The following details the tasks that you will be performing as an authorised volunteer with The Anglican Parish of St John the Evangelist, Raymond Terrace.

**Role:** Parish Safe Ministry Officer

**Volunteer Role Category:** Category 3 Volunteer - Lay Licenced

**Objectives:** Participates as a constructive member of the Parish Council / Resource Team by assisting in the implementation of Diocesan Safe Ministry Policies within the Parish

**Location:** Raymond Terrace

**Days Required:** When Needed

**Hours per day:** When Needed

**Supervisor:** The Reverend Canon Stephen Niland – Rector and Incumbent

Please contact your supervisor in the first instance if you wish to discuss any volunteer related matters or issues that may arise.

**Duties and Responsibilities:**

* To promote safe ministry within the Parish
* Have a working knowledge of all Diocesan Safe Ministry policies
* Be able to work in a team environment with he incumbent, church wardens and parish council to ensure that these are implemented
* Raise awareness to potential gaps or breaches and ensure that these are followed up
* Participates effectively as a member of any committee or working party appointed to
* Takes their part in ensuring a safe environment for all members and that the values of Being Together are promoted at all times
* Other duties as required by the incumbent, that are within the capabilities of the volunteers skills and experience
* Ability to work in a team and under the direction of the rector/priest in charge/locum priest
* Adhere to the Parish Safety Policy and the Dioceses’ commitment to the NSW child safe standards

**Individual Qualities and Expectations:**

* Strong communication and leadership skills
* Respectful to others
* Fair, kind, honest and discreet
* Acts with integrity
* Supportive of others