

PRESBYTERIAN YOUTH VICTORIA

SUMMER CAMP JOB DESCRIPTION

Pastoral Care Coordinator

Requirements For Role

Complete the PYV Leadership Accreditation process, and have led on previous PYV camps.

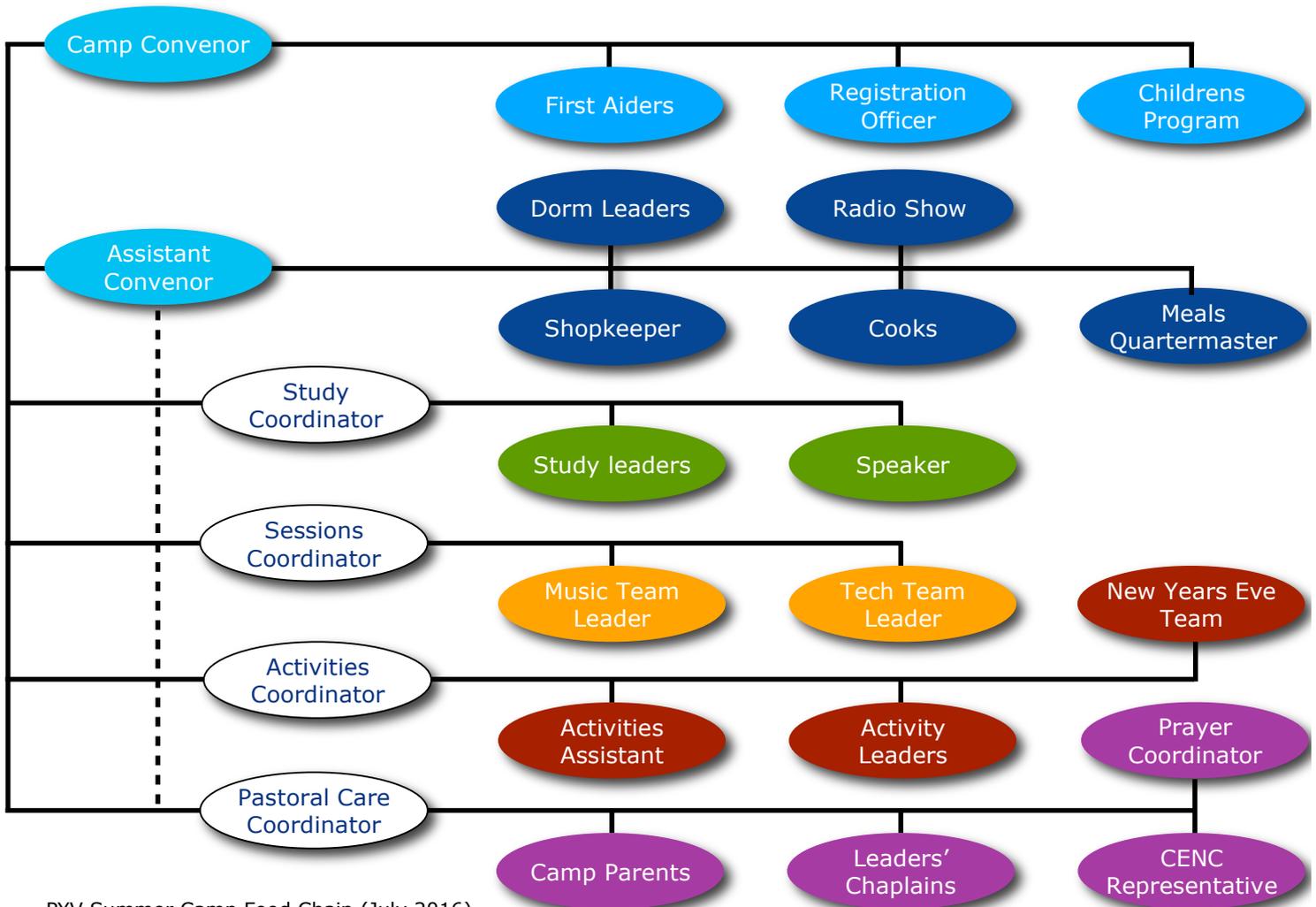
Aims of Role

Coordinate pastoral support to all attendees on camp.

Reporting Structure

As Pastoral Care Coordinator you report and are accountable to the Camp Convener. If the Camp Convener is unavailable, you are to report to the Assistant Convener.

In the planning and execution of this camp, you should consult with PYV's Youth Ministries Director (YMD, ymd@pyv.org.au). They will be able to offer counsel on issues that may arise, and are there to support you in your role.



PYV Summer Camp Food Chain (July 2016)

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Responsibilities of your Role

- Recruiting and overseeing Leader's Chaplains.
 - There should be two male and two female chaplains, one of whom can be you. They will also be older than most leaders and able to fill in if required. It is helpful if they have some PYV or local youth experience.
- Training Leader's Chaplains at the camp training day.
- Recruiting Camp Parents to provide pastoral care for campers.
 - It is important that the camp parents do not have children younger than camp age. If their children come, they will be campers. This couple should also be members of a church.
- Organising a prayer meeting for Leaders' Chaplains and Camp Parents during study group time.
- From the camp leaders, appoint a Prayer Organiser and help them in co-ordinating daily prayer meetings.
- Work with CENC Representative to ensure leaders understand "Safe Church - PCV" obligations.
- Evaluating this job description with modifications and suggestions.

For Your Information

As Pastoral Care Coordinator it is not expected that you will act as a Study or Activities leader on camp due to the coordination and flexibility needed to fill this role. You may be asked to Dorm lead but this will only occur if insufficient dorm leaders can be secured.

In addition to your role as Pastoral Care Coordinator, it is anticipated that you will also serve as a Leaders' Chaplain. You and your team may be called upon during camp to fill in as Study, Activity or Dorm leaders if one of the other leaders becomes sick or unavailable.

Resources to assist you in training your team are available from the YMD. Liaise with them regarding the character for those serving as Leaders' Chaplains and Camp Parents.

Please make sure you are familiar with PYV's policies, which are available at pyv.org.au/resources/pyv-policies.

What to do if a child discloses something to you:

PYV Camps are places where it is always possible that we will hear something from a camper that will require us to act. Here are some basic guidelines for you to follow.

- Never promise to keep something a secret. You can, however, assure a camper you will not pass anything on unless necessary.
- Listen non-judgementally to what is being said. Assume that what you are hearing is true.
- Make sure the camper is safe before making a report. This might mean asking other leaders to sit with the camper, or making sure they are with a group of campers. Or, if necessary, taking them to first aid.
- As soon as possible, find either the CENC Rep (often YMD Brian Harvey) or Camp Convener. You will be handed either a paper-form or a laptop. Please complete the appropriate forms as carefully and completely as possible.
- From there, the CENC Rep will discuss with the Safe Church Unit the appropriate course of action.

We would also remind you that such a disclosure should be kept confidential. The only person you might discuss this with is the CENC Representative and the Camp Convener. Where appropriate, you might inform a study leader or dorm leader that something has been disclosed. No details need to be given, but this can help those leaders understand why that camper might seem a little withdrawn.

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Training For Camp

Leading on a PYV camp requires a leader to attend that camp's relevant training day. Training occurs in local churches throughout Victoria. The training day will be a full day of camp specific training and team building, and as such all leaders are required to attend.

Leaders who will be unable to make training day will be informed that they will be placed on an emergency leader list, and will be leading if someone pulls out or if camper numbers are higher than planned. It is at the Camp Convenor's discretion only for someone to lead on a camp without attending the relevant training day. Camp Convenors will be required to inform the PYV Council of the reasoning behind this should it occur.

Timeline of tasks

Due Date	Jobs
Four Months Before Camp	<ul style="list-style-type: none"> Meet with Camp Executive as a group to discuss all aspects of camp including theme, activities and ideas, and to pray together. Meet with Camp Convenor and YMD to discuss potential Leaders' Chaplains.
Three Months Before Camp	<ul style="list-style-type: none"> Begin discussions with potential Leaders' Chaplains and Camp Parents. Obtain a list of approved leaders from YMD. If you are considering those who are not accredited PYV leaders, please ask them to complete an online leadership application before asking them.
Two Months Before Camp	<ul style="list-style-type: none"> Email your leaders reminding them of training day details, and the requirement of their attendance. Also encourage them to review their job descriptions online at pyv.org.au
One Month Before Camp	<ul style="list-style-type: none"> Attend training day, and ensure leaders have the opportunity to meet with their chaplains, particularly first time leaders. Also conduct training session with leaders' Leaders' Chaplains and Camp Parents on pastoral care techniques. Appoint a Prayer Organiser
One Week Before Camp	<ul style="list-style-type: none"> Contact Leaders' Chaplains to pray with them.
Day One Of Camp	<ul style="list-style-type: none"> Arrive at camp up to two hours before registration start time. Help unpack any equipment. Greet campers and parents. Be available for any questions / problems. Ensure early campers are not lonely. Ensure all Leaders' Chaplains know their leaders and have made initial contact. If time, lead a prayer meeting for Leaders' Chaplains and Camp Parents.
During Camp	<ul style="list-style-type: none"> Attend Camp Executive and leader meetings as needed. Hold prayer meeting for Leaders' Chaplains and Camp Parents. Assist with Pastoral Care issues as they arise.

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Due Date	Jobs
Final Day Of Camp	<ul style="list-style-type: none"> • Attend Camp Executive and leader meetings as needed. • Hold prayer meeting for Leaders' Chaplains and Camp Parents. • Assist with Pastoral Care issues as they arise. • Farewell campers and parents.
One Month After Camp	<ul style="list-style-type: none"> • Encourage Leaders' Chaplains to follow up any leaders who experienced difficulties at camp. Remind Leaders' Chaplains to encourage leaders to speak with someone in their local congregation if there are ongoing issues • Make recommendations to the PYV Leadership Accreditation Committee about performance of leaders, and any prospective or unsuitable leaders. • Review this job description and recommend any modifications to the Camp Convenor. • All confidential information about leaders and campers contained in emails or hard copies, must be deleted.

Last Updated - 06/07/16 by YMD Brian Harvey