*This document is designed to be adapted to suit your local ministry structures and processes and be included in information given to potential volunteers in children’s or youth ministry.*

**Ministry Role Title:**

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**Duration of appointment:**  
(eg: 12 months)

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**Reports to:**  
(eg: Head Children’s Ministry leader; Youth Minister)

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**Primary Attendance Expectations:**  
(eg: youth group Friday nights during term, Year 8 boys bible study, plus team planning meetings, etc)

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**Secondary Attendance Expectations:**  
(eg: 1 social outing per term, 2 weekend camps per year, leaders weekend, etc)

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**Ministry Role:**

Uphold safe ministry practices to ensure a safe environment for children/youth

Eg:

* Pastorally support the youth that have been designated to you (eg: Year 8 boys)
* This will include:
  + Praying for them
  + Giving them particular attention at all regular ministry events (youth group, socials, camps, etc)
  + Following up with them if they haven’t attended for a while
  + Connecting with their parents
* Prepare a weekly bible study
* In cooperation with the rest of the team, help prepare the weekly program.
* In cooperation with the rest of the team, help prepare for camps, etc.

**Compliance:**

Required before role can commence:

* Current WWCC (if over 18 years old)
* Current Safe Ministry Training (Essentials or Refresher for 18 year old and over volunteers, Junior Leaders Course for 13-17 year old’s)
* Current appropriate Safe Ministry Check Form