



## Duties and role requirements of Safe Church Training Facilitators

C/2.1.11.1

---

### Purpose

Provides a structure and outlines the duties and role requirements of Safe Church Training Facilitators ('Facilitators') to comply with the [Safe Church Policy](#), the [Privacy Policy](#) and the [Synod Wide Blue Card Policy](#).

### Scope

Applies to all persons appointed as Facilitators across all presbyteries of the Uniting Church in Australia, Queensland Synod. The information in this document complements the [Safe Church Training procedure](#).

### Role Description

1. Deliver Safe Church training material in a face-to-face format. An online platform such as Zoom may be utilised to deliver face-to-face training to participants in isolated, rural or remote areas.
2. Follow the approved Safe Church training process and format, using approved Safe Church training resources. Ensure that all training delivered is of a consistent standard and covers each of the required learning outcomes.
3. Maintain a Training Register, and provide a copy to the Church Council, Presbytery or Synod Office when required.
4. Demonstrate sensitivity towards participants attending the training. Ensure that a quiet space, support to debrief, or other appropriate support options are available for anyone affected by the training content.
5. Following a training session, seek information and support if required, to respond to questions, concerns, or feedback from participants.

### Role Requirements

6. Anyone who wants to be a Facilitator must get approval from their Presbytery first. You must have completed all relevant (lay or ministry agent) Safe Church training courses within the last 12 months before applying to become a Facilitator.
7. All Facilitators must hold a valid linked blue card or exemption card and must comply with the [Safe Church Training procedure](#).
8. Facilitators must deliver or co-deliver at least one Safe Church Training session per year for their Facilitator status to remain active. Once appointed, all Facilitators must complete Facilitator training every 3 years to maintain their accreditation.
9. Facilitators must complete all required training updates to maintain their accreditation for delivering Safe Church Training. This includes completing new lay/volunteer courses or ministry agent courses if there have been changes.



## Governance and approval

10. Presbyteries have the authority to stand aside a Facilitator. They can also approve off-line time or take other administrative actions as needed. Each Presbytery can choose the best person to oversee Facilitators.
11. Final approval of all Facilitators occurs via the Legal and Risk Team at the Synod Office.

## Information and support

Information and support can be obtained from the Safe Church Assurance and Support Officer on 07 3377 9833 or [safechurch@ucaqld.com.au](mailto:safechurch@ucaqld.com.au)

## Revisions

Document number		C/2.1.11.1			
Version	Approval date	Approved by	Effective date	Policy owner	Policy contact
2.0	28.08.2024	General Manager, Risk and Safeguarding	28.08.2024	General Manager, Risk and Safeguarding	Safe Church Assurance and Support Officer
Next scheduled review		28.08.2027			