

# **VOLUNTEER MINISTRY JOB DESCRIPTION**

## **Position: Bible Study Leader**

### **Nature of the Position**

The Bible study leader is the facilitator of a small group, formed for the purpose of delving more deeply into knowledge of the Holy Scriptures and enabling adults to explore their faith. The small group provides a valuable opportunity for members to develop a sense of connection with others, with themselves and with God and to learn in an environment of acceptance.

### **Outline of Responsibilities**

- Determine the topic of the study, the content and activities for each session.
- Arrange for booking of room and announcements in the bulletin
- Prepare for each session
- Provide leadership for each session
- Make pastoral referrals to the Ministry Team as needed

### **Skills & Experience**

- Knowledge of the Bible, faith issues arising from it and an ability to lead a small group in theological reflection
- 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 the Bible study

### Benefits to the Volunteer

- The thrill of seeing someone “get it”, when they can conceptualize or articulate their belief and deepen their understanding of the Holy Scriptures.
- 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

Risk	Description	Rating
Participant	Primarily adults	Low
Setting	Side Chapel, Parlour	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