

## Position Profile - Safe Church Officer

**Title** – Safe Church Officer

**Location** - \_\_\_\_\_

**Risk-Rating** – High

**Responsible to** (Name and Title of Supervisor) - \_\_\_\_\_

### **Goal of the Ministry:**

The purpose of Safe Church is to promote the mission of the church by providing a safe working, learning and spiritual environment. The objectives of the Safe Church Regulation are:

- a) The prevention of misconduct towards anyone, including children, youth and vulnerable adults, by applying effective processes to ensure the church is a safe place for all people including Clergy, lay-leaders, Diocesan and parish staff, other volunteers and visitors;
- b) The protection of all members of the church community from misconduct, particularly children, youth and vulnerable adults; and
- c) The legal protection of the Diocesan Synod, the Corporation of Christ Church Cathedral, Parish Corporations and Diocesan Camps, and their leadership.

### **General Description:**

The Safe Church Officer is responsible for overseeing the implementation and compliance of Safe Church Regulation within the Diocesan Synod, the Corporation of Christ Church Cathedral, Parish Corporations and Diocesan Camps. The Safe Church officer has taken either the Online or Group Safe Church Training and will work to advise the Corporation on what is required to satisfy the Regulation while promoting the goals of Safe Church.

### **Primary Responsibilities:**

- 1) To complete (or oversee completion of) the Risk Assessment (following Risk Management Guide), Facility Checklists, and the List of Ministry Positions and Descriptions.
- 2) To schedule and facilitate Safe Church Group Training sessions for the Parish using the Training Video or by having a small group complete Online Training.
- 3) To advise the Parish leadership on the members (Volunteers & Leaders) required to have Police Record Checks and Safe Church Training.
- 4) Ensure required forms are available to access (Accident/Incident, Misconduct Complaint, Performance Review, etc...) and are used when appropriate.
- 5) Provide a copy of the Regulation to all who need it, or direct to the appropriate website or document.
- 6) Maintain a strong commitment to seeing improvements in the areas of safety, misconduct prevention and protection of all members of the church community.

### **Other Expectations:**

To understand and support the need for Safe Church regulation within the Diocese while encouraging leaders and volunteers to take ownership of their respective responsibilities.