

Role Description for Children/Youth Work

Our aim is to transform lives, equip people and grow big together. Children/youth work in SSBC is to provide the early platform for this vision/aim to be embedded in the children/youth.

Our Mission is: To encourage children in their 1st steps on the road to knowing Jesus in a fun, friendly and safe environment. Our activities range from reading bible stories and creating exciting crafts that build on the stories and messages, to singing fun songs and reading appropriate prayer.

Appointment of Teacher/Assistant Role

A teacher or assistant should be someone who is a believer/Christ follower and maturing in their faith.

Both Teachers and Assistants will be expected to sign up to a rota of service and to inform the Children's/Youth ministry coordinator at least 3 days before their due rota date of any change in circumstances.

Anyone who is due to be appointed as a teacher or assistant should have first gone through a 3 month probationary period and deemed appropriate to serve in the capacity as a children/youth ministry volunteer.

The following should be a requirement that should be met before one is considered.

- a. Commitment to ministry and team
- b. Be punctual for services
- c. Consistency in attendance
- d. Passion for working with children and youth
- e. Committed to adopt church's values and culture
- f. Showing commitment to church life
- g. Willing to and desire to grow in their faith in Christ

See below summary of the responsibilities to be taken on:

Teacher:

- Supervising all young people in your care and at designated hours
- Preparing resources for Sunday school sessions
- Delivering the lesson

- Meet with the children's ministry coordinator and other teachers to agree and review the annual curriculum
- Provide a supporting, caring and safe environment for all young people.

Assistant:

- Supervising all young people in your care
- Support the teacher in the preparation of resources and delivery of the lesson
- Provide a supporting, caring and safe environment for all young people.

The time commitment anticipated (including, setting up, clearing up, preparation during the week, leaders meeting training) – Teachers and Assistants should endeavour to get to church by 9:20am to ensure the children's rooms are prepared ahead of service which commences at 10:30am. Children's work typically starts at 11am and continues through service to 12:30pm. Teachers are typically required to commit an additional minimum of two hours preparation time during the week ahead of the lesson. On a quarterly basis the children's full ministry team will meet after service and bi-annually the teachers will meet with the ministry coordinator to agree and review the lesson plan.

The appointed person will be accountable to Children's ministry coordinator: Emma Harris if working with under 10s, Lloyd Paul Gallimore if working with 10-14 year olds.

The appointed person will be required to apply for an Enhanced DBS Disclosure, this will be managed through the church.

The appointed person will be expected to work within the policy and procedures of the church's Safeguarding Children Policy and will be required to attend church safeguarding training.

The appointed person will be required to act as a Fire Marshall with training provided once a year.

Additional training and support programmes for both teacher and assistants maybe proposed or requested, e.g. Bracknell.

Modern Technologies and Safe Communication

- 1) **Email** is sometimes used by workers to remind young people about meetings. If email is being used please ensure messages are in the public domain by copying each message to safeguarding@southstreetchurch.org.uk It is important that you use clear unambiguous language to reduce the risk of misinterpretation, and although it should be obvious when an email is ending, please never use inappropriate terms such as 'luv' to round things off.

2) Communicating using Instant Messaging (eg MSN Messenger, AOL AIM, Yahoo Messenger, FaceBook)

Instant messenger should be kept to an absolute minimum. Workers should save significant conversations as a text and also keep a log of any significant communication stating with whom and when they communicated.

3) Mobile Phones

Particular diligence needs to be applied when workers use mobile phone to communicate with young people:

- All mobile phone use will be primarily about information sharing.
- Workers should keep a log of significant conversations/texts
- Any texts or conversations that arise concerns should be passed on/shown to the worker's supervisor
- Workers should use clear language, particularly when texting, and should not use words such as 'luv' or abbreviated like 'lol' which could mean 'laugh out loud' or 'lots of love'.
- Workers should not take photos on their personal equipment.

4) Social Networks

If a worker allows their personal site to be accessed by young people:

- It is essential that all content including photos is suitable
- Be aware of age limits on social network sites
- All communication should be kept in the public domain
- Copy other workers into communication if needed to keep transparency