

[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: ____ / ____ / ____