

# KURRI KURRI BAPTIST CHURCH

## Roster 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**

Roster Coordinator

## **Role Description**

Compiling a roster of available people who have offered to fill roles of service through a rostered system

## **Responsibilities**

- To periodically request volunteers for the jobs that require rostering, as per the KKBC Organisational and Reporting Structure
- To regularly request that those who are prepared to help on a roster basis provide their availabilities
- To coordinate the roster, considering available dates for those rostered and frequency of rostering, making sure it is well balanced
- To liaise with the Pastor and Secretary regarding guest speakers and/or special events
- To provide Secretary with a roster
- To email roster, or distribute it by hand, to those included on the roster
- To ensure a copy of the roster is placed in the Church communication area
- To notify all volunteers on the roster of the importance of informing the Roster Coordinator of all roster swaps, so the Roster Coordinator can communicate the swap to those who require this information

## **Recommendations**

- To prepare the roster at least two months in advance, and distribute it at least two weeks prior to the end of the previous roster

## **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
- Computer knowledge to issue roster in a printed form and via email

## **Supported by**

- Firstly Diaconate
- 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**

- Church Leadership, and Church

## **Reporting method and frequency**

- To communicate to the Diaconate and Safe Church Team a current list of names of all volunteers on the roster, ensuring notification of any new volunteers in a timely manner (to allow for the requirements of the Procedure for Staff and Volunteers Doc #2 to be fulfilled)
- Reporting when necessary i.e. if difficulties arise filling the roster