

# **VOLUNTEER MINISTRY JOB DESCRIPTION**

## **Position: Adult Study/Worship Leader**

### **Nature of the Position**

The adult study and/or worship leader is the facilitator of a small group, formed for the purpose of enabling adults to explore their faith, that meets on a short-term basis or as an ongoing study or worship opportunity (sacred circle dancing, prayers for justice & peace). The small group provides a valuable opportunity for members to develop a sense of connection with others, with themselves and with God.

### **Outline of Responsibilities**

- Determine the topic, the content and activities for each session.
- Arrange for booking of room, invitations to guest speakers, etc.
- Assist with publicity.
- Prepare for each session
- Provide leadership for each session
- Follow-up and provide support for participants as needed
- Make pastoral referrals to the Ministry Team as needed

### **Skills & Experience**

- Knowledge of Bible/faith issues/spiritual practices or the skills to research them.
- Facilitation skills, ability to draw people out, encourage discussion, to create a safe environment for the sharing of personal stories.
- Sensitivity to participants' emotional and spiritual response, as questions are raised about faith issues that seemed unquestionable.
- Respect for each person and the validity of each person's faith journey.
- Willingness to share one's own story without imposing their belief on the group.

### **Boundaries & Limitations**

- The leader's underlying message should be consistent with **PARISH NAME HERE** ethos of acceptance and support for each person wherever they may be on their faith journey.

### **Support, Supervision & Training**

- Under the direction of the Ministry Team

### **Participation Group**

- Adults, some of whom may be vulnerable because of their life situation or because of where they are in their faith journey.

### **Screening Requirements**

- Fulfillment of the job description
- Leaders should be aware of the need to exercise caution about being alone with adults who may be vulnerable.

**Length of Term**

- Duration of small group activity or 1 year, renewable.

**Benefits to the Volunteer**

- The thrill of seeing someone “get it”, when they can conceptualize or articulate their belief.
- Deep satisfaction that comes from helping people expand their vision of who/what God is and who/what God is calling them to be.
- Understanding and enhancement of your own faith.
- Development of close relationships within the group.
- Development of leadership skills.

**RISK ASSESSMENT REVIEW**

<b>Risk</b>	<b>Description</b>	<b>Rating</b>
Participant	Primarily adults	Low
Setting	Parlour, Dundas Room, Worship Space	Low
Activity	Group Meetings	Low
Supervision	Normally in Groups	Low
Nature of Relationship	Occasional Intimate Sharing	Medium
Degree of Authority	Minimal Authority	Low
Physical Safety	Rare physical risks	Low
Financial	No financial involvement	Low
Privileged Information	No possession of privileged information	Low
Damaged Reputation	Low risk of damaged reputation	Low

**RISK ASSESSMENT: LOW**

*The risk for this ministry is low because of the size and composition of the group, settings and the nature of the ministry.*

**RISK MANAGEMENT REQUIRED**

- Agrees to uphold the job description