##### Aim

As the church’s bts representative, you aim to:

* Support the ongoing implementation of Breaking the Silence policy and procedures.
* Promote the importance and value of Breaking the Silence in your church community.

##### Responsibilities

You are directly accountable to Session in this role.

you are ResPonsible for:

* Being the contact point for information and material distributed by the CPU for use by your church
* Education and awareness:
  + Ensuring the latest BTS material is available to the church, its leaders, and members.
  + Ensuring the BTS Poster is on display at all ministry venues and are freely available.
* Training:
  + Coordinating training and ensuring that BTS Foundations Training occurs every 3 years for all leaders, and Top-Up training occurs on a yearly basis.
  + Reminding individuals who need their training renewed.
* Assisting Session with the requirements of the child-related employment selection process.
* Working with Children Check (or equivalent):
  + Ensuring all leaders obtain a WWCC clearance (or equivalent).
  + Working with the CPU to ensure the WWCC (or equivalent) is verified.
* Assisting the CPU with audit activities associated with reviewing your church’s BTS compliance.
* Knowing who to refer to when issues of abuse, or the risk of abuse, arise.

##### Requirements for this position

To serve in this role, you must:

* Be a regular attender at church and a Bible study group.
* Obtain a Working with Children Check and have it verified by the CPU.
* Complete Breaking the Silence Foundations Training every 3 years and complete Top-Up Training each year.
* Sign a copy of this job description, indicating your agreement to the Code of Conduct.

##### Agreement

I have read and understood this Job Description, and the Breaking the Silence Policy and Code of Conduct.

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| Name: |  |
| Signature: | Date: |