[Insert local Church logo / details]

**Volunteer Role Outline**

Role Title: Junior Church Co-Ordinator

Responsible to: The Minister

Purpose: To oversee and encourage the ministry amongst young people at [insert church name] Methodist Church

Responsibilities:

* Co-ordinate and lead the Sunday morning programme for children and young people
* Have completed the Foundation and Advanced Safeguarding Training and renewed every 4 years.
* Ensure DBS check is renewed every 5 years
* Ensure all helpers have up-to-date DBS checks (renewed every 5 years) and have completed Foundation Safeguarding Training (renewable every 4 years)
* Complete appropriate training to keep abreast of latest thinking and resources
* Give guidance to other helpers in preparing activities and organising materials.
* Lead preparation meetings to plan the term’s programme
* Develop good working relationships with families, children and young people attending
* Nurturing children’s faith
* Set up (with other helpers) necessary equipment /resources for the session
* Clearing up afterwards (with other helpers)
* Liaise with the preacher as to what the theme will be
* Use reflective practice to reflect with the team how the session went.
* Appoint, in consultation with the minister, any other Sunday School helpers

I have read and understood this Role Description, the Church Safeguarding Policy and Safer Recruitment Policy

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_ /\_\_\_\_\_ / \_\_\_\_\_