

# Church of Saint John the Evangelist, Hamilton

## Ministry Description

Ministry Area	Messy Church	Position	Coordinator
Nature of Ministry	<p>As the Coordinator of the Messy Church Team of the parish you will have general oversight of the entire Messy Church Ministry.</p> <p>The purpose of this ministry is to help families, children and adults, to worship God and grow as followers of Jesus.</p>		
Outline of Responsibilities	<ol style="list-style-type: none"> <li>1. Overall coordination of the Messy Church Ministry and Team.</li> <li>2. Recruitment and supervision of Messy Church Team Members.</li> <li>3. Calling team meetings and following the progress of preparation for each session of Messy Church.</li> <li>4. Maintaining connection with Messy Church adherents.</li> </ol>		
A Person Well-Suited	<p>Will enjoy working in a people and task-oriented, structured and unstructured environments.</p> <p>Will be enjoy working in a team setting and have good organizational and communication skills.</p> <p>Will be a leading/guiding Christian who is generally familiar with the community and comfortable interacting with a number of people and especially with youth and their parents.</p> <p>Will care deeply for faith development of children and adults.</p> <p>Spiritual gifts that may apply to this ministry include: apostleship, leadership, discernment, shepherd, helps, wisdom.</p>		
Time Commitment	Monthly Messy Church meeting, planning meeting and preparation meeting, plus other preparation work.	Length of Term	A one-year commitment is requested.
Participation Group	Working mainly with the Messy Church Team and Messy Church attendees.		
Support, Supervision and Training	Training is available through Messy Church organizations and books. Supervision is by the Corporation.		
Boundaries and Limitations	Strict adherence to the diocesan Policy for Working with Vulnerable Persons protects those who are vulnerable and those who work with them. Follow Messy Church best practices.		
Benefits to Volunteer	<p>The volunteer will enjoy working with an awesome team of volunteers.</p> <p>The volunteer will have the satisfaction of helping adults and children to learn and worship God together.</p>		

<b>Risk Assessment</b>		
<b>Risk Type</b>	<b>Description</b>	<b>Assessment</b>
Participation and Supervision	Working mainly with Messy Church Team and families. Does not work alone with children.	Low
Setting	Mostly public spaces.	Low
Nature of Relationship	Team leader.	Medium
Degree of Authority	Some authority and perceptions of power.	Medium
Physical Safety	Some activities may involve a low level of physical risk.	Low
Financial	Occasionally will incur expenses that are reimbursed by the parish.	Low
Privileged Information	May occasionally be given privileged or confidential information.	Medium
Damaged Reputation	Moderate risk of accusation.	Medium
Key-Holder	Key 2.	Medium
<b>Risk Level Assessed</b>	<b>Medium</b>	

<b>Screening Requirements</b>	
X Training is required.	Training is offered, but not required.
X Interview is required.	X References are required.
X Police Records Check (PRC) is required.	X PRC with vulnerable sector screening required.
X Signed statement regarding confidentiality required.	X Signed statement regarding ministry description required.
X Signed statement regarding policy on ministry with vulnerable persons required.	X Key-holder agreement required.

I have read and agree to assume the duties, responsibilities and expectations as set out in this Ministry Description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date