

KURRI KURRI BAPTIST CHURCH

Masonic Village Service 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

Masonic Village Service Coordinator

Role Description

To coordinate and maintain the roster of speaking and leading roles for the monthly service at RFBI Kurri Kurri Masonic Village

Responsibilities

- To pray for the Masonic Village, attendees and team members of the service
- To participate in the services provided to the Masonic Village
- To roster speakers for each month for the services (11 per year)
- To roster leaders for each monthly service
- To roster/organize music and/or musicians for the services
- To communicate with potential team members about their places on the rosters, and any requirements from the Masonic Village for participation e.g. having a Police Check, signing in and out, masks, Rapid Antigen Testing etc

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

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

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