



**FORM CS1**

## ChurchSafe Contact Job Description

Seventh Day Adventist Reform Movement



**POSITION TITLE:** ChurchSafe Contact/Team member

**DESCRIPTION:** Assist and lead the AUC, Conference/Field/Church (Depending on your level of work) to become a safer place for children, young people & vulnerable people.

**SPECIFIC RESPONSIBILITIES AND TASKS INCLUDE (Depending on your level of administration):**

**1. Australasian Union Conference**

- Manage and oversee the implementation of the ChurchSafe Manual, its policies and forms throughout the AUC and its Conference/Fields.
- Ensure that suspicions and disclosures of child abuse and neglect are reported to Government authorities.
- Conduct or organise ChurchSafe (or equivalent) training programs for volunteers and church officers/leaders within the AUC.
- Log any improvements to the ChurchSafe Manual and liaise with the Bylaws Committee to help implement any changes as necessary.

**2. Conference/Field**

- Manage and oversee the implementation of the ChurchSafe Manual, its policies and forms within your Conference/Field.
- Coordinate any training events with AUC Churchsafe Contact for all officers within the required time frame.
- Ensure local churches act in compliance with the ChurchSafe Manual.
- Reporting as required to AUC ChurchSafe Contact.
- Maintain up-to-date information regarding related legislation in their particular state and monitor compliance.

**3. Local Church:**

- Promote the ChurchSafe Manual, its policies and the use of its Forms.
- Distribute materials needed by various volunteers and office holders to fulfill screening and appointment requirements.
- Keep a safe record of all forms filled out by volunteer leaders/officers.
- Maintain logs and records to demonstrate the Local Church's compliance, or otherwise, with the ChurchSafe Policies and required WWCC (Working with Children Checks).
- Advise the Church Board on matters such as compliance, training needs and issues that arise (such as activity approval compliance or conduct issues of staff/volunteers).
- Provide general advice and recommendations to the Church Board on making the church a safer place for children and youth.
- Provide/raise specific advice and recommendations made to the Local Church from the Conference/Field ChurchSafe Contact/Team.
- Meet on a regular basis and as needed, with the ChurchSafe Team (where a 'team' exists to assist the Leader).
- Ensure that suspicions and disclosures of child abuse and neglect are reported to Government authorities and the Conference/Field ChurchSafe Contact or AUC ChurchSafe Contact.
- Handle sensitive information with sensitivity to privacy and confidentiality.
- Liaise with the Church Secretary, Board and Nominating Committee on matters of member transfers and appointing appropriate volunteers to child-related positions.

**Tick your level of administration**

☐ AUC ☐ Conference/Field ☐ Local Church

**CHURCHSAFE CONTACT/TEAM MEMBER PLEDGE**

- ☐ I have read the ChurchSafe Manual, including the Safer Ministry Policy and Code of Conduct.
- ☐ I will endeavor to carry out and support the ChurchSafe Manual, including the Safer Ministry Policy and follow the Code of Conduct to the best of my ability.
- ☐ I have undergone a criminal history check (Working with Children Check / National Police Certificate etc.).
- ☐ I will be a confidential person on the relevant local Church committees including the ChurchSafe Team and Church Board.
- ☐ I will ask questions and seek information on matters I have concerns or am unsure about, to help me contribute constructively to the committee.

APPOINTEE'S NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

WITNESS NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_