## A close up of a logo Description automatically generated

**Ministry Coordinator / Program Leader   
Role Description**

Dependent upon the size of your church you will need either a person of team of people appointed to work with the Head of Agency/Organisation, Safe Ministry Officer/other team members in the implementation of the Safe Ministry Framework.

### **Selection**

* Each Ministry Coordinator/Program Leader should be appropriately screened, inducted and supervised in this role according to procedure.
* Ministry Coordinator/Program Leader must complete safe ministry or equivalent training and be inducted in the Safe Ministry Framework documentation.

### **Roles**

* This role will greatly depend on the size of your church and may include:
* implementation of Safe Ministry Framework
* liaison with, or being a part of, Safe Ministry Team and/or Health & Safety Team
* monitoring workers who they oversee to ensure workers are acting safely and according to policy and procedure
* providing reasonable instruction to workers regarding the provision of safe emotional, spiritual and physical environments
* reporting to Safe Ministry Officer any suspicions of, allegations, incident or potential breaches of the relevant code of conduct
* identifying and reporting all risks and hazards to Health & Safety Officer/Team for treatment

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SMR can also provide customisation of the **Safe Ministry Framework** for your church or denomination.

**Disclaimer**: This publication is not legal advice. The ideas and procedures herein are based on nationally recognised good practice advice for Safe Ministry and have been written with due regard to Australian legislation March 2020.    
Legal advice may need to be sought when responding to individual incidents.