

**Ministry Position:** Safe Ministry Representative ('SMR')

**Reports to:** Vicar

**Purpose of the position:** God calls on His people to love him, and to love others. The SMR helps the Vicar have assurance that the parish/special district's policies, processes and procedures will enable the congregation to show that love of God for others – by complying with the safe ministry requirements of the law and of the Diocese.

**Length of appointment:** 3 years (or as otherwise determined by the Vicar).

**Time Commitment required:** It is likely that the position will require 1-2 hours of time per month, although this will vary depending on the time of year and what is happening in the parish/special district.

**Requirements:** The SMR must:

- Be a mature Christian of proven Christian conviction and character
- Be a regular member of a congregation at St xxx church
- Be over 21 years of age,
- have a valid NSW Working with Children Check,
- be up-to-date with their Diocesan Safe Ministry training,
- be willing to fulfil the role of a SMR as described in the relevant Diocesan Ordinances and Policies as outlined below, and,
- keep all information they receive confidential, and used only for the purposes for which such information is or was intended.

In addition, it would be **very helpful** for the SMR to have:

- Computer record-keeping and administration skills;
- an ability to relate well to, and communicate well with, others.

**Relevant Ordinances/policies:**

The ultimate responsibility for safe ministry lies with the Vicar. However he can appoint a SMR to help with the day-day compliance and review work. So cl 27 of the Parish Governance and Administration Ordinance (PGAO), provides – *'The Incumbent, notwithstanding his overriding responsibility for safe ministry, is able to appoint in his place a safe ministry representative'*.

The ministry of the SMR is also covered in the Diocese's Safe Ministry Policy (SMP).

**Responsibilities:**

The SMR is to:

(a) Assist the Vicar ensure compliance with the parish's or special district's legal obligations relating to the safety and wellbeing of children and young people (cl27 PGAO) (cl8.1 SMP)

(b) maintain records (usually on SaMRO) of the screening, training and risk management of any person undertaking child-related work within the parish or special district (including WWCC, safe ministry training and Safe Ministry Check information) (cf SMP cl 6.4) (cl27 PGAO);

(c) report to the parish council (at least annually) on current policies and practices, and the current 'physical environment' (ie work health and safety, fire safety, first aid, food safety and other procedures), and any suggested changes thereto, to ensure child safety and wellbeing (cl27 PGO)(cl8.1 SMP);

(d) ensure, by advising the Vicar of any potential or actual exceptions, that no person undertakes child-related work without being screened in accordance with the Safe Ministry Policy (cl27 PGO);

(e) report to the Vicar any knowledge or reasonable suspicion of child abuse (or risk of child abuse) by an office-holder, of a child who attends or has attended any activity of the parish or special district (cl27 PGO);

(f) Assist the Vicar and any ministry teams to undertake risk assessments and developing risk management plans in respect of children's programs, especially regarding their safety from abuse or harm (cl8.1 SMP); and,

(g) work with others eg a Safety Team, to meet the responsibilities outlined above (cl27 PGO)(cl8.1 SMP).