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| **Being a Junior Church Coordinating Leader at St Stephen’s****Our Vision**St Stephen's aspires to be an inclusive church, celebrating and sharing the love of God, connecting with all in our community through living faith in Jesus Christ.What is the Role?Most important * Keeping families with young children, the wider church and the local community informed about Junior Church activities
* Organising and chairing a Junior Church Leaders meeting at least 3 times per year
* Organising and monitor a rota of leaders and helpers on a school-termly basis
* Planning and leading engaging children’s activities based around scripture theme of the week or a particular festival or event (e.g. Mothering Sunday, Scarecrow Festival)
* Coordinating rotas and sharing information appropriately with parents in accordance with Parish Safeguarding and GDPR rules.
* Ensuring safeguarding procedures are followed at all times; for example ratio of adults to children, appropriate procedures for children to visit the toilet, and maintaining a physically safe environment in the Junior Church room. **REMEMBER SAFEGUARDING**

Overview of the Role* Keeping church families with children informed of Junior Church activities and related events via platforms such as email and WhatsApp, including sharing photos after sessions, checking parental permissions beforehand
* Monitoring chat on platforms such as WhatsApp and responding appropriately if content is concerning or in contradiction to St Stephen’s Vision or Code of Conduct
* Managing membership of email lists and social media groups
* ensure at least one designated leader (DBS checked) and one designed helper for each session.
* Maintaining a register of attendees at JC/FiGS, which should include the full name of each child. This is important for school admissions.
* Maintaining a list of contact details for parents/carers of JC children, including permissions for photographs of children to be taken/shared.
* Ensuring provision of training/advice for new leaders/helpers.

When Leading Junior Church Sessions* Planning and leading Junior Church sessions for children up to 11 years old on a rota basis, engaging children through activities, stories, craft, games, songs and prayer
* Taking a register of attendees and ensuring you have required details for children coming for the first time (guardian name/number, allergies/medical conditions etc)
* Working with children in a way that meets and develops their personal, spiritual and social needs, exercising active pastoral concern;
* Praying regularly for the children and leaders in the group;
* Developing a good working relationship with parents and carers;
* Giving advanced notice of your availability to the Junior Church Co-ordinator;

Overview of the Role (continued)* Completing required training and being prepared to keep abreast of latest practice and resources;
* Overseeing set up for the session, and cleaning up afterwards;
* Working well with Junior Church Helpers so they can support children’s engagement;
* Being mindful of any possible safeguarding concerns and, where you have them, raising these with the Parish Safeguarding Officer at the earliest opportunity and within 24 hours.

Anyone is this role is responsible to:* Junior Church Leadership Team (made up of JC Co-ordinators and Leaders)
* Priest-in-Charge
* Churchwarden(s) and Parochial Church Council

You will be supported in this role by:* Priest-in-Charge
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| **Everyone taking up a new role in St Stephen’s Church, paid or voluntary, must be safely recruited. There are several steps to this process and you will only start in the role once all of these steps, including any training, references and other checks, and induction are completed. If appointed to this role you will be expected to work within the policy and procedures provided.** |
| **Applicant Details\*** |
| Full Name:  | Email: |
| Address:  | Phone: |
| **Duration of Role & Review Date** |
| Duration: OngoingReview Date: 1 year from start date |
| **Supervision & Support** |
| You will receive support from:  | Junior Church CoordinatorJunior Church Leaders |
| In this role you report to:  | Junior Church CoordinatorPriest-in-Charge  |
| Meetings / communications: | Arranged as needed |
| **Application Requirements**  |
| DBS Required? | Yes (Enhanced Children’s with barring) |
| Safeguarding Training Required:  | Basic AwarenessFoundation (renewed every 3 years)Awareness of Domestic AbuseLeader |
| Other training requirements | None |
| References required?  | Yes |
| If yes, details of 2 referees (referees should have known you for at least 2 years). Please inform them you are listing them as a referee. Referees must be over 18 and not be family members or relatives, and one should be either from a previous church community or a place where you have worked or held a voluntary role. |
| Name: |  |
| Address:  |  |
| Email: |  |
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| Name: |  |
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| Please let us know if there is any part of the role which might be difficult for you. Let’s work out a solution together. |
| I have read and signed the Confidential Declaration Form |  |
| I have read and understood St Stephen’s Safeguarding Policy |  |
| I have read and understood St Stephen’s Equality and Diversity Policy  |  |
| I have read and understood the St Stephen’s Code of Conduct  |  |
| Signed |  |
| Print Name |  |
| Date |  |

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| **FOR ADMINISTRATION ONLY** |  |
| **Safer Recruitment Checklist** | **Initials** |
| Application form reviewed? |  |
| Confidential Declaration Form reviewed? |  |
| References requested? |  |
| References checked? |  |
| Met with applicant? |  |
| Training requirements met? |  |
| Induction completed?* Safeguarding Training Link and Instructions Provided
* Safeguarding Training Completed
* DBS Check completed and confirmed by Parish Safeguarding Officer
* Meeting with Junior Church Coordinator or other experienced Leader to explain the following:
	+ Clarity never to be alone with another person’s child
	+ Managing toileting for Junior Church participants
	+ Resourcing for planning a session
	+ Tour of Junior Church resources and spaces
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| **Once fully recruited, please record the following details:** |
| Volunteer Date of Birth  | Emergency Contact Name and Number |