



# Safe Ministry Representative

We are motivated in using our talents and resources for God's purpose in building the Kingdom of His son, here, now and into the future and that's why we are dedicating our lives to ministry for His Glory, so we are not looking for job titles or positions. We have the privilege to make devoted followers of Jesus, so we gratefully live TO WORSHIP GOD AND LEAD OTHERS TO DO THE SAME. We devote ourselves to EXPERIENCE bold loving relationships, we generously PARTICIPATE together, we always IMAGINE and believe for greater and we joyfully COMMUNICATE the message of JESUS. Want to join us?

The Safe Ministry Representative Glorifies God by doing the day to day work of ensuring Voyage is a safe ministry place for children, youth and vulnerable people by supporting the Lead Pastors in their legal and pastoral responsibilities.

## PERSONAL

- Abiding in a personal relationship with God, in prayer and reading the Word
- Growing in F.A.I.T.H. Characteristics: Faithful, Available, Involved, Teachable, Hungry
- Respected church member of the Voyage community
- Approachable, relational and confidential servant leader
- Be 21 years or older
- Have completed Safe Ministry training within the last 3 years
- Holds a Workers With Children Check (WWCC) clearance which has been verified
- Good administrative skills, capable of maintaining a computer spreadsheet or record keeping software program.

## RESPONSIBILITIES

- Assist the Lead Pastor to comply with the child protection requirements
- Keep Records of WWCC, Safe Ministry Training & other relative documents under the Voyage Safe Ministry (SM) Plan.
- Administers paid and unpaid church workers to comply with the Voyage SM Plan
- Monitor and Reports on safe ministry systems and practice
- Report any abuse

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File Location: Document1			
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## ROLE DESCRIPTION

POSITION	
REPORTS TO	

### OUR VISION TO WORSHIP GOD AND LEAD OTHERS TO DO THE SAME

#### E-P-I-C VALUES

**EXPERIENCE** BOLD LOVING RELATIONSHIPS BETWEEN GOD AND ONE ANOTHER  
 [SPEAKS OF ENCOUNTERS & DEVOTION]

**PARTICIPATE** TOGETHER AS CONTRIBUTORS, NOT CONSUMERS: WE ARE CHURCH  
 [SPEAKS OF GENEROSITY & IDENTITY]

**IMAGINE** AND BELIEVE FOR GREATER. THE METHOD MAY CHANGE BUT THE MESSAGE NEVER DOES  
 [SPEAKS OF FAITH, CREATIVITY & INNOVATION]

**COMMUNICATE** THE MESSAGE OF JESUS, MAKING DISCIPLES AS WE LIVE TO WORSHIP HIM  
 [SPEAKS OF HOPE & TRANSFORMATION]

ROLE & RESPONSIBILITY	
<ul style="list-style-type: none"> <li>As set out on previous page</li> </ul>	
GENERAL REQUIREMENTS	
<ul style="list-style-type: none"> <li>Uphold the Vision &amp; Values of Voyage</li> </ul>	
EMERGENCY COMMUNICATION	
The following events need to be reported to your Leader immediately: <ul style="list-style-type: none"> <li>Any incident that may have a significant impact on relationships, personal safety or property</li> <li>Emergency services are engaged (Police, Ambulance or Fire)</li> <li>A crime has been committed</li> </ul>	
COMPLIANCE	
<ul style="list-style-type: none"> <li>Comply with the Voyage Safe Ministry Plan.            Relevant documents listed below located <a href="http://www.voyage.church/child-protection">www.voyage.church/child-protection</a>            Ask the Safe Ministry Representative or your leader for further information if required.</li> </ul>	
DOCUMENTS	WHAT'S REQUIRED
Application with Two Referees	✓
WWCC [Working With Children's Check]	✓
Safe Ministry Training	✓
Blueprint for SMR & Voyage Overall	✓
Signed Safe Ministry Pledge	✓
WHS Induction on site	✓

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