardian is aware that they are to always assume full responsibility of the child/ren

## Recommendations

- Attend opportunities recommended by the Church Leadership to grow and develop knowledge and skills in leading Bible Studies

## 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
- Have spiritual maturity, and be experienced and/or gifted in the leading of a Bible Study
- Model a Christian life to attendees of your Group
- 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
- Follow KKBC's processes for reporting of allegations of abuse and other issues of concern

## Supported by

- Church Leadership, and Church

## Term

- Nominated by the Church Leadership 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**

- Due to the sensitive nature of this role, reporting shall be to the Pastor and Elders as required, and with confidences upheld