



Christ Faith Service

Presbyterian Youth in Victoria

PYV Secretary

Aim

As the PYV Secretary you will aim to:

- Glorify God by assisting the congregations of the Presbyterian Church of Victoria in the development and nurture of youth for the service of Christ Jesus.
- Provide support and nurture for youth in their Christian development and outreach.
- Provide opportunity, influence and assistance to youth to make a personal commitment to Jesus Christ as their Saviour and Lord.
- Promote unity of the youth within the Presbyterian Church of Victoria through providing opportunities for socialising and fellowship.
- Encourage and provide the opportunity for the equipping and training of youth leaders with the skills necessary to serve and lead.
- Adequately represent the needs of the youth within the Presbyterian Church of Victoria in the courts of the Church.

Who you report / are responsible to

You are directly responsible to the PYV State Council and the CENC Representative.

Prerequisites

As a member of State Council you should:

- be firmly committed in faith to Jesus Christ as Lord and Saviour and the Bible as the written word of God.
- be genuinely concerned for the spiritual welfare of Christian and non-Christian youth.
- be outgoing and able to readily relate to Christian and non-Christian youth.
- have experience with local church youth ministry.
- be a communicant member of a Presbyterian Church and not younger than eighteen years of age.
- be able to demonstrate a sound understanding of the Scriptures and be able to apply them to youth work in PYV.
- be able to demonstrate a growing Christian maturity through daily Bible Study and prayer. This includes the need for a humble, servant attitude towards all people associated with PYV.
- be willing to sign the declaration of commitment.

Responsibilities

You are responsible for:

- As per the PYV Constitution, save with the consent of CENC, State Council members shall have a demonstrated history of recent and regular attendance and involvement in PYV events.
- Attend all State Council meetings where possible. Should an elected member of PYV Council not regularly attend PYV Council meetings and other PYV events, the CENC may remove the member from office, following consultation with the member regarding their non-attendance at such meetings and events.
- Represent a true voice in Council meetings of the cross section of PYV youth, eg. male, female, Year 7 to 18+, city, country, regional, etc.
- provide assistance in running events.
- promote PYV events where possible.
- ensure that all decisions made at State Council meetings stay in line with affairs passed by Annual General Meeting.
- Follow and ensure the PYV Constitution is upheld at every PYV State Council meeting, camp and event.



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- Be a friendly and approachable representative of PYV at camps, events and any other public appearances, including answering any questions people may have about PYV.
- Submit to the authority and decisions of the PYV President and CENC Representative; and the CENC Committee as a whole.
- be reasonably familiar with the basic business meeting procedures involved at State Council meetings.
- record accurate minutes within State Council meetings.
- Email a draft minutes out as an agenda to all council members prior to the next council meeting.
- Print out a final copy of the draft minutes the night before the Council meeting for each Council member.
- Email the completed minutes all council members at least ten days after the last council meeting.
- handle all correspondence within State Council meetings.
- represent state PYV when responding to incoming mail and when posting outgoing mail, using the PYV letterhead.
- collate annual reports for presenting at Annual State Conference.
- Evaluate this job description with modifications and suggestions.
- Write a report for the AGM on how you fulfilled your role.

Requirements for the position

You must:

- Go through the PYV leadership accreditation process,
- Obtain a copy of the PYV Protecting Children Policy – for your information.
- Obtain a copy of the PYV Reporting an Incident Policy and Form – for your information.
- Keep a copy of this job description.

Appendices

See your job description's templates and documents under the Leaders section of the PYV Website on www.pyv.org.au to help you plan, organise and fulfil your role year round.

Child Protection Protocols for this position

All 'campers' (or young people attending a PYV event who are under the age of 18 years) and others under your leadership, regardless of age, are covered by these protocols.

NOTE: These do not replace the Declaration of Commitment or the PYV Protecting Children Policy:

- Do not allow yourself to be in any area alone with a camper or person under your leadership. Always have other campers or another leader with you.
- If a camper of the opposite sex comes to you for counselling, immediately take them to a Camp Parent of the same sex as the camper who can talk to them. NEVER counsel or talk through issues with a camper of the opposite sex.
- If a camper of the same sex comes to you for counselling, ensure you do so in an open area, never a closed room.
- If a camper discloses information to you regarding any kind of abuse or neglect, you *must* divulge this information to the CENC Representative. However, be careful not to reveal this confidence to any other person on camp.

I have read and understood this Job Description, the PYV Protecting Children Policy and the PYV Reporting an Incident Policy and Form:



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Signed: _____

Date: / /