

Role Requirements Guidelines

Resources: Schedule of Child Related Roles

Checklist B1 – Local Church Schedule

Checklist B2 – Church Entity Schedule

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| **Preparation of a Schedule of Child related roles** |
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| **Aims:** This process aims to produce: 1. A **draft schedule** of all roles in the organisation with an indication of whether they are child related or not that can be taken to the Board for approval. 2. A **updated schedule** with the names of persons appointed to these roles that can be submitted to the board for approval once appointments have been made.  These documents can be created in any format but should provide the information found in a table similar to that in either the Adsafe (1) Word template (this document) or (2) Excel spreadsheet provided. |
| **Task 1: Identify roles in the church that are "Child Related"** |
| 1. Use Table **"B1 - Church"** or **"B2 - Entity"** and **Appendix B** (the list of role types) found below to create a schedule of Child Related roles in the organisation by: |
| 1. starting with the template roles provided, delete the rows of any positions not used in the organisation; |
| 1. Changing the name of any role to the names used in the organisation; |
| 1. inserting new rows for additional roles offered in the organisation at the appropriate location |
| 1. update the code for the category of these new roles (from Appendix B below) |
| 1. when completed print the list and submit to the board for approval. |
|  |
| **Task 2: Record the persons appointed to these roles** |
| 2. Use your Schedule from Task 1 to update the document with the names appointed to these roles by: |
| 1. Insert new rows in the appropriate location for the names of person who share a role with other person |
| 1. Copying the role names and the Category Code into these blank rows including multiple lines when more than one person is appointed to the role. |
| 1. Complete the names for each appointed person |
| 1. when completed print the list and submit to the board for approval and to Adsafe when done. |
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Table B1 – Church Roles

|  |  |
| --- | --- |
| Local Church Name: |  |
| Church Year: |  |

| Local Church Name for Role | First Name | Surname | Category Code | | Group | | Child Related? |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Church Board Member |  |  | B1.1.01 | | Members of the Church board or its equivalent | | Yes |
| Cradle Roll Sabbath School Leader |  |  | B1.1.02 | | Children’s Sabbath School leaders and volunteers | | Yes |
| Cradle Roll Sabbath School Assistant |  |  | B1.1.02 | | Children’s Sabbath School leaders and volunteers | | Yes |
| Kindergarten Sabbath School Leader |  |  | B1.1.02 | | Children’s Sabbath School leaders and volunteers | | Yes |
| Kindergarten Sabbath School Assistant |  |  | B1.1.02 | | Children’s Sabbath School leaders and volunteers | | Yes |
| Primary Sabbath School Leader |  |  | B1.1.02 | | Children’s Sabbath School leaders and volunteers | | Yes |
| Primary Sabbath School Assistant |  |  | B1.1.02 | | Children’s Sabbath School leaders and volunteers | | Yes |
| Teen Sabbath School Leader |  |  | B1.1.02 | | Children’s Sabbath School leaders and volunteers | | Yes |
| Teen Sabbath School Assistant |  |  | B1.1.02 | | Children’s Sabbath School leaders and volunteers | | Yes |
| Adventurer Leader |  |  | B1.1.03 | | Adventurer leaders and volunteers | | Yes |
| Adventurer Assistant |  |  | B1.1.03 | | Adventurer leaders and volunteers | | Yes |
| Pathfinder Leader |  |  | B1.1.04 | | Pathfinder Leaders and volunteers | | Yes |
| Pathfinder Deputy |  |  | B1.1.04 | | Pathfinder Leaders and volunteers | | Yes |
| Pathfinder Counsellor |  |  | B1.1.04 | | Pathfinder Leaders and volunteers | | Yes |
| Creche Leader |  |  | B1.1.05 | | Crèches or similar child-minding services | | Yes |
| Creche Assistant |  |  | B1.1.05 | | Crèches or similar child-minding services | | Yes |
| Play Group Leader |  |  | B1.1.06 | | Play Group Leaders and assistants (but not parents or guardians) | | Yes |
| Play Group Assistant |  |  | B1.1.06 | | Play Group Leaders and assistants (but not parents or guardians) | | Yes |
| Bible Worker |  |  | B1.1.09 | | Church sponsored Bible workers | | Yes |
| Volunteer Pastor |  |  | B1.1.10 | | Church sponsored volunteer pastors | | Yes |
| Children's ministry Leader |  |  | B1.1.11 | | Other church sponsored adult ministry volunteers | | Yes |
| Senior Leadership Team Member |  |  | B1.2.1 | | Members of other governance bodies | | Yes |
| Church's OOSH Team Leader |  |  | B1.2.2 | | Any other role that involves unsupervised care of a child | | Yes |
| Church's OOSH Assistant |  |  | B1.2.2 | | Any other role that involves unsupervised care of a child | | Yes |
| Praise and Worship Team Leader |  |  | B1.2.3 | | Praise and worship teams that include children | | Yes |
| AV Team Leader |  |  | B1.2.4 | | Audio-Visual teams that include children | | Yes |
| Senior Deacon |  |  | B1.2.5 | | Any other adult teams where children assist | | Yes |
| Digital Media Team Leader |  |  | B1.2.6 | | Any manager of a church database or church website if it stores personal information about children or communicates with children | | Yes |
| Website Coordinator |  |  | B1.2.6 | | Any manager of a church database or church website if it stores personal information about children or communicates with children | | Yes |
| <List Other Church Roles> |  |  | B1.3.1 | | Non-Child Related role | | No |
| <List Other Church Roles> |  |  | B1.3.1 | | Non-Child Related role | | No |
| <List Other Church Roles> |  |  | B1.3.1 | | Non-Child Related role | | No |
| <List Other Church Roles> |  |  | B1.3.1 | | Non-Child Related role | | No |
| <List Other Church Roles> |  |  | B1.3.1 | | Non-Child Related role | | No |
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Table B2 – Church Entity Roles

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| --- | --- | --- |
| Entity Name: |  |  |
| Last Updated |  |  |

| Church Entity Name for Role | First Name | Surname | Category | Group | Child Related? |
| --- | --- | --- | --- | --- | --- |
| Executive Committee Members |  |  | B2.1.01 | Executive Committee Members | Yes |
| Cradle Roll Sabbath School Leader |  |  | B2.1.02 | Children’s Sabbath School leaders and volunteers (Events) | Yes |
| Cradle Roll Sabbath School Assistant |  |  | B2.1.02 | Children’s Sabbath School leaders and volunteers (Events) | Yes |
| Kindergarten Sabbath School Leader |  |  | B2.1.02 | Children’s Sabbath School leaders and volunteers (Events) | Yes |
| Kindergarten Sabbath School Assistant |  |  | B2.1.02 | Children’s Sabbath School leaders and volunteers (Events) | Yes |
| Primary Sabbath School Leader |  |  | B2.1.02 | Children’s Sabbath School leaders and volunteers (Events) | Yes |
| Primary Sabbath School Assistant |  |  | B2.1.02 | Children’s Sabbath School leaders and volunteers (Events) | Yes |
| Teen Sabbath School Leader |  |  | B2.1.02 | Children’s Sabbath School leaders and volunteers (Events) | Yes |
| Teen Sabbath School Assistant |  |  | B2.1.02 | Children’s Sabbath School leaders and volunteers (Events) | Yes |
| Adventurer District Directors |  |  | B2.1.03 | Adventurer leaders and volunteers (Events) | Yes |
| Adventurer Volunteers |  |  | B2.1.03 | Adventurer leaders and volunteers (Events) | Yes |
| Pathfinder District Directors |  |  | B2.1.04 | Pathfinder Leaders and volunteers (Events) | Yes |
| Pathfinder Event Volunteers |  |  | B2.1.04 | Pathfinder Leaders and volunteers (Events) | Yes |
| Teen Camp Volunteers |  |  | B2.1.04 | Pathfinder Leaders and volunteers (Events) | Yes |
| Junior Camp Volunteers |  |  | B2.1.04 | Pathfinder Leaders and volunteers (Events) | Yes |
| Crèche Team Members |  |  | B2.1.05 | Crèches or similar child-minding services (Events) | Yes |
| Play Group Leaders |  |  | B2.1.06 | Play Group Leaders and assistants (but not parents or guardians) (Events) | Yes |
| Praise and Worship Team Leader |  |  | B2.1.07 | Praise and worship teams that include children (Events) | Yes |
| Audio-Visual Team Leader |  |  | B2.1.08 | Audio-Visual teams that include children (Events) | Yes |
| Database Manager |  |  | B2.1.09 | Any manager of a Conference database or Conference website if it stores personal information about children or communicates with children (Events) | Yes |
| Website Manager |  |  | B2.1.09 | Any manager of a Conference database or Conference website if it stores personal information about children or communicates with children (Events) | Yes |
| President |  |  | B2.1.10 | Member of the Entity's Executive Team | Yes |
| General Secretary |  |  | B2.1.10 | Member of the Entity's Executive Team | Yes |
| CFO |  |  | B2.1.10 | Member of the Entity's Executive Team | Yes |
| ATSIM Director |  |  | B2.1.11 | Departmental Directors | Yes |
| ADRA Director |  |  | B2.1.11 | Departmental Directors | Yes |
| Children's Ministries Director |  |  | B2.1.11 | Departmental Directors | Yes |
| Family Ministries Director |  |  | B2.1.11 | Departmental Directors | Yes |
| Health Ministries Director |  |  | B2.1.11 | Departmental Directors | Yes |
| Women Ministries Director |  |  | B2.1.11 | Departmental Directors | Yes |
| Youth Ministries Director |  |  | B2.1.11 | Departmental Directors | Yes |
| Youth Ministries Associate Director |  |  | B2.1.11 | Departmental Directors | Yes |
| Trust Services Director |  |  | B2.1.11 | Departmental Directors | Yes |
| Bible Worker |  |  | B2.1.12 | Conference sponsored Bible workers | Yes |
| Volunteer Pastor |  |  | B2.1.13 | Conference sponsored volunteer pastors | Yes |
| Youth Ministries Volunteer |  |  | B2.1.14 | Other church sponsored adult ministry volunteers | Yes |
| <Other Bodies that make Child Related Decisions> |  |  | B2.2.1 | Members of other governance bodies | Yes |
| Conference's OOSH Team Leader |  |  | B2.2.2 | Any other role that involves unsupervised care of a child | Yes |
| Praise and Worship Team Leader |  |  | B2.2.3 | Praise and worship teams that include children | Yes |
| Audio-Visual Team Leader |  |  | B2.2.4 | Audio Visual teams that include children | Yes |
| Conference Orchestra Conductor |  |  | B2.2.5 | Any other adult teams were children assist | Yes |
| Database Manager |  |  | B2.2.6 | Any manager of a Conference database or Conference website if it stores personal information about children or communicates with children | Yes |
| Website Manager |  |  | B2.2.6 | Any manager of a Conference database or Conference website if it stores personal information about children or communicates with children | Yes |
| Church Plant Volunteer |  |  | B2.2.7 | Other conference sponsored adult ministry volunteers | Yes |
| <List Other Entity Roles> |  |  | B2.3.1 | Non-Child Related role | No |
| <List Other Entity Roles> |  |  | B2.3.1 | Non-Child Related role | No |
| <List Other Entity Roles> |  |  | B2.3.1 | Non-Child Related role | No |
| <List Other Entity Roles> |  |  | B2.3.1 | Non-Child Related role | No |
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1. Appendix B: Adsafe Church and Church Company Schedule of Child Related Roles

B1 Local Church

B1.1 Defined Child Related Roles

The following church roles by definition are child related:

leadership decisions

1. Members of the Church board or its equivalent

unsupervised care of children

1. Children’s Sabbath School leaders and volunteers
2. Adventurer leaders and volunteers
3. Pathfinder Leaders and volunteers
4. Crèches or similar child-minding services
5. Play Group Leaders and assistants (but not parents or guardians)

with access to children while performing regular duties

1. Nil

with access to children’s information as a regular part of their duties

1. Nil

designated roles

1. Church sponsored Bible workers
2. Church sponsored volunteer pastors
3. Other church sponsored adult ministry volunteers

B1.2 Roles Assessed as Child Related

The church may have further roles that are child related. The following roles may or may not be child related. These potential child related roles must be assessed by the ***Adsafe Responsible Officer*** with advice from Adsafe and ratified by the Church Board:

leadership decisions

1. Members of other governance bodies

unsupervised care of children

1. Any other role that involves unsupervised care of a child

with access to children while performing regular duties

1. Praise and worship teams that include children
2. Audio-Visual teams that include children
3. Any other adult teams where children assist

with access to children’s information as a regular part of their duties

1. Any manager of a church database or church website if it stores personal information about children or communicates with children

designated role

1. Other church sponsored adult ministry volunteers

B2 Church Entities

B2.1 Defined Child Related Roles

The following roles at the church entity an in its events by definition are child related:

leadership decisions

1. Executive Committee Members

unsupervised care of children

1. Children’s Sabbath School leaders and volunteers (Events)
2. Adventurer leaders and volunteers (Events)
3. Pathfinder Leaders and volunteers (Events)
4. Crèches or similar child-minding services (Events)
5. Play Group leaders and assistants (but not parents or guardians) (Events)

with access to children while performing regular duties

1. Praise and worship teams that include children
2. Audio Visual teams that include children

with access to children’s information as a regular part of their duties

1. Any manager of a Conference database, Conference website or Authorised photographers (access to personal information about children or communicates with children)

designated roles

1. Conference President, General Secretary, Chief Financial Officer (CFO);
2. Departmental Directors and Associates in the following ministries and entities:
   * + 1. education;
       2. schools;
       3. family,
       4. women’s,
       5. youth, and children’s ministries;
       6. ADRA; Adsafe Compliance Assistant;
       7. ministers (interns, licensed, and ordained pastors);
       8. ministerial director;
       9. personal ministry director;
       10. health director;
       11. chaplains;
3. Conference sponsored Bible workers
4. Conference sponsored volunteer pastors
5. Other church sponsored adult ministry volunteers

B2.2 Roles Assessed as Child related

The Church Entity may have further roles that are child related. The following roles may or may not be child related. These potential child related roles must be assessed by the ***Adsafe Responsible Officer*** with advice from Adsafe and ratified by the Church Entity Board:

leadership decisions

1. Members of other governance bodies

unsupervised care of children

1. Any other role that involves unsupervised care of a child

with access to children while performing regular duties

1. Praise and worship teams that include children
2. Audio Visual teams that include children
3. Any other adult teams were children assist

with access to children’s information as a regular part of their duties

1. Any manager of a Conference database, Conference website or Photographer (access to personal information about children or communicates with children)

designated role

1. Other conference sponsored adult ministry volunteers