**Sample Position Description**

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| This is a template policy developed for general use by Baptist Churches in NSW and ACT and may not necessarily be suitable for you and your church's situation.    The information provided in this document is accurate and up-to-date as of the time of writing. However, due to the possibility of changes in circumstances or changes in legislative requirements and best practise, we cannot guarantee the continued accuracy or relevance of the content.    It is recommended that you consider whether the information is appropriate to your needs, and where appropriate, seek professional advice.    This document should be used and read in conjunction with the *Guide to the Template Policies* document. |

**[Job Title]**

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| **Accountable to** | Reports directly to the **[insert title of line manager]** |
| **Approved by** | **[insert title of person/ group authorised to approve this role e.g. diaconate, Senior Pastor etc]** |
| **Main Duties and**  **Responsibilities** |  |
| **Key Relationships** |  |
| **Key Competencies** |  |
| **Qualifications and Experience** |  |
| **Child Safe Ministry Requirements** | Compliance with the various Safe Ministry requirements of the Association including:   * agreeing to abide by the Church’s Code of Conduct. * completing a Screening Check Questionnaire. * being eligible for or holding a current clearance in accordance with WWCC Legislation. * completing Creating Safe Spaces training in the past 3 years. * undergoing a National Police Criminal Record Check. |