

# MINISTRY INDUCTION CHECKLIST

## MINISTRY DESCRIPTION

### LEVEL 1

**Helper / Leader** - a person who is appointed as part of a ministry team.

- Works directly under the authority of the Ministry co-ordinator.
- May or may not have a specific area of responsibility.

### LEVEL 2

**Ministry co-ordinator** – a person who is appointed to oversee a specific ministry. In some cases the person in this position may oversee a number of programs within a specific area. (*eg. Children's Ministry Co-ordinator may oversee Programs Co-ordinators for Sunday School, Kid's Club, Crèche and Playgroup*)

- Works directly under the authority of Senior Church Leadership.
- Is responsible for selecting leaders & helpers in accordance with the policy of the church.
- Is responsible for supervising helpers and leaders (*and program co-ordinators where applicable*).
- Is responsible for developing programs, selecting activities, co-ordinating program and liaising with the Senior Church Leadership on issues related to ministry.

### LEVEL 3

#### Senior Church Leadership

**SENIOR LEADERSHIP TEAM MEMBER** – a member of the senior church leadership team.

- Works directly under the authority of the Senior Church Leader.
- Is responsible for selecting ministry co-ordinators and leaders in accordance with church policy.
- Is responsible for overseeing all ministries in the church.
- Is responsible for supervising all ministry co-ordinators and ensuring appropriate supervision of helpers & leaders take place.
- Is responsible for developing and implementing all church policies under the authority of the Senior Church Leader.

**SENIOR CHURCH LEADER** – the senior church leader of a church, generally the Rector or Priest-in-charge.

- Works under the authority of the Bishop.
- Is ultimately responsible for selection of all ministry co-ordinators, leaders & helpers in a specific church.
- Selection of leaders and co-ordinators may or may not take place in consultation with Senior Church Leadership team.
- Is ultimately responsible for overseeing all ministries in the church.
- Is responsible for ensuring appropriate supervision of all ministry co-ordinators, helpers & leaders take place.
- Is ultimately responsible for ensuring the development and implementation of all church policies.

At each level the policies and areas of responsibility have been outlined. The elements covered in each level may be used to develop **Induction** sessions and materials for ministry leaders, ministry co-ordinators and senior church leaders.

**Level 1 – Ministry Leader/Helper**

<b>Area</b>	<b>Supporting documentation</b>
Communicating Diocesan and local church policies and guidelines	Safe Communities of Faith Policy Diocesan Code of Good Practice Policy
Communicating appropriate leader behaviours	Diocesan Code of Good Practice
Transporting children and young people	Transport Protocols
Exercising safe practices – first aid, food, hygiene, manual handling, physical environment	First Aid Kit Checklist Food Safety Guidelines Manual Handling Guidelines Safe Environment Checklist Activity Risk Assessment Template
Communicating arrival & departure protocols	Ministry Registration and Medical Form Ministry Sign in/Sign out form
Exercising First aid and emergency protocols	First Aid Kit Checklist Critical Incident Response Plan Action Plan for Anaphylaxis
Administering medication during programs	Action Plan for Anaphylaxis
Identifying possible abuse	Indicators of Abuse
Responding appropriately to disclosures of abuse	Guidelines for responding to disclosures
Reporting concerns or disclosure of abuse	Reporting Abuse Guidelines

**Level 2 - Ministry Co-ordinator**

<b>Area</b>	<b>Supporting documentation</b>
Communicating Diocesan and local church policies and guidelines	Safe Communities of Faith Policy Diocesan Code of Good Practice Local church Code of Conduct Child Protection Policy
Developing leader role/task description	Ministry Development Template
Recruiting & screening of leaders	Ministry Leader Medical Information Form Approved Driver Application Form Sample Interview Questions
Appointing leaders	Leader Selection Checklist Ministry Status Register
Inducting leaders	Ministry Induction Template
Communicating appropriate leader behaviours	Diocesan Code of Good Practice
Supervising and supporting leaders	Ministry Performance Review
Ensuring appropriate ministry supervision	Ministry Performance Review Ministry Ration Checklist
Developing ministry programs	Ministry Development Template Activity Risk Assessment Template Activity Selection Checklist
Selecting activities	Activity Selection Checklist Permission to attend "off-premises" activity
Establishing a safe venue	Safe Environment Checklist Hazard identification form Incident report form (OH&S, Critical incident) Critical Incident Response Plan
Transporting children and young people	Transport Protocols
Exercising safe practices – first aid, food, hygiene, manual handling, physical environment	First Aid Kit Checklist Food Safety Guidelines Manual Handling Guidelines Safe Environment Checklist Activity Risk Assessment Template
Communicating arrival & departure protocols	Ministry Registration and Medical Form Ministry Sign in/Sign out form
Exercising First aid and emergency protocols	First Aid Kit Checklist Critical Incident Response Plan Action Plan for Anaphylaxis
Administering medication during programs	Action Plan for Anaphylaxis
Monitoring and evaluating ministries	Ministry Review Template
Identifying possible abuse	Indicators of Abuse
Responding appropriately to disclosures of abuse	Guidelines for responding to disclosures
Reporting concerns or disclosure of abuse	Reporting Abuse Guidelines

**Level 3 – Senior Church Leadership**

<b>Area</b>	<b>Supporting documentation</b>
Communicating Diocesan and local church policies and guidelines	Safe Communities of Faith Policy Policy
Developing leader role/task description	Ministry Development Template
Recruiting & screening of leaders	Ministry Leader Medical Information Form Approved Driver Application Form
Appointing leaders	Leader Selection Checklist
Inducting leaders	Ministry Induction Template
Communicating appropriate leader behaviours	Diocesan Code of Good Practice
Supervising and supporting leaders	Ministry Performance Review Ministry Status Register
Ensuring appropriate ministry supervision	Ministry Performance Review Ministry Ration Checklist
Developing ministry programs	Ministry Development Template Activity Risk Assessment Template Activity Selection Checklist
Selecting activities	Activity Selection Checklist Permission to attend "off-premises" activity
Establishing a safe venue	Safe Environment Checklist Hazard identification form Incident report form (OH&S, Critical incident) Critical Incident Response Plan
Transporting children and young people	Transport Protocols
Exercising safe practices – first aid, food, hygiene, manual handling, physical environment	First Aid Kit Checklist Food Safety Guidelines Manual Handling Guidelines Safe Environment Checklist Activity Risk Assessment Template
Communicating arrival & departure protocols	Ministry Registration and Medical Form Ministry Sign in/Sign out form
Exercising First aid and emergency protocols	First Aid Kit Checklist Critical Incident Response Plan Action Plan for Anaphylaxis
Administering medication during programs	Action Plan for Anaphylaxis
Monitoring and evaluating ministries	Ministry Review Template
Identifying possible abuse	Indicators of Abuse
Responding appropriately to disclosures of abuse	Guidelines for responding to disclosures