

Recognition of leaders

Recognition of leaders at the beginning and end of a period of service, as well as at significant stages along the way, demonstrates a clear commitment from the congregation to prayerful and consistent support and affirmation.

Responsibilities of leaders

Leaders are required to inform the Church Council of planned activities, including sharing risk management documentation, prior to the activity taking place.

There is to be a minimum of two leaders, with an appropriate gender balance, at any event. An appropriate ratio of leaders to participants will vary from one activity to another. The Synod recommends a ratio of one leader for every six children or young people aged five and over and one leader for every four children under five.

Managing behaviour

Leaders are responsible for providing a safe environment for children, young people, and vulnerable adults to encounter God, to develop relationships as part of a community and to grow in faith. It is essential for all groups to have clear expectations about behaviour standards.

Exit interviews—an opportunity to reflect

Exiting leaders should be afforded the opportunity to reflect on their experience of holding the leadership role and invited to comment on the future development of the role and the ministry.

Assistance with safe leadership

The full version of the Safe Leader's Guide can be downloaded from the Synod's website:
<http://ns.uca.org.au/child-safe-church/>

If you need assistance with Safe Leadership please contact the Synod Safe Ministry Admin
Contact by email: safechurch@ns.uca.org.au



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Version 202207

The Uniting Church in Australia Northern Synod



Safe Leaders' Guide



Safe Church in the Northern Synod

Safe Leaders' Guide



The Uniting Church in Australia is committed to safeguarding those with whom we are in relationship. Safeguarding means working with children, young people, and vulnerable adults so they feel and are safe and supported. Leading in ways which ensure the wellbeing of others is the way of the Gospel.

The Uniting Church in Australia, Northern Synod has developed Safe Church Policies to provide a framework for this commitment. This means we have an ethical, moral and legal responsibility to provide safe leaders, safe programs and safe places.

These policies can be downloaded from the Synod website:
ns.uca.org.au/child-safe-church/ or by emailing the Synod Safe Church Admin
Contact: safechurch@ns.uca.org.au

Selecting leaders

Recruitment and selection of leaders offers people the opportunity to use their God-given gifts. Good recruitment and selection processes support our commitment to safeguarding the children and young people in our care.

Safe leaders respect other people's boundaries, receive regular supervision and support, are growing in their faith and are accountable.

The Synod commits to:

- safe recruitment practices
- ongoing training
- regular supervision.

Minimum attendance policy

If a person is unknown to the congregation, and they have had no previous leadership experience that can be substantiated, they need to be part of the congregation for at least six months before being considered for a leadership position within the congregation.

Safe ministry recruitment

Guidance for recruiting and appointing leaders can be found in the *Safe Church Recruitment Process* on the Synod Safe Church webpage. The process includes:

- a role description
- a completed application
- a meeting/interview with the potential leader
- referee check

- a Working with Children Check (Ochre card in the NT)
- a National Police Check

Formalising the appointment

Once a person is selected for a position and a confirmation of a positive Working with Children Check is received, the appointment is formalized through a Letter of Appointment and recorded as approved by the Church Council.

Leaders are given a copy of the Code of Conduct for Lay Leaders and required to sign the *Safe Leaders and Volunteers Commitment*.

It is the Church Council's responsibility to ensure all leaders have received appropriate training. Child safe training should be completed before beginning in the role and then every two years.

Ministry reviews

Reviews are conducted at regular intervals. The components of healthy ministry supervision are: clear expectations, good ministry support, a commitment to develop leaders, a clear set of boundaries, and a clear process for conflict management.