



# St Peter's Church, Henleaze

## **Volunteer Role Descriptions: (i) Group Session Leader and (ii) Group Session Helper for St Peter's Sunday morning Youth activities: Pre-school, Young Seekers, and Club**

### ***Role and Responsibilities:***

- Assist in running the church based children's work for children up to year 5 working as an active part of the Children and Youth Team
- Help to safely lead a variety of activities, games, discussions and Bible studies depending on the nature of the group
- Listen to and offer support and care to children
- Be responsible, accountable and respectful
- Be comfortable as a role model for children
- Ensure the safety and wellbeing of the children and other members of the team
- Have read, understood and follow the Safeguarding policy and procedures of the church
- Commit to attending team meetings for planning, peer support and prayer
- Prepared to attend relevant training to grow in the role

### ***Specific Duties: Together Time Leader***

- Lead singing time using Audio Visual equipment as appropriate
- Lead birthday celebrations
- Take collection
- Explain the group set up to any new children and parents attending

### ***Specific duties: Group Leader***

- Plan, prepare for and lead age-appropriate group sessions using material agreed by the Children and Youth Team.
- Sessions usually last 30-45 minutes and take place during the 9.45am Sunday service
- Contact the designated helper and delegate preparation tasks if necessary
- Arrive in plenty of time to set up and prepare for the start of the service
- Set up and clear away any resources used within the session
- Actively manage the group to ensure that all members (and their parents where applicable) are made to feel welcome, and are able to participate within the session

### ***Specific duties: Group Helper***

- Help prepare for the session if asked by the Group Leader
- Assist the Group Leader in running and managing the session
- Help clear up at the end of the session

### ***The person should be:***

- A committed Christian and regular worshipping member of the church

- Enthusiastic
- Patient
- A good listener
- Reliable
- Honest and trustworthy
- Approachable
- Caring
- Have a good sense of fun
- And like children!

### ***Best Working Practice: General***

- Arrive early
- Be prepared for your tasks
- Bring any equipment needed
- Notify other team member(s) if you are ill or unable to attend a commitment, giving as much notice as possible
- Be committed to team working and serving alongside others in your role
- Be positive towards your work and a pleasure to work alongside
- Conduct yourself in an appropriate manner as you act as a role model for the children we work with
- Report any safeguarding concerns you may have to the Group Leader or your Parish Safeguarding Officer

### ***Best working practice: When working with children and young people***

- Be aware of who's doing what and when – keep your eyes open to what's happening around you
- Respect the children and treat them equally – don't show favouritism or discriminate against people
- Encourage – don't de-power
- Never be alone with a child
- Avoid physical contact with children
- Do not swear
- Don't talk down to children
- Build relationships
- Always be polite
- Respect what people have to say
- Ask permission rather than tell
- Encourage and be positive
- Set a good example

### ***Discipline***

- Involve potentially disruptive children
- Don't attempt to speak over noise – wait for silence

Establish degrees of discipline:-

- Often a look is enough to warn children of bad behaviour
- Never threaten if you are unwilling or unable to carry it through
- Removing children from the group by taking them into church to be with their parent/carer should always be a last resort

**Key Contacts:**

- Vicar: Rev Canon Mark Pilgrim (0117 962 0636 / markpilgrim@aol.com)
- Curate: Rev Iain McColl (07746 951187 / mccoll.iain@gmail.com)
- Safeguarding officer: Sandy Hollinghurst (07580 234110 / s.p.hollinghurst@gmail.com)