

Safe Church Coordinator

a. Responsibilities

- 1) Serve as a liaison between the CRC Safe Church Office, the classis, and member churches of classis.
- 2) Maintain a current data list of one Safe Church representatives from each member church of classis.
- 3) Recruit and sustain a Safe Church Advisory Team consisting of four to six (4-6) Safe Church representatives.
- 4) Convene the Safe Church Advisory Team at least twice annually, and as needed, to assist with the following tasks:
 - a) Encourage and assist each member church in the appointment of an active Safe Church representative.
 - b) Ensure that each member church has adequate information and up-to-date policies regarding the various types of abuse.
 - c) Convene an advisory panel, in consultation with the Safe Church Office as indicated, to fact-find allegations of misconduct by an adult against a present or former church member within the classis.
 - d) Provide an advocate to a claimant of misconduct when an advisory panel is convened.
 - e) Offer short-term pastoral care to all parties following a recent or historical allegation of abuse, including to family members.

b. Relationships

- 1) The Safe Church Coordinator (SCC) is appointed by the Executive Team, with concurrence of classis and the CRC Safe Church Office.
- 2) The SCC is appointed to a two-year term, and is eligible for reappointment.
- 3) The SCC meets with the classis Ministry Planning Team as feasible for networking, mutual encouragement and support.
- 4) The SCC submits written reports to the Executive Team in April, August, and December, and reports in person to the Executive Team and Classis annually, ordinarily in August and September respectively.

Hours and compensation: Approx 5 -7 hours a month. Quarterly stipend of \$450.