

**Job description for all leaders of children/youth groups:**

- **Be committed to following Jesus and to be seeking to serve Him**
- **Pray regularly for the children and their families**
- **Attend child protection/safeguarding training when required**
- **Attend training relevant to role regularly**
- **Adhere to all relevant church policies**
- **Have DBS clearance**
- **Willing to work as part of a team, supporting, encouraging and praying for each other**
- **Welcome children and build appropriate relationships with them**
- **Help children learn biblical truths in age appropriate way**
- **Use appropriate discipline to ensure children are kept safe and are able to hear the gospel**

## **Creche**

### **Runs with:**

2 leaders each week (on a rota ) on Sundays

4 leaders on Wednesdays

### **Meets:**

Sundays 9.30-11 & 11-12.30 (during morning services)

Wednesdays 9.30-11.30 (during ladies' bible study)

### **Job description:**

- Arrive before the start of the Meeting/Service and set up the Creche with a selection of toys, books and jigsaws suitable for children aged 0-2 years.
- Make sure the area and toys are safe.
- As parents arrive into Creche with their children, welcome them and ask them to fill in and sign the register with all relevant information, including known allergies/special needs
- If a child is upset and cannot be settled by a Creche leader, find the parents and ask them to come and settle the child.
- Supervise and interact with the children whilst they are in the Creche.
- At the end of the time ensure that all the children are collected by their parents.
- Chat with parents giving feedback and re-assurance as necessary.
- Put all the toys away and leave the area tidy.

### **Job description for all leaders of children/youth groups:**

- **Be committed to following Jesus and to be seeking to serve Him**
- **Pray regularly for the children and their families**
- **Attend child protection/safeguarding training when required**
- **Attend training relevant to role regularly**
- **Adhere to all relevant church policies**
- **Have DBS clearance**
- **Willing to work as part of a team, supporting, encouraging and praying for each other**
- **Welcome children and build appropriate relationships with them**
- **Help children learn biblical truths in age appropriate way**
- **Use appropriate discipline to ensure children are kept safe and are able to hear the gospel**
- **Attend the club every week (weeks off to be discussed with main leaders)**
- **If you plan to stop leading the club help appoint and train a replacement leader**

## **Toddlers**

### **Runs with:**

5 leaders (2/3 of which are main leaders)

2 refreshment people

### **Job description for all leaders of children/youth groups:**

- **Be committed to following Jesus and to be seeking to serve Him**
- **Pray regularly for the children and their families**
- **Attend child protection/safeguarding training when required**
- **Attend training relevant to role regularly**
- **Adhere to all relevant church policies**
- **Have DBS clearance if required**
- **Willing to work as part of a team, supporting, encouraging and praying for each other**
- **Welcome children and build appropriate relationships with them**
- **Help children learn biblical truths in age appropriate way**
- **Use appropriate discipline to ensure children are kept safe and are able to hear the gospel**

### **Job description - Leader:**

- Age group: 0 - 4yr old and their mums/carers
- Time 10-11.30 Monday weekly during school term time
- Termly planning meetings for all leaders with occasional half termly meeting
- Set up designated area and clear away
- Play with children
- Build relationships with the Mums/carers by being welcoming and chatting etc
- Follow up the talk with individuals as appropriate
- Preparation of craft materials

### **Job description - Additional responsibilities of Main Leader:**

- Ensure leaders who need to be are DBS cleared
- Ensure there is at least one first aid trained leader
- Ensure all registration forms are up to date
- Main leaders to plan and deliver a simple bible 'talk' - aimed at pre-school children
- Follow up the talk with individuals as appropriate

## **JAM Club**

Age Group: 4-7 year olds - Time 12-1.15 on Tuesdays at St Andrew's Infant School, during school terms

Age Group 8-11 year olds - Time 12-1.15 on Tuesdays at Woodlea Junior School, during school terms

### **Runs with:**

1 main leader for each plus 1/2 leaders

### **Job description for all leaders of children/youth groups:**

- **Be committed to following Jesus and to be seeking to serve Him**
- **Pray regularly for the children and their families**
- **Attend child protection training every year**
- **Attend training relevant to role regularly**
- **Adhere to all relevant church policies**
- **Have DBS clearance**
- **Willing to work as part of a team, supporting, encouraging and praying for each other**
- **Welcome children and build appropriate relationships with them**
- **Help children learn biblical truths in age appropriate way**
- **Use appropriate discipline to ensure children are kept safe and are able to hear the gospel**
- **Attend the club every week (weeks off to be discussed with main leader)**
- **If you plan to stop leading the club help appoint and train a replacement leader**

### **Job description – All Leaders:**

- Termly information/training meeting
- First aid training if required
- Prep and do games/craft (taking it in turns with other leaders)
- Preparation of craft materials
- Preparation of and leading of bible story time (including apply teaching)
- Arrive at 12 to set up & pray
- Help clear away and then leave
- Get to know children, building relationships and share Jesus with them
- Encourage children to invite their friends
- Encourage children to attend other St Andrew's stuff - e.g. 180, holiday club, family fun days etc
- Present DBS details to school to photocopy

### **Job description – Additional responsibilities of Main Leader:**

- Termly planning meeting
- Plan and prepare teaching scheme
- Ensure all regular leaders are DBS cleared
- Ensure children are signed in and out of the club
- Liaise with headteacher (or other responsible staff member) of Woodlea/St Andrews
- Preparation and do the bible story (eventually taking it in turns with other leaders)

## **JAFFA**

- Age group: 4-7 year olds
- Time 2.45-5.30 Thursdays weekly, during school terms

### **Runs with:**

At least 4 leaders each session, 1 of which should be main

### **Job description for all leaders of children/youth groups:**

- **Be committed to following Jesus and to be seeking to serve Him**
- **Pray regularly for the children and their families**
- **Attend child protection/safeguarding training when required**
- **Attend training relevant to role regularly**
- **Adhere to all relevant church policies**
- **Have DBS clearance**
- **Willing to work as part of a team, supporting, encouraging and praying for each other**
- **Welcome children and build appropriate relationships with them**
- **Help children learn biblical truths in age appropriate way**
- **Use appropriate discipline to ensure children are kept safe and are able to hear the gospel**

### **Job description – All Leaders:**

- Termly training meeting
- Termly planning meeting
- First aid training if required
- Some leaders need to collect children from St Andrew's Infant School
- Prep and do games (taking it in turns with other leaders)
- Prep of refreshments
- Preparation of craft materials

### **Job description – Additional responsibilities of Main Leader:**

- Co-Ordinate termly planning meeting
- Draft walking rota
- Ensure all regular leaders are DBS cleared
- Ensure there is at least one first aid trained leader
- Ensure all registration forms are up to date
- Ensure children are signed in and out of the club
- Preparation and do the bible talk (taking it in turns with other leaders)
- Preparation of craft materials

**Runs with:**

5-6 leaders

Time - 6.30pm-7.45pm on Thursdays

Age group - 7-11 years

**Job description for all leaders of children/youth groups:**

- **Be committed to following Jesus and to be seeking to serve Him**
- **Pray regularly for the children and their families**
- **Attend child protection/safeguarding training when required**
- **Attend training relevant to role regularly**
- **Adhere to all relevant church policies**
- **Have DBS clearance**
- **Willing to work as part of a team, supporting, encouraging and praying for each other**
- **Welcome children and build appropriate relationships with them**
- **Help children learn biblical truths in age appropriate way**
- **Use appropriate discipline to ensure children are kept safe and are able to hear the gospel**

**Job description - Leader:**

- . Make 180 a priority!
- . Age group: 7 – 11 year olds
- . Time 6.30pm-7.45pm Thursdays weekly during school terms
- . Training meeting once a term
- . Termly planning meetings for all leaders with occasional half termly meeting
- . Set up designated area and clear away
- . Sit on floor amongst children to keep them focused
- . Prepare games/activities/crafts as required
- . Plan and deliver bible talks

**Job description - Additional responsibilities of Main Leader:**

- . Ensure all regular leaders are DBS cleared
- . Ensure there is at least one first aid trained leader
- . Ensure all registration forms are up to date
- . Ensure children are signed in and out of the club
- . Chair termly planning meetings for leaders
- . Prepare games/activities/crafts as required
- . Plan and deliver bible talks

## **Sunday Club at 9.45am (2-11yrs)**

### **Runs with:**

1 Overall Leader

scramblers (preschool - reception)— 1 main leader & 4/5 leaders weekly working on a rota

Climbers (yr 1-3) - 1 main leader & 4/5 leaders weekly working on a rota

Explorers: (yr4-6) - 1 main leader & 7/8 leaders weekly working on a rota

### **Job description for all leaders of children/youth groups:**

- **Be committed to following Jesus and to be seeking to serve Him**
- **Pray regularly for the children and their families**
- **Attend child protection/safeguarding training when required**
- **Attend training relevant to role regularly**
- **Adhere to all relevant church policies**
- **Have DBS clearance**
- **Willing to work as part of a team, supporting, encouraging and praying for each other**
- **Welcome children and build appropriate relationships with them**
- **Help children learn biblical truths in age appropriate way**
- **Use appropriate discipline to ensure children are kept safe and are able to hear the gospel**

### **Job description - All Leaders:**

- Time 9.15-11.15am Sundays on a rota except All-age service days and summer hols
- Training meeting once a term
- Half-termly planning meetings for all leaders
- Set up designated area and clear away
- Keep a register each week
- Follow up the talk with individuals/groups as appropriate
- Sit on floor amongst children to keep them focused
- Plan and deliver bible session (30/45mins) to apply main teaching with appropriate games/activities to reinforce (on a rota with other leaders)
- Prepare games/activities as required
- Preparation of craft materials etc

### **Job description - Main Leaders in each age group** (In addition to leaders' responsibilities)

- Draw up termly rotas
- communicate dates of meetings etc to other members of the team
- Make sure registers are kept and stored safely
- Make sure there is a First Aider in the building
- Line manage other leaders in your age-group
- Help deliver the Up Front Slot in the service when required

## **Sunday Club at 11.15am (2-11yrs)**

### **Runs with:**

1 Overall Leader ;

Scramblers (2-4year olds):

- 3 leaders/helpers each week on a rota serving 1 in 2 (1 leader min)

Climbers and Explorers (4-11 year olds)

- 4 leaders/helpers per week on a rota serving 1 in 2 (2 leaders min)

### **Job description for all leaders of children/youth groups:**

- **Be committed to following Jesus and to be seeking to serve Him**
- **Pray regularly for the children and their families**
- **Attend child protection/safeguarding training when required**
- **Attend training relevant to role regularly**
- **Adhere to all relevant church policies**
- **Have DBS clearance**
- **Willing to work as part of a team, supporting, encouraging and praying for each other**
- **Welcome children and build appropriate relationships with them**
- **Help children learn biblical truths in age appropriate way**
- **Use appropriate discipline to ensure children are kept safe and are able to hear the gospel**

### **Job description - Leaders:**

- Age group: 2 – 11 year olds
- Time 10.30 -12.30 Sundays, weekly except All-age service days and summer hols
- Training meeting once a term
- Half-termly planning/training meetings for all leaders
- Set up designated area and clear away
- Plan and deliver Up Front Slot in church
- Bring children to and from the church hall/main church building
- Sit on floor amongst children to keep them focused
- Plan and deliver bible session (1hr approx.) to teach & apply main teaching with appropriate games/activities to reinforce (on a rota with other leaders)
- Prepare games/activities as required
- Preparation of craft materials etc
- Ideally attend another service to be taught yourself when on rota
- Ensure registrations forms etc are completed

### **Job description - Helpers:**

- Age group: 2 – 11 year olds
- Time 10.30 -12.30 Sundays, weekly except All-age service days and summer hols
- Training meeting once a year
- Half-termly planning/training meetings for all leaders
- Set up designated area and clear away
- Sit on floor amongst children to keep them focused
- Prepare games/activities as required
- Preparation of craft materials etc
- Ideally attend another service to be taught yourself when on rota



## **AXIS (previously Challengers @ 9.45am & 11.15am)**

### **Runs with:**

2 leaders each session

Age group: 11-14 year olds

Time – Sunday morning, 9:45am - 11:00am & 11:15am - 12:30pm

### **Need:**

Minimum team of 4 leaders per congregation working on a rota

### **Job description for all leaders of children/youth groups:**

- **Be committed to following Jesus and to be seeking to serve Him**
- **Pray regularly for the children and their families**
- **Attend child protection/safeguarding training when required**
- **Attend training relevant to role regularly**
- **Adhere to all relevant church policies**
- **Have DBS clearance**
- **Willing to work as part of a team, supporting, encouraging and praying for each other**
- **Welcome children and build appropriate relationships with them**
- **Help children learn biblical truths in age appropriate way**
- **Use appropriate discipline to ensure children are kept safe and are able to hear the gospel**

### **Job description - Leader:**

- 
- Prepare and lead interactive Bible studies
- Prepare and lead games and activities that fit the theme of the bible study
- Set up/tidy up as necessary
- Be prepared to do 1-1 work (bible studies, meeting up etc)
- Attend training sessions (roughly 1 per term)
- Attend all leaders meetings (one per half term)
- Attend leaders conferences if available (3<sup>rd</sup> Pig etc)

## **AXIS (previously Connect)**

### **Runs with:**

4 leaders each session

Age group: 11-14 year olds

### **Meets:**

7:00pm – 8:30pm Fridays during term time

### **Job description for all leaders of children/youth groups:**

- **Be committed to following Jesus and to be seeking to serve Him**
- **Pray regularly for the children and their families**
- **Attend child protection/safeguarding training when required**
- **Attend training relevant to role regularly**
- **Adhere to all relevant church policies**
- **Have DBS clearance**
- **Willing to work as part of a team, supporting, encouraging and praying for each other**
- **Welcome children and build appropriate relationships with them**
- **Help children learn biblical truths in age appropriate way**
- **Use appropriate discipline to ensure children are kept safe and are able to hear the gospel**

### **Job description - Main Leaders:**

- Prepare and deliver the Bible talk (taking it in turns with other leaders)
- Attend termly planning and training meeting
- Lead activities (games in the hall, crafts, prepare food etc)
- Follow up the Bible talk with individuals as appropriate
- Help the young people to listen well to the Bible talk
- Set up/tidy up room and kitchen

### **Job description - Leader:**

As above but being trained to prepare and give Bible talks.

## **StAY(Yr 10-13)**

### **Runs with:**

There are 4 Main leaders who share in all aspects of the organising and teaching for this group. This includes 2 Overall Leaders.

### **Meets:**

We meet weekly on Thursdays from 7.30-9.30pm during term time.

Our regular venue is the StAY (Delta) Room upstairs in the church hall.

Plus additional dates and venues as and when for socials/small group Bible studies or one off events such as Sound.

### **Job description:**

- Age group: 14-18 year olds
- New members can move up in the Summer Term of Yr9 and could be 13 years old at this time.
- Leaders attend the 6.30 service
- Training meetings (usually 1/2 a year)
- Attend planning meetings for all leaders (half-termly)
- Welcome young people and build relationships with them
- 3/4 leaders for each session to support this
- Plan and deliver weekly bible studies or topical teaching slot (40 mins)
- Follow up bible study / talk with individuals/groups as appropriate
- Prepare and run games/activities as well as provide refreshments and snacks each week.
- Approval for any additional activities or venues is sort from the parents or guardians prior to each event.
- Proposed External activities will be submitted (along with a risk assessment) for approval by the PCC.

In addition we also adhere to the following...

### **Job description for all leaders of children/youth groups:**

- **Be committed to following Jesus and to be seeking to serve Him**
- **Pray regularly for the children and their families**
- **Attend child protection/safeguarding training when required**
- **Attend training relevant to role regularly**
- **Adhere to all relevant church policies**
- **Have DBS clearance**
- **Willing to work as part of a team, supporting, encouraging and praying for each other**
- **Welcome children and build appropriate relationships with them**
- **Help children learn biblical truths in age appropriate way**
- **Use appropriate discipline to ensure children are kept safe and are able to hear the gospel**
- **Attend the club every week (weeks off to be discussed with main leaders)**
- **If you plan to stop leading the club help appoint and train a replacement leader**