

PARISH SAFE MINISTRY CO-ORDINATOR

POSITION DESCRIPTION

Parish Safe Ministry Co-ordinators (PSMCs) are essential to ensuring that ministry in our parishes honours the Lord Jesus by protecting the vulnerable. PSMCs are not only responsible for gathering and maintaining safe ministry documentation on the Safety Management Online (SMO) database, but also for assisting in the reporting of accidents, incidents and assisting in the oversight of a safe environment for all volunteers and staff. Depending on the number of volunteers in the church, this role can be divided between two people.

Essential criteria

- The PSMC must have all their own Safe Ministry (SM) documentation current, including:
- Working with Children Check
- Safe Ministry Check (Form B)
- Anglican National Register Check (undertaken by the diocese)
- Endorsement by minister, LLM, MDO or bishop
- 2 x referees
- Safe Ministry Training with “Creating Safer Communities”, Levels 1 & 2

The PSMC must also be able to demonstrate:

- Sound and mature judgement
- Good organisational skills
- The ability to get along well with people
- Respect for the strictly **confidential** procedures associated with various aspects of safe ministry documents, incident review and reporting.

Principal responsibilities

Safe Ministry record keeping

- Gathering relevant Safe Ministry (SM) documents from all volunteers
- Promotion of SM Training, online or face-to-face
- Contacting volunteers’ referees
- Maintenance of the SMO database in accordance with Processes for Safe Ministry Record Keeping.

Accident / incident reporting

- Assist in the immediate reporting of accidents / incidents / complaints / “near misses” to the senior minister / wardens and diocesan office.

Promotion of a healthy and safe environment

- Promoting a culture of health and safety on church property, which includes the identification of any potential risks or safety hazards.
- Assisting with the annual update of risk assessments for standard ministry activities such as Conducting Risk Assessments for church activities, such as a kids’ church, bible study groups and youth group.
- Assisting with the completion and submission of written risk assessments to the diocesan office for events outside of normal ministry activities such as camps, fetes, and other community events.

For further information regarding the process of SM record keeping and accident / incident reporting, please read the Processes for Safe Ministry Record Keeping document.

Contact details

Please don’t hesitate to contact the **Anglican Diocese of Bathurst** office with any queries:

Louise Hickey

Administrative Assistant

PO Box 23 Bathurst NSW 2795

Ph: 6331 1722

E: louise@bathurstanglican.org.au

or: the **Professional Standards Directorate** for the Diocese of Bathurst:

"Creating Safer Communities"

Helpline: 1800 070 511

E: helpline@safercommunities.net.au

PO Box 2102, Peakhurst NSW 2210

Mandatory Reporting - [NSW Department of Communities & Justice website](#)

Child Protection Helpline: 13 21 11