

ROLE DESCRIPTION

Emerge Leader Volunteer



Category: 2a

Role: Emerge is an important part of our Children's Ministry, and the Emerge leaders hold significant degrees of spiritual influence in the lives of Children (school years 5-6). The role of the Emerge Leaders is to actively disciple children in Christian faith. With Emerge focused toward Children in years 5-6, the role of discipleship is expressed in making the Gospel, Jesus and Christian faith known and accessible to Children, with a desire to see them come to know Jesus for themselves.

Accountable To: Ray Viko (Emerge Co-ordinator) - emerge@parramattabaptist.com

Specific Responsibilities

- Live out a life that shows growing discipleship and godly character as a Christ-honouring example for the Children
- Maintain a healthy relationship with the Children, ensuring God-honouring boundaries are maintained
- Working in a team, help with the organisation and running of Emerge each Friday morning, taking care to prepare well for your rostered duties, as each component of Emerge is important and worthy of good thoughtful preparation, and facilitating your rostered duties with care and sensitivity (rostered duties may include games, talks, announcements etc.)
- Meet with a small group of Children during Emerge each Friday Night, where you will help facilitate discussions regarding Christian faith and discipleship, ensuring that each child feels comfortable to speak without judgement
- Help with the supervision of the Children, and be able to identify and mitigate potential risks and challenging situations, and responding to incidents appropriately and promptly
- Manage behaviour with warmth and encouragement, and refer any more significant disciplinary needs to the program coordinator
- Foster a positive and welcoming environment for all
- Attend weekly pre-Emerge leader meetings and occasional post-Emerge leader meetings
- Attend and contribute to termly leader meetings to plan upcoming term and events
- Participate in leadership training events as required

General Responsibilities

- Conduct yourself in a friendly, inclusive and respectful way, upholding the standard set out in the *Code of Conduct*
- Report any Safe Church concerns (including complaints of alleged reportable conduct) to Stephen Bates or a member of the Safe Church Team, as outlined in PBC's *Procedure for Responding to Child Protection Concerns* and PBC's *Procedure for Handling Complaints Against Staff and Volunteers*. Concerns should be documented on a *Safe Church Concerns Form*
- Interactions with any children and young people connected with a PBC activity should be consistent with the *PBC Guidelines for Activities with Children and Young People*
- Be aware of and act in accordance with the risk assessment carried out for this ministry area, and report any hazards or breakages via the QR code shown throughout the Church, or by reporting to the Operations Manager and/or the relevant ministry leader
- In the event of any accidents or injuries, a first aid box is located in the Kitchen, and an Incident Report form located on the noticeboard should be completed

Time Required

- Approximately 3 hours every week
- Arrive by 4:45pm ready for Team Meeting

Key Policy Requirements

The below seeks to highlight some key policy requirements that might be particularly relevant to this role. This does not seek to cover the whole policy and requirements. Please ensure you read and understand the full documents.

- **WHS**
 - Ensure games and activities are safe and supportive, not seeking to target, isolate or embarrass anyone
 - Be aware of potential hazards and seek to minimise risks as much as possible (cabling, steps up to the stage, equipment on the floor etc)

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- **Safe Church**
 - Ensure that any meetings and conversations with Children remain visible and transparent
 - Limit physical contact with Children to shaking of hands or high-five (no hugging etc)
 - Talk with Children with language that is encouraging, supportive, and age-appropriate
 - Avoid private communication with Children. Ensure you communicate in a way that is open (involve parents or another adult leader in emails, SMS's, or face-to-face communication, and use communication platforms that record communication history – avoid Private Messages on Social Media)
- **Food Handling**
 - Be aware of dietary requirements of the kids, and only provide food which meets these requirements. Where needed, alternate food is provided for kids with particular allergies or sensitivities.

Other Safe Church Requirements

As part of our Safe Church commitment, each person must go through an application, screening and induction process before they can step into a new ministry role, with the requirements varying upon the role Category. The Category can be at the top of this Role Description. Use the table below to determine the additional requirements for the role.

	Screening Questionnaire (Once only)	Referee Form (Once only)	Code of Conduct (Once only)	Working With Children Check (WWCC) (Renew every 5 years)	Creating Safe Spaces Training (CSS) (Renew every 4 years)
Category 2a	Yes	Yes	Yes	Yes	Yes
Category 2b	Yes	Yes	Yes	No	No

How to Apply for this Role?

1. Go to: <https://parramatabaptist.com/apply/>
2. Enter in your details (name, email, phone)
3. From this Role Description, enter in:
 - a. **Role Applied for:** Emerge Leader
 - b. **Category of the role:** 2a
 - c. **Ministry Area:** Select most appropriate (Children, Youth, Worship, Tech, Other)
4. Fill in the remaining fields and click **Submit**.
5. **IMPORTANT:** Once submitted, the page will redirect and show any additional screening steps you need to complete (minus any previously completed). It is also emailed to you. Please complete these steps asap.

Please let us know if you need assistance completing the application and screening process. We are happy to help.