



Safe Church Team Leader Role Description

Adopted by Southern Illawarra Church of Christ Board on 12.08.2025

A person appointed as a Safe Church Team Member should be a mature Christian who has been recruited according to the *Procedure for Staff and Volunteers*, have a current WWCC clearance and have attended a Creating Safe Spaces workshop in the last 3 years. Close and direct liaison with the Senior Minister / Senior leader and an ability to maintain confidentiality is essential.

The SICoC Safe Church Team will assist the Senior Minister and Church Leadership Board to comply with child protection screening requirements, monitor and report on safe ministry systems in the church; and ensure that any suspicion of child abuse and incidents of child abuse that they become aware of is reported to the relevant authorities.

The Safe Church Team and Team Leader is to be appointed by the SICoC Leadership Board and will meet the following criteria.

- Be 21 years or older;
- Have completed Safe Ministry training within the last three years or subject to their appointment (and every three years after that);
- Hold a verified WWCC clearance;
- Have good interpersonal and communication skills; and
- Have good administrative skills.
- Provide two written referees.

The responsibilities of the Safe Church Team and Team Leader include:

- to provide oversight of the Safe Church program, including *Safe Church Policy* and procedures.
- to provide oversight of the management of Safe Church/Child Protection concerns/reports.

Safe Church Team Leader Roles and Responsibilities

- Promote awareness of and adherence to *Safe Church Policy* and procedures;
- Complete relevant forms and records related to Safe Church Policy and procedures;
- Submit report forms and documents to the regulatory bodies;
- Liaise with the Church Leadership Board
- Contact the Churches of Christ NSW/ACT Safe Ministry Practices Leader to discuss action plan/appropriate action following child protection concerns and incidents
- The Safe Church Team Leader provides regular reports for Church Leadership board meetings.
- Advise the Church Leadership Board of any reporting calls (to Police, Government agencies). This is to be done verbally and in writing, e.g. email board@southernchurch.org.au

Safe Church Team Member Roles and Responsibilities:

1. Oversight of Safe Church Policy and Procedures.

- Ensure Safe Church Policy and Procedures for the church to comply with legal responsibilities;
- Reviewing *Safe Church Policy* and procedures annually or more often if required due to changing legislation;
- Preparing regular reports for church leadership meetings in partnership with the Safe Church Team Leader;
- Receiving feedback from church leaders, children, families and communities regarding *Safe Church Policy* and procedures; and

2. Management of Safe Church/Child Protection Concerns and Incidents.

- Receiving reports of child protection concerns from church staff, volunteers, ministry leaders and/or church members;
- Providing support in following the procedure for responding to child protection concerns and incidents;
- Contacting the Safe Church Team leader to discuss action plan/appropriate action
- Making any reporting calls (to Police, Government agencies) as required;
- Ensuring reporting in line with relevant Reportable Conduct Legislation;
- Ensuring child protection concerns and subsequent responses have been appropriately documented;
- Ensuring adequate follow-up and pastoral care of the complainant and person(s) about whom the complaint was made regarding in a child protection concern/incident;
- Assisting with legal, procedural and risk management issues related to a child protection concern/incident;