

Employing a Children's Ministry Worker



 Presbyterian Church
of Aotearoa New Zealand

INTRODUCTION:

Congratulations on your decision to employ a Children's Ministry Worker. Experience shows that this step will enhance and grow your ministry. This resource provides some important direction for the employment process.

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CONTACT:

For more information or advice on employing a Children's Ministry Worker, please don't hesitate to get in touch.



Jill Kayser
Kids Friendly Coach
Presbyterian Church of Aotearoa New Zealand
Tel: 09-5850959, 027-2103784
Email: jill@kidsfriendly.org.nz
Mail: C/O 100 St Heliers Bay Road, Auckland 1071



1. EXPLORE YOUR NEEDS

Define the vision:

- Before appointing a Children's Ministry Worker, the church leadership and congregation should be clear on its:
 - vision for children's ministry
 - commitment to including and celebrating children.
- When developing a vision, consider how you want your children's ministry to look. How you want to see, hear, feel and experience children in your church.
- The vision for children's ministry needs to be aligned with the church's vision. So if a church is committed to community outreach, its children's ministry should express that.
- The prospective employee should understand and own the vision and feel passionate about sharing and expressing it through her/his work with children.

Identify core values:

- The values of a church are very closely linked to its vision and are important to define when employing staff.
- If the prospective employee has different values from the church the relationship will not work.
- Values are the elements without which you wouldn't (or couldn't) exist eg hospitality, tolerance, joy, compassion, faith etc.
- What are the core values of your children's ministry?
- Again, they should be aligned with the core values of your church.

Define the Mission: *(how we achieve our vision)*

- It is useful to translate the mission statement of the church into a children's ministry mission statement that is easily understood by the CMW and her volunteers.
- How will your children's ministry fulfil the mission statement of _____ (your church)?

Set goals for your children's ministry:

(what we want to achieve through and in our children's ministry)

Your goals define how you will achieve your mission and live your vision and are further developed in your strategic plan which details your actions. Your children's ministry goals and strategies may include things such as:

| GOAL | STRATEGY |
|---|--|
| <p>Worship</p> <p><i>Work with the minister to create worship relevant to, and accessible and inclusive of children, youth and families</i></p> | <ul style="list-style-type: none"> • Develop and manage a roster of activities for children to contribute to worship • Work with children to help them prepare contributions to the service eg drama, dance, readings, prayers • Organise a roster of people to deliver children's talks (including the CMW) • Develop strategies for welcoming children • Work with minister to organise four family celebratory services a year. |
| <p>Music</p> <p><i>Work with the minister to develop opportunities for children and youth to contribute to and participate in worship music.</i></p> | <ul style="list-style-type: none"> • Work with the music director to introduce a variety of appropriate Kids Friendly songs. • Lead the children's song with actions • Work with the music director to develop a children's choir and wind band |
| <p>Sunday School</p> <p><i>Co-ordinate a Kids Friendly Sunday programme where children are nurtured, have fun, learn about the Christian faith and develop positive relationships with each other and their leaders.</i></p> | <ul style="list-style-type: none"> • Plan the year's programme including curriculum, teaching topics, special events, mission, rituals. • Lead our Sunday children's programme. • Develop a team of volunteer children's leaders. • Organise leader training and planning meetings twice a year. • Develop a term's newsletter for children publicising the programme and activities. • Organise regular social events for children and their families to get to know each other. • Organise an annual family camp. |

| | |
|---|--|
| <p>Community Outreach <i>Extend our church's family ministry to serve and embrace our community by initiating community outreach programmes</i></p> | <ul style="list-style-type: none"> • Organise and lead a weekly Kids Club community event during term 2 and 3 co-opting parishioners to assist you in this task. • Organise and run one week's holiday programme each holiday period. • Attend and support the community playgroup run on the church premises each week. • Attend and support the music and movement group run once a week at our church. |
| <p>Faith development <i>Encourage and empower parents to take responsibility for their children's faith development.</i></p> | <ul style="list-style-type: none"> • Develop and market a library of resources to encourage faith development of families. • Organise regular events to encourage and explore faith development in families. |
| <p>Pastoral Care <i>Pastorally care for children and families.</i></p> | <ul style="list-style-type: none"> • Develop a positive and trusting relationship with children and and their families • Visit and maintain regular contact with children and families of our church • Seek opportunities to celebrate children's achievements eg sporting, academic, birthdays • Pastorally care, mentor and professionally develop those leading children and young people's programmes. |

Determine the Target Audience:

(Who do we want to serve in our children's ministry?)

It is important that the leadership of the church decides who their target audience is before writing the job description.

- Will the CMW be expected to outreach to and invite non-churched kids or is this just for the children who regularly attend with their families?
- What age will the CMW be working with?
- Are there any other particular characteristics of the children she/he will be working with eg mostly private school children, children from single parent homes, cultural mix, gender etc

Decide what elements are included:

(These are detailed in your strategic plan)

- **For example on Sundays:**
 - We want children to be included in the worship service for the first half hour.
 - We want them to feel it is their place, and they are welcomed and celebrated.
 - We want them to contribute to the service ie help with the readings, prayers, offering.
 - We want to learn and join in their songs/music.
 - We want a children's programme of half an hour in a separate space to include: biblical teaching, craft, games, prayer, community service etc.
 - We want a consistent person (our CMW) to be present each Sunday, get to know the children and encourage and work with a roster of volunteers.
- **During the week:**
 - We want a child friendly event that attracts community children and creates an opportunity for us to share the love of God.
 - We want to create opportunities to develop relationships with children.
 - We are committed to teaching bible-in-schools at our local school.
 - We want to offer children tuition in music, dance, drama so they can contribute to the worship event.
 - We want to offer an alternative to Sunday School for children who can't come on Sunday.
- **Ongoing:**
 - We want our CWM to provide intentional pastoral care for children and families associated with our church.

2. CREATE THE POSITION

The Job Specification:

Should articulate the non-negotiable and the ideal requirements for the position eg.

- **Applicants for the _____ children's ministry worker must be:**
 - Committed to the Christian faith
 - Love working with children of different ages, from different cultures and from different church and non-church backgrounds
 - Committed to working closely with the minister
 - Accountable to the session/parish council
 - Good at relating to adults, parents, colleagues and children
 - Willing to be police checked
 - Be a team player
 - Able to work ecumenically (with different denominations)
 - Positive about and committed to the mission and work of _____ Presbyterian Church.

- **Applicants for the _____ children's ministry worker should ideally have:**
 - Computer skills
 - Communication skills: interpersonal; group; public speaking; writing.
 - Think creatively and laterally.
 - Able to manage time effectively
 - Willing to be flexible when appropriate with work hours and holidays.

Terms of Appointment:

(These are normally stipulated in the letter of appointment, see sample contract)

- Confirms the position title eg Children's Ministry Worker
- Hours of work eg. The CMW will work _____ hours per week including Sunday morning.
- Remuneration eg will be _____
- Place of work is _____
- Leave eg. 4 weeks of annual leave, 5 days of sick leave, 3 days of special leave plus statutory holidays (if the employee is required to work on statutory holidays will she/he be paid time and a half in lieu?)
- Reporting relationships.
- Support and performance appraisal eg. will be managed by _____ who will meet fortnightly (?) with the CMW. At these meetings CMW will eg. report on her work and plan future work.
- Procedures for dealing with employment issues.
- Provision for supervision and professional development.
- Refers to the attached job description and (if required) key performance indicators.
- Informs your intent to undergo a police check on successful applicant.
- Includes an agreement clause for the CMW to sign with a deadline of normally five working days.

Below is a sample letter of contract. You can also download word document templates for lay worker contracts (fixed and open term) from the Presbyterian Church website www.presbyterian.org.nz/parishtools/employmentresources

Sample Contract/ Letter of Appointment:

Dear

I confirm your appointment as _____.

Reporting

You will report to _____.

Duties and responsibilities

These are set out in the attached job description. Your performance in fulfilling these duties and responsibilities will be reviewed three months from your start date and then annually.

Hours of Work

Your hours of work are _____ (stipulate hours and days of work).

Place of work

An office will be provided for you at _____

Wages

You will be paid an hourly rate of \$ ____ for a total of _____ hours per week. Wages will be paid weekly into your bank account.

Leave

You are entitled to the following leave:

Annual Leave - At the end of each 12-month period of employment you will be entitled to paid annual leave of four weeks (20 days). This leave shall be taken at a time arranged with the minister.

Sick leave – you are entitled to 5 days sick leave per year after the first 6 months of continuous employment (pro-rata for part-time employment). A medical certificate stating the employee has visited the doctor and is, in the doctor's opinion unfit to work may be required at the employers discretion and will be required for any absence in excess of two days. The employee needs to notify the minister as soon as is practicable in the event of absence requiring sick leave.

Bereavement Leave – after 6 months of employment you are entitled to 3 days paid leave on the death of an immediate family member; and 1 days paid leave on the death of a close associate.

Public Holidays

You are entitled to 11 public holidays on pay, as contained in the Holidays Act 2003. If you are required to work on a public holiday you will be paid at the rate of time and a half of your daily pay and receive a day in lieu where the public holiday falls on what would have been a normal working day for you.

Termination of employment and disputes

Two oral and one written warning must be given by the employer before the employee can be dismissed for non-serious misconduct. The reasons for the employer’s dissatisfaction and consequent changes that are required will be clearly specified. The employee will be given a reasonable length of time to improve before further action is taken. The employer reserves the right to suspend the employee pending investigation into serious misconduct.

Should termination of employment be necessary for reasons of serious misconduct, a maximum of one week’s usual wage will be paid, in addition to any annual leave required to be paid by statute.

At least two weeks’ notice of your intention to resign must be given in writing to the employer.

All personal grievances and disputes shall be dealt with in accordance with the procedures set out in the Employment Relations Act 2000. In the event of an employment relationship problem, Mediation, Employment Relations Authority and Employment Court services are available to the employer and employee (see addendum).

_____, we know you will make a wonderful contribution to our children’s ministry. We hope you grow in and enjoy your work at _____.

To indicate your acceptance of these terms and conditions please sign and date both copies of this contract and return one to me.

Thank you.

Yours sincerely

I agree to the terms and conditions laid out in this document

Name

Date

EMPLOYEE ADVICE NOTICE

The [specify employer, eg parish/presbytery of] has offered you the position of [Title Of Position, e.g. Children and Families Minister] and has given you an Individual Employment Agreement. You have also been given this Employee Advice Notice.

An Employee Advice Notice is an invitation for you, as a prospective employee, to seek advice about the proposed individual employment agreement and its contents.

You may seek advice from, amongst others,

- Lawyers
- Department of Labour
- Unions
- Citizens Advice Bureaux
- Other relevant organisations or advisors.

These bodies/organisations will discuss with you the Individual Employment Agreement and any queries that you may have about this document.

The Presbyterian Church is required to give you a reasonable opportunity to seek that advice. In this instance we require you to advise [title of person responsible, e.g. Session Clerk, Minister] of [Parish Name] within **five (5) working days** from [the date the notice and agreement are provided to the prospective employee] that you have taken the advice and of your decision in relation to the agreement. If you decide to sign the agreement you should then return the signed document to the [title of person responsible] within 5 days of notifying [him/her] of your decision.

Alternatively, you may choose not to seek further advice and to sign the Individual Employment Agreement. In this instance we require you to return the signed agreement within 5 days.

As an employee you should confirm below that you have been given the opportunity of seeking independent advice in relation to the individual employment agreement.

Signed: **Date:**
[Name]
[Title and Parish Name]

I confirm that I have had the opportunity of seeking independent advice on this Individual Employment Agreement and I have

- sought and taken independent advice
- declined to take independent advice (*delete one*)

Signature:

Full Name:.....

Date:.....

ADDENDUM TO CONTRACT

Relationship Problems

Any problem arising between the parties in relation the Employee's employment shall be resolved in accordance with the procedures set out in the Employment Relations Act 2000, or any repealing or supervening legislation.

In the event of an employment relationship problem, the following services are available to both the Employer and Employee.

Mediation services

These are provided by the Department of Labour and include the provision of general information relating to the services available, services which assist the smooth conduct of employment relationships and the fixing of terms and conditions of employment and dispute resolution.

The parties may agree to use other mediation services if they wish.

Employment Relations Authority

This is an investigative authority that can investigate employment relationship problems and make decisions.

If the Employee wishes to raise a personal grievance, which is a claim that –

- **THE EMPLOYEE HAS BEEN UNJUSTIFIABLY DISMISSED**
- **THE EMPLOYEE'S EMPLOYMENT HAS BEEN AFFECTED TO THE EMPLOYEE'S DISADVANTAGE BY SOME UNJUSTIFIABLE ACTION BY THE EMPLOYER**
- **THE EMPLOYEE HAS BEEN DISCRIMINATED AGAINST**
- **THE EMPLOYEE HAS BEEN SEXUALLY HARASSED**
- **THE EMPLOYEE HAS BEEN RACIALLY HARASSED**
- **THE EMPLOYEE HAS BEEN SUBJECT TO DURESS IN RELATION TO THE EMPLOYEE'S MEMBERSHIP OR NON-MEMBERSHIP OF A UNION OR EMPLOYEE ORGANISATION,**

THEN THE EMPLOYEE MUST MAKE THE EMPLOYER AWARE OF THE PERSONAL GRIEVANCE WITHIN 90 DAYS OF THE EMPLOYEE BECOMING AWARE OF THE PERSONAL GRIEVANCE.

Employment Court

If the Employer or Employee is dissatisfied with a decision of the Employment Relations Authority, then they can take the matter to the Employment Court.

Job Description:

Describe the tasks and responsibilities eg:

Sunday morning 9am Service tasks:

- **8.30 Set up:**
 - Godzone (Sunday School) venue to be appealing to children

- **8.45 Welcome:**
 - assume door duty position with sticker board roll, prize box, basket of welcome packs for new kids, Godzone (Kids Friendly) Order of Service
 - involve a Godzone child to help you greet the kids as they arrive

- **9.00 During Service:**
 - Sit with children on mat at front
 - Help with the lighting of the Christ candle
 - Lead the kids song actions with helpers
 - Lead children's talk at least once a month
 - Lead the monthly birthday pressies and singing
 - Organize child to take children's offering
 - Mascot leading out the kids to Godzone

- **9.30 During Godzone:**
 - Lead lesson including:
 - Greeting ritual
 - Prayers
 - Introduce theme
 - Introduce teachers
 - Initiate buddy system
 - Teach lesson and run activities with help of volunteers
 - Exit ritual and blessing

- **10.00 Morning Tea**
 - Interact with children and their families
 - Introduce yourself to new families and obtain contact details to add to database
 - DO NOT pack-down or clean-up, this time is CRUCIAL for building relationships

- **10.30 Pack down**

During the Week: Administrative and Pastoral Tasks

- **Planning and programming**

- Fortnightly meeting with Minister 10 am Wednesdays
- Add new kids to roll
- Discuss pastoral care for new kids and families
- Debrief last fortnight and receive instructions for next fortnight
- Allocate worship tasks to children

- **Kids Order of Service**

- Produce weekly order of service using bible activity sheets on theme

- **Kids Plus**

- Publish and send term's newsletter Kids Plus to all families during first week of term.

- **Training**

- Assist minister to organise teachers' training meetings bi-annually

- **Teaching**

- Organise volunteer teaching teams to work with you each Sunday
- Meet with your team members regularly to plan lessons and resources

- **Resourcing**

- Design, set-up and maintain creative learning space
- Maintain resource cupboard, purchase resources as required.
- Research and develop creative resources as required
- Manage and initiate greeting and exit rituals
- Manage ways to take the roll and reward attendance
- Stock the prize/birthday box

- **Social events for church families**

- Organise two social events a year and participate in others.
- Phone families to advertise events.

- **Bible-in-Schools**

- Plan lesson and deliver.
- Develop positive relationships with children in class.
- Attend BIS meetings once or twice a term

- **Pastoral Care**

- Follow-up:
 - new kids – ‘great to meet you this week at Godzone’
 - absentees – ‘we’ve missed having you at Godzone’ – when absent for 2 consecutive Sundays
- Initiate contact:
 - Birthdays – card & balloon posted or dropped at doorstep
 - Visit or contact at least 2 kids per week
 - Allocate worship and greeting tasks to kids and liaise with them re this.
 - Recognise and respond to significant events, illness or injury, family issues sport, dance, or drama performances
 - Alert the minister to any major issues for the church’s pastoral care committee to attend to.

- **Community Outreach**

- Develop positive relationships with key community groups to assess needs and recommend initiatives to respond to these needs.
- Organise and lead a weekly Kids Club community event during term 2 and 3 co-opting parishioners to assist you in this task.
- Organise and run one week’s holiday programme each holiday period.
- Attend and support the community playgroup run on the church premises each week.
- Attend and support the music and movement group run once a week at our church.
- Seek to develop positive relationships with community users and invite them to appropriate Kids Friendly worship.

Specify the key performance indicators eg:

- Maintain financial budgets.
- Write monthly report.
- Write plan of activities to reflect church’s vision/mission.
- Maintain positive relationships with staff and volunteers.
- Develop positive relationships with children and families.
- Increase number of children and families participating in Sunday worship.

Specify key reporting relationships eg:

- The CMW will report to the Minister.
- The CMW will attend quarterly session meetings where she/he will present a report of his/her work.
- The CMW will maintain positive relationships with children, parents, colleagues and parishioners.

Code of Conduct

- **Leader's responsibilities towards children**

- Ensure the safety and well being of all children in your care.
- Make certain that all activities are undertaken with sufficient suitably qualified staff and approved resources.
- Treat all children as individuals, with dignity and sensitivity, avoiding favouritism, respecting their culture, their home background, their age and their physical and mental abilities.
- Neglect, harassment, bullying, sarcasm, and bad language are unacceptable, as is any degree of physical, emotional, mental or spiritual abuse,
- Respect children's privacy at all times, particularly where activities include sleeping, changing of clothing, bathing and ablutions.
- Remain in sight of others, even if out of hearing, when dealing with an individual child. Avoid unaccompanied and unobserved activities and inappropriate physical contact.

- **Leader's responsibilities towards parents/guardians**

- Take the time to know all parents/guardians, developing a relationship of trust and accessibility.
- Keep parents/guardians informed, inviting them to participate in or observe the programmes being provided.
- Find out if children have any special needs or medical requirements.
- Obtain written consent from parents/guardians prior to undertaking activities off centre premises.

- **Leader's responsibilities to the Church**

- Conduct yourself in a manner in keeping with Christian principles, ethics and values of _____ church.
- Be a healthy role model.
- Use material approved by the Minister for instruction in the Christian faith, teaching and training.
- Report regularly to the Minister.
- Be educated in the recognition of the warning signs and symptoms of abuse.

- **Leader's Responsibility to Colleagues**

- Develop positive relationships with and support your colleagues.
- Avoid placing your colleagues in compromising situations and protect them from actions that might be misconstrued.

- **Leader's Responsibility to Self**

- Be willing to attend training and planning meetings.
- Maintain regular contact with the Minister to get support and oversight for your ministry.
- Avoid placing yourself in compromising situations and protect yourself from actions that might be misconstrued.
- Report any anxieties you have regarding questionable behaviour of any person participating in _____ Children's Ministry.
- Be part of a spiritual support group.

Staff information form:

staff/volunteer information sheet

Name: _____

Address: _____

Telephone: _____

Emergency contact: _____

Position applied for: _____

IRD number: _____

Bank account number: _____

Starting date: _____

Finishing date: _____

Staff declaration

I have read, understood and agree to my job description/code of conduct.

I declare that I do not have a criminal conviction or a pending charge against me.

I agree to notify my employer of any future charges against me.

I am willing to be police checked.

I understand that if I have withheld or falsified any information that may affect the parish's decision to appoint me, I will be dismissed.

Date _____ Signature _____

OFFICE USE ONLY

Reference check completed

Tax forms completed

Received job description and code of conduct

Signed declaration

Interviewed by ? and ?

Police checked

POLICE CHECK POLICY

1. Police checks for lay workers in paid positions with pastoral responsibilities are now mandatory.
2. This requirement applies to all new appointments from 1 March 2003 onwards.
3. The rationale for this mandatory requirement for a police check for lay workers in positions with pastoral responsibilities is that it is one way in which the Church can minimise, though not necessarily eliminate, the likelihood of more vulnerable members of society being put at risk by individuals whose behaviour may be detrimental to others' safety and wellbeing.
4. The requirement for police checks to be done does not exempt Sessions/Parish Councils and Presbyteries/UDCs from working through thorough recruitment and appointment processes.
5. Sessions/Parish Councils and Presbyteries/UDCs should, as part of the application process, obtain appropriate consents and declarations from all prospective appointees.
(See "Sample declaration form for prospective lay workers"). If applicants are not willing to sign this form then they should not be interviewed or appointed.
6. Applicants should be asked to supply the names and contact details of 2-3 people who may be approached as confidential referees. Sample questions for referees and further information is available from the Presbyterian website: www.presbyterian.org.nz under employment.
7. Following an interview, the successful applicant should be asked to fill in an official consent form for police check, photocopied onto your church letterhead. The consent form (See "Consent to disclosure of information") should be sent to the Assembly Office, with the application form (See "Police check application form".) from the Session/Parish Council Clerk or Presbytery/UDC Clerk.
8. Care must be taken to explain to the applicant the reasons for the police check and to outline the process.
9. The police check process takes time: a month needs to be allowed from the date of mailing the application and consent forms. It may be done more quickly but your time frame must allow the month.
10. If an offer of appointment is made prior to the results of the police check being known the offer can only be conditional and is subject to the result of the police check.
11. If the police check does reveal that a person has criminal convictions that need not automatically preclude the person being appointed.
12. The operative regulations in the Book of Order are 86A and 86B, as amended by the 2002 General Assembly.

POLICE CHECK PROCEDURE

1. Make sure that you are familiar with all the details of the requirements so that the process works smoothly.
2. The person designated to manage the police check process on behalf of the congregation or presbytery should complete an application form (*See "Police check application form".*)
3. . This would normally be the Session or Parish Clerk or Minister in the case of a parish, or the Presbytery Clerk in the case of a presbytery. The application form can be used for more than one police check request.
4. Ask the prospective lay worker(s) to complete an official consent form (*See "Consent to disclosure of information"*) This should be photocopied onto your church letterhead before they complete it. This must be filled in by hand and signed by the person concerned. You should use one form per person. The **original** must be forwarded to the Assembly Office for passing on to the NZ Police Vetting Service. **Only originals NOT copies will be processed.**
5. Fill in a stamped, self-addressed envelope for the return of the completed police check.
Mail to: Miki Seifert (miki.seifert@presbyterian.org.nz)
Presbyterian Church of Aotearoa NZ
PO Box 9049
Wellington

Include:
 - the application form
 - the consent form(s)
 - the stamped, self-addressed envelope
6. The NZ Police require up to 20 working days to process requests for police checks. Please allow 30 working days to elapse from the date you mailed the police check request to the Assembly Office. You may get a response more quickly but allow the full time quota in your planning.
7. If you have not had a response after 30 days you can contact the Assembly Office to enquire as to progress. Do not contact the NZ Police directly as they have asked that all communication between the police and the Presbyterian Church be through the Assembly Office.
8. In order to meet the obligations of the Privacy Act and to safeguard the integrity of the process police check information will be dealt with by mail not email or fax. Email and fax may be used for general enquiries about process but not for specific information about people.
9. Police checks for prospective paid lay workers can be sent individually. Applications for police checks will be sent, once a week, to the NZ Police vetting service. If you require police checks for volunteers please arrange to do all the checks in one batch.
10. For further information contact Miki Seifert at PCANZ: Ph (04) 801 6000
11. Email: miki.seifert@presbyterian.org.nz



Presbyterian Church of Aotearoa New Zealand

POLICE CHECK APPLICATION FORM

To be completed by the designated person asking for the police check

Name: (please print) _____

Address: (postal) _____

Official position: _____

Parish: _____

Presbytery: _____

Please arrange for a police check to be done for the following person(s):

being considered for the following position:

Consent form(s) attached.

Signed: _____

Date: _____

Because of the need to meet the obligations of the Privacy Act applications must be sent by mail. Faxes and emails will not be used, except for providing general information about process.

If this is an OSCAR police check and you require originals back please indicate here.

CONSENT TO DISCLOSURE OF INFORMATION

Photocopy this form onto your
Church letterhead, complete it (print clearly),
sign it and send it to:

Assembly Office, PCR
PO Box 9049
WELLINGTON

This form will be sent by the
Assembly Office to the
Licensing & Vetting Service Centre

I,
(Surname) (Fore Names)

.....
(Maiden or any other names used)

Date and place of birth

Sex(M/F) Nationality

Residential Address

Suburb City

NZ Drivers Licence number

hereby consent to the disclosure by the New Zealand Police of any information they may have pursuant to this application, to the **Presbyterian Church of Aotearoa New Zealand**. I understand that any record of criminal convictions I might have will automatically be concealed if I meet the eligibility criteria stipulated in Section 7 of the criminal records (Clean Slate) Act 2004.

Signed Date

COMMENTS OF THE NEW ZEALAND POLICE

A stamped, self-addressed envelope must accompany all requests.



DECLARATION FORM FOR PROSPECTIVE LAY WORKERS

Affirmations and acknowledgements

Working for the Christian church places a person in a position of trust. As part of your application you are required to make the following affirmations and give consents.

1. If appointed I will accept the authority and discipline of the Presbyterian Church of Aotearoa New Zealand, as exercised through the Presbytery within whose bounds I work, and will uphold the polity, teaching and doctrine of the Presbyterian Church of Aotearoa New Zealand while I hold the position.
2. I have/have not been convicted of any criminal offence involving violence or sexual abuse.

Comment: _____

3. I have/have not been disciplined by any church for any unethical or unprofessional behaviour.

Comment: _____

4. I consent to the Presbyterian Church seeking verbal or written information about me from the referees whose names I have supplied and from representatives of employing bodies with whom I have worked and authorise the information sought to be released. (The applicant will be advised of any approaches made to any such referees/representatives who have not been named in this application form before any approach is made.)
5. I consent to the Presbyterian Church undertaking a police check here in New Zealand and in any country where I have lived/worked.

To the best of my knowledge the statements given are correct and I understand that if any false or misleading information is given or material fact suppressed my application will not be processed or if appointment my appointment may be terminated.

Signed: _____ Date: _____

3. CONSIDER OTHER ISSUES

- **Job description:**
 - Is it achievable in the hours allocated?
 - Are your expectations reasonable?

- **Candidate qualities:**
 - Competencies - do they meet the expectations?
 - Character and culture - does it fit your church's?
 - Commitment – is she committed? – both in time (eg. 2 years) and emotionally ie willingness to embrace your church as her home church
 - Theology - is it in tune with yours?
 - Values – are the candidate's values aligned with your church's values?

- **Relationships:**
 - Will the CMW have back up and a working relationship with other key leaders or will she be expected to work alone?
 - Will the applicant be a good role model to children?
 - What age range will the CMW be working with?
 - Will she relate well to the age she is working with?
 - Will the church leadership and parishioners support her in her role and commit to welcoming (more) children?

- **Experience:**
 - How much experience, maturity, initiative or training do you require the applicant to have?

- **Remuneration:**
 - What is fair and reasonable for this type of work?
 - How will you fund the position? Can you apply for funding?
 - Can you ask for special giving from your congregation?
 - Will you reimburse her for mileage when she uses her car for work purposes?
 - Will she need a hospitality allowance?
 - Will you provide a mobile phone or reimburse her for work calls made on her personal mobile?

- **Resources:**

What resources do you have? ie

 - appropriate and appealing space to run a children's programme?
 - Stimulating materials and curriculum?
 - Committed team of volunteers?

What provision will you make for a computer?

What budget will you commit for training?

What budget will you commit for resources?

- **Recruitment:**

- Where will you advertise the position?
- I.e.: your congregation, your community centre, local newspaper, community newsletters, local school or kindy newsletters and/or notice boards, approach people you think may be suitable, word of mouth, theological and bible colleges, Kids Friendly office, PCANZ media.
- Who will form the selection committee?
- Who will write the job description and contract?
- Who will referee check and police check the applicant?
- When will the closing date be for applications?
- Who will be on the interviewing panel?

- **Acceptance**

How will the congregation embrace this new position and person? To facilitate this ensure the congregation has:

- Ownership
 - Ensure the congregation believes this is the right step for your church
 - Share the vision
 - Keep the congregation informed of progress in employing a CWM
 - Empower and encourage the congregation to pray for the right person. Lead these prayers in church and ask prayer groups and individuals to include this in their prayers.
- Welcome
 - Create opportunities for the parish to intentionally welcome the new CWM.
 - Have an induction/commissioning.
 - Invite her/him to a session meeting to give elders an opportunity to welcome her.
 - Organise church events to include and welcome her.
 - Encourage families to invite her/him and her/his family (if she has one) into their homes – check with her how often this would be helpful for her – don't overload or overwhelm her.
- Mentoring and Supervision
 - Ensure she has a mentor in the church whom she trusts and to whom she feels she can relate.
 - Budget to enable her to have regular supervision.
- Leadership
 - Ensure she is invited to contribute to the leadership planning and is a full and valued member of the ministry and management team.
- Support
 - Work out how she will be supported by the congregation in her role ie beware of people taking a backseat because we now have someone employed.



Presbyterian Church
of Aotearoa New Zealand

Kids Friendly Resource Feedback Form

Please return completed form to:

Kids Friendly, c/o St Heliers Presbyterian Church, 100 St Heliers Bay Road,
Auckland or email your comments to jill@kidsfriendly.org.nz

The name of your church:

The Kids Friendly Resource you are responding to:

Who made use of this resource:

| Name | Designation |
|------|-------------|
| | |
| | |
| | |

What did you find helpful about this resource?

Is there any information you require that this resource did not provide?

For further information contact:

Jill Kayser, Kids Friendly Coach
Tel: 09-5850959; 027-2103784
Email: jill@kidsfriendly.org.nz