

PCPC Job Description

Park Cities Presbyterian Church exists to extend the transforming presence of the Kingdom of the Lord Jesus Christ in Dallas and to the world.

PCPC's Mission Statement

Job Title: MinistrySafe Specialist

Name: OPEN

Date: January 23, 2023

Purpose of Role

The MinistrySafe Specialist's primary role is to ensure the safety of the children, youth, and vulnerable adults at PCPC. The MinistrySafe Specialist will help enable PCPC to carry out appropriate ministry activities while safeguarding program participants against emotional, physical, and/or sexual abuse. This occurs through collaborative efforts and initiatives with executive staff, ministry leaders, session leaders, and lay volunteers and by enforcing multiple policies and procedures intended to create a safe space for members and participants.

Alignment with Mission and Vision

Through proper training, screening, and vetting of all employees and any volunteer working with or around children, youth, or vulnerable adults, PCPC is able to provide a safe environment where the focus of programming can be sharing and instilling the love of Christ and Word of God. The training and information learned through our MinistrySafe program can also be utilized by participants in their personal and professional lives, further protecting children even outside of our midst.

Key Job Responsibilities

A. Management of MinistrySafe

- Serve as primary communicator for MinistrySafe; must understand and be able to articulate the importance of the MinistrySafe program and enforce its requirements within the PCPC culture
- Manage the MinistrySafe Database, including SAA Training, processing criminal background checks (CBC), and PCPC forms
- Oversee and ensure timely screening and vetting of all top applicants, employees of PCPC, and any volunteer serving with or around children, youth, or vulnerable adults
- Work closely with Human Resources, Payroll, and hiring supervisors to ensure all top applicants are screened and vetted prior to employment
- Conduct timely reference checks for top applicants prior to employment at PCPC
- Maintain confidentiality and integrity of all matters
- Prepare, monitor, and maintain budget and expenses
- Work closely with various ministry coordinators, administrative assistants, ministry leaders, and ministry directors by providing training on clearance requirements and proper upkeep of records and information
- Ensure upkeep of records and information is being met according to policy
- Coordinate the renewal of MinistrySafe Awareness Training and provide training opportunities to staff and volunteers every three years. Provide additional programming events, as needed.
- Work with staff and volunteers to promote, encourage, and enforce the MinistrySafe program
- Oversee, update, and maintain the MinistrySafe Policies and Procedures Manual to meet the ever-changing demands and needs of our community and culture
- Ensure that staff and volunteers understand reporting procedures and that all incidents are handled with swift, confident care
- Attend annual training conference hosted by MinistrySafe headquarters

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- Network with other similar organizations for best practices to implement processes in a faith-based organization
- Organize and manage year-round compliance with daily, weekly, monthly, and semi-annual deadlines

B. **Governance/Compliance** (for a rolling 12-month deadline)

1. Monthly
 - a. External: Update on any mandatory reporting to Child Protective Services
 - b. Internal: Update supervisor on status of employees and volunteers
 - Report and process updates
 - Employees: Reconcile MinistrySafe report with APS report
 - Volunteers: Reconcile MinistrySafe report with Ministry Platform report
2. Bi-annually
 - a. Attend Governance and/or MinistrySafe Committee meetings
 - b. Review all above external and internal information

Training, Education, and Experience

College degree preferred. Two to five years of experience in ministry or non-profit organization would be beneficial; experience as a project manager, program coordinator, and/or trainer is preferred. Some experience in Human Resources work would be an advantage. Able to maintain a big picture perspective while managing details and deadlines. Must be proficient in Microsoft Office. Willingness to learn Ministry Platform, MinistrySafe database, and other programs and/or proficiencies as needed. Must be available for training and development. PCPC membership is desired.

Competencies and Skills

- Should be able to communicate exceptionally well, both orally and in writing
- Must be engaging and able to work comfortably with employees, volunteers, leadership, and PCPC members
- Work requires initiative and the ability to follow-through in a timely manner
- Work requires strong, effective organizational skills
- Must be able to work independently and collaboratively
- Must be able to exercise judgment and objectivity with wisdom and discernment
- Must possess and exhibit a servant attitude and positive attitude
- Must be a good manager of resources; able to prioritize responsibilities
- Able to maintain confidentiality

Additional Information

Department: Servant Leadership

Job Family: Specialist

Supervisor: Executive Director