



Seventh-day
Adventist Church

Adsafe

South Pacific

JOB DESCRIPTION:

Position:	Church Board/Leadership Group Member
Organisation:	Local Church
Revised:	27 October 2023

The purpose of the Church Board / Leadership Group is to foster the spiritual life of the church through the spiritual gifts exercised by the local leadership.

The Church Board / Leadership Group has the primary responsibility for:

- *Setting the spiritual tone of the church/group through leadership, nurturing and mentoring.*
- *Maintaining an evangelistic focus.*

Membership of the Church Board / Leadership Group includes leaders holding key positions in the Church. If applicable to the local context, these leaders would typically include, but are not limited to:

- *Church Board Chair – Pastor*
- *Church Clerk*
- *Treasurer*
- *Elders*
- *Head Deacon*
- *Head Deaconess*
- *Audio-Visual Leader*
- *Adventurer Club Director*
- *Pathfinder Club Director*
- *Sabbath School Superintendent*
- *Youth/Young Adults Leader*
- *Worship Team Leader*
- *Social Committee Leader*
- *Hospitality Leader*
- *Women’s Ministries Leader*
- *Men’s Ministries Leader*
- *Property / Maintenance Leader*
- *Communications Leader*
- *Community Services Leader*
- *Children’s Ministries Leader*

- *Evangelism Leader & Interest Coordinator*
- *Small Groups Coordinator*
- *Prayer Ministries Leader*
- *Extra representatives chosen by the Nominating Committee*

Additional responsibilities include:

- *Upholding of Christian standards.*

The Role:

The Role of the Church Board / Leadership Group would typically include:

Planning

- Ensure that there is an active, ongoing discipleship plan in place which includes both spiritual nurture and outreach ministries.
- Initiate plans for reconnecting with and reclaiming members who have separated from the Church.
- Devote an entire Board meeting once per quarter to planning for evangelism. Study Conference and Division plans for evangelistic programs and methods and how they can be implemented locally.
- Initiate and develop plans for public evangelistic programs.
- Initiate plans to promote Adventist education.
- Review the Church's Strategic Plan on a regular basis including assessing the local Church's vision, goals, objectives, and outcomes.

Training

- Train local leaders in how to encourage intentional spiritual growth in themselves and others.
- Conduct training in various lines of outreach ministry as needed in conjunction with the evangelism/personal ministry department.

Coordination

- Coordinate outreach programs for all church departments, although each department develops its plans for outreach within its own sphere. Coordination is essential to avoid conflicts in timing, competition in securing volunteers and to achieve maximum beneficial results.
- Review outreach plans for departments and approve as required.
- Suggest to each department how their program/s can contribute to the preparation, conduct, and follow-up of a public evangelistic program.
- Plan and assign tasks for events and services.
- Encourage the interest coordinator to ensure that every interest is personally and promptly followed up by assigned laypersons.
- Assist in evaluating the needs of the local community.
- Identify priorities by consulting with church membership.

Administration

- Process recommendations for baptism and profession of faith.
- Process requests for membership transfers.
- Review and approve the annual Church budget to ensure that adequate resources are allocated to each department.
- Discuss a range of administrative and financial matters which require a Board decision.
- Vote approval for dates and details of off-site ministry activities for insurance purposes.

Safety Coordination

- Receive, recommend changes to (if necessary) and approve Risk Assessments for routine, high-risk on-site and all off-site (day and overnight) activities being conducted by Church departments and ministries.
- All Board / Leadership Group members (regardless of portfolio) should complete Adsafe child-safety requirements prior to the first meeting with which they are involved. Board Members who are aged under 18 are not required to complete Adsafe requirements. The requirements and Adsafe contacts are listed below.
- The Church Board can determine whether Board Members who are aged under 18 should sign the Young Leader Code of Conduct*. Signed Young Leader Codes of Conduct should be stored locally in a secure location.
- Support the Adsafe Compliance Assistant to ensure that all adults (18+ years) working in **defined** child-related roles** in the local church complete Adsafe requirements. The requirements and Adsafe contacts are listed below.
- Support the decision of any ministries who elect to ask their team members aged under 18 to sign the Young Leaders Code of Conduct*.
- The Adsafe Responsible Officer (Pastor) and/or Adsafe Compliance Assistant may recommend to the Board / Leadership Group that additional roles in the local church be **assessed** as child related**. Any such recommendation should be discussed and voted on. Any roles assessed as child-related require Adsafe compliance.

Reporting

- Encourage each department to report at least quarterly to the Board and to members at a Business Meeting, or in Sabbath meetings in regards to spiritual nurture and evangelism.
- Receive regular reports on the financial status of the local Church from the Church treasurer.
- Receive reports from other departments including a report on Adsafe compliance and any other applicable child protection matters.

Communication

- Share relevant and appropriate information regarding Board decisions to the wider Church.

Attributes of the Board / Leadership Group member

- Love God supremely and demonstrates this in her/his life.
- Display leadership qualities to assist the Board to set goals, and to communicate them in a way that empowers Church members to work together to accomplish them.
- Faith to uplift members, withstand challenges and show confidence in God's leading.
- Knowledge for researching, gathering and analysing information when planning.
- Wisdom to reflect on and assess ideas that are considered with prayer and the guidance of the Holy Spirit.
- Maintain good relationships with fellow Board/Leadership Group members.
- Honest and trustworthy.

Term of Office

The term of office for the Church Board / Leadership Group is generally one year. For continuity and to reach long term goals, the Nominating Committee may decide to elect Board members for a period greater than one year.

Adsafe Requirements

Each Board / Leadership Group member (regardless of portfolio) should have:

- A cleared, current Working With Children Check or equivalent.
- Completed the Adsafe Awareness Training.
- Signed the Adsafe Code of Conduct.

* An optional Young Leader Code of Conduct is available for young leaders aged under 18. It is located on the Adsafe website at: www.adsafe.org.au/safeguarding/code-of-conduct

** Lists of **defined** and **assessed** child-related roles can be found in the *SDA Church Role Requirements Guidelines* (Appendix B) with the document located at: www.adsafe.org.au/safeguarding/policies

Adsafe Contacts:

Phone:	1800 220 468 (Australia) 0800 442 458 (New Zealand)
Email:	training@adsafe.org.au
Business hours:	8:30 – 5:00 Monday to Thursday 8:30 – 12:30 Friday

Updated by Adsafe October 2023, using information from the *Seventh-day Adventist Church Manual 20th Edition (revised 2022)* and acknowledging the work of past Church Departmental Directors.