

6. The Youth Co-ordinator

6.1 Introduction

At Rushmere Baptist Church, one Church Member will be appointed to be the Youth Co-ordinator. He or she may or may not be currently involved in the Church's youth work. He or she will be fully conversant with the Rushmere Baptist Church *Safe to Grow* Policy, including the agreed appointment process, and will know where to go to find advice when needed.

6.2 The Role of the Youth Co-ordinator

The Youth Co-ordinator will have three main roles:

a) Co-ordination

-by arranging meetings of youth leaders approximately three times per year and encouraging a united approach to the Church's youth work (eg. through joint events and activities).

b) Liaison

- by acting as a mediator between the youth workers and the Minister, Deacons and/or Church Members (eg. bringing to the attention of the diaconate matters which have arisen during youth leaders' meetings, informing the Church Meeting of staff vacancies in the youth organisations).

c) Administration

- by handling all of the necessary paperwork relating to the appointment process (eg. distributing appropriate forms, checking references, maintaining records of probationary periods, informing the Church Secretary whenever appointments require ratification by the Church Members).

6.3 Person Specification for Appointment

The Youth Co-ordinator will ideally demonstrate the following qualities:

- be respected by the Church leadership and youth workers
- organisational skills
- administration skills
- maturity
- ability to keep confidences
- ability to relate well to people
- ability to consult and seek advice
- ability to make decisions
- willingness to undergo training.

6.4 The Appointment

The procedure for the appointment of the Youth Co-ordinator will be as follows:

1. A suitable person will be identified by the diaconate, possibly in consultation with the Principal Leaders and/or previous Youth Co-ordinator.
2. He or she will be interviewed by the Minister and one other person selected from the Deacons, Principal Leaders and Young Persons' Advisors. This interview will involve some discussion of the Church's and the candidate's expectations.

3. Two character references will be sought. If the person has had experience of administration in his or her professional life, one reference will ideally be obtained from someone who knows him or her from this context.
4. The candidate will be asked to apply for an Enhanced Disclosure from the Criminal Records Bureau (see information given in Appendix 3) and to sign a Criminal Records Declaration (Appendix 4) pending the receipt of the Disclosure from the CAS.
5. A limited term of appointment will be agreed. This will initially be for three years, but will be renewable after this period. (A review meeting will be held by the Minister and one other person selected from the Deacons, Principal Leaders and Young Persons' Advisors before the end of the period.)
6. The Church Meeting will confirm the appointment.