

Covid Safe Return Officer (CSRO)
Role Description
Oct 4th 2021

The purpose of the to the role:

- **Help the church leadership team (Senior minister and Wardens) lead the church back to meetings in a safe, God honouring, timely way.**
 - One way the position could be conceived is as a *'temporary 4th Warden who has particular responsibility for all things Covid related safe return*'*.
 - *Noting: The wardens bare the legal responsibility and so they are ultimately responsible, but have agreed to the creation and delegation of this role to an appropriate person.
- Spread the load/ burden of leadership at a time where many are stretched and overburdened.
- **CSRO will be working with** the following main stakeholders/ leadership teams:
 - Senior Minister (direct report)
 - Wardens
 - PC
 - Staff team (and with Church office- MW)
 - St David's Leadership team
- Be a point person to address questions, provides a safety barrier/ single line of distance between the senior minister and the rest of the church (relationally) so Rectors role for the next 3 months isn't simply- managerial and administrative leader.

Characteristics we're looking for in this person:

- A mature member of the church who is well respected, approachable & personable.
 - Someone who has the wisdom, experience and character who can help communicate the rules/ the plan/ expectations but also do it in such a way as to be gracious, patient and compassionate.
- Someone that the 'church family' respects and trusts. This person has had experience in leadership and has an existing relationship with many of the key leaders of church.
- As well as the regular 3 C's of leadership (Character, Conviction and Competency)- this person has the additional the C of '**Capacity**' in this season.

Expectations surrounding the role:

- A time commitment of 3 months (from Oct 1- Jan 2022)
- We will commission this person publicly at the outset of the ministry.
- Assist the church leadership (stakeholders identified above) in the creation, execution, and reflection of the church's Covid Safety plan.
- Be the face/ point person of the Covid safe return plan.
- **People will direct questions and pass on their concerns pertaining to the Covid safe return** to the CSRO in the first instance.
- Oversee, in partnership with the senior minister, the **communication** of the plan.

- Communication platforms to access:
 - Weekly church email/ **weekly update message** (a space devoted to Covid safe return each week)
 - Occasional **video spots** for key moments in the plan (i.e transitioning from one phase to the next)
 - When meeting- **upfront point outs/ announcements** (and occasional extended point outs at key moments.
 - You, the CSRO, can write and develop these or you can delegate them to others in teams. The CSRO might be the actual person making an announcement on one week; and the next week the CSRO would ask a team leader (youth group leader) to communicate “youth related COVID items” in the next weeks round of communication.
- An **open invitation to any of the team meetings** (identified above) over the next 3 months with the hope you can attend at least one meeting at the beginning and one at the end of the role.

Questions from candidate about the role? How can the rest of the church help you, the person in this role, as we commission you to lead us in this task?

Thank you for being willing to serve the church in this significant and important way. Please be assured of our continual prayers for you and for the process of returning us back to meeting in a safe and timely way that, God willing, brings honour and praise to the name of Jesus.

Nathan Sandon

Senior Minister

Austi Thirroul Anglican Church

Exodus 18:17-21

¹⁷ Moses' father-in-law replied, "What you are doing is not good. ¹⁸ You and these people who come to you will only wear yourselves out. The work is too heavy for you; you cannot handle it alone. ¹⁹ Listen now to me and I will give you some advice, and may God be with you.

²¹ But select capable men from all the people—men who fear God, trustworthy men who hate dishonest gain—and appoint them as officials.