

Role Descriptions for children and youth volunteer roles

As an under 18s worker, you are in a position of responsibility in the church and as such should act according to the church's values and aims and be able to affirm the Statement of Faith. The children will see you as a trusted adult and role model – how you live out your faith will have a long-lasting effect on theirs. Any role working with under 18s requires a DBS with Barring Check. Two references will be taken up for new helpers.

Qualities and duties required of all under 18 workers:

- To be able to work as a team.
- To be reliable and consistent.
- To enjoy working with children and young people and to have a sense of humour.
- To undertake any preparation work necessary to ensure the smooth running of the event or teaching session.
- To help with any setting up required on the premises, ensuring a safe, hazard-free space, and to assist in clearing away and tidying up at the end.
- To welcome children, young people and their families and chat to them.
- To keep an accurate record of attendance for any children or adults during the session.
- To ensure relevant consent forms are signed, with relevant contact details and medical information available to the leaders at all times.
- To keep up to date with safeguarding annual training
- To support the ministry lead(s) by participating in any planned events or activities alongside the children and/or young people, leading a small group if necessary, and helping to supervise activities to ensure safety of the children.
- To pray independently for the ministry.
- To read all necessary Cornerstone policies and ensure you follow agreed guidelines and procedures, and attend all relevant training.
- To maintain a personal relationship and walk with Jesus
- Above all, to have a desire to inspire children and young people to seek the Lord Jesus as their Saviour for themselves.

Additional information on roles and responsibilities specific to the ministry area:

Open the Book – Ministry lead Judy Moreland

- To be able to do **both** sessions in the two schools on a Monday (realistically from 9.30am to 3.15pm – term time only).
- To meet between sessions (11-12.30) for planning and prayer.
- To be adaptable and allow others to take principal roles.
- To see the need and appreciate the opportunity to go into schools to enact the great stories in the Bible.

Sunday School, Narnians and crèche – Ministry leads – Laura Apsee (Sunday School and Narnians), Anthea Price (crèche),

- To be available regularly to help at Sunday morning sessions, and to let the leader know your availability for the rota. Sunday School, Narnians and crèche are held every Sunday (apart from first Sunday of the month) during the morning service in the Acorn Centre.

CY on Sunday – Ministry lead Sian Tranter

- To be available to help at Sunday morning sessions, and to let the leader know your availability for the rota. CY is held every second and fourth Sunday of the month, in the staff room.
- To be involved in other events, such as CY on Friday, supporting the leader with activities and/or teaching as necessary.

CY on Friday – Ministry lead Emily Phillips

- Organise and lead games, activities
- Prepare and lead talk/discussion
- Run tuck shop, ensuring money is stored safely and handed to Church Treasurer.

Cornerstone Kids – Ministry lead Emily Phillips

- Organise and lead games, crafts and activities
- Prepare drinks and snacks
- Ensure consent forms are filled in by visiting parents

Go Wild – Ministry leads Emily Phillips and Andy Pugh

- To be available on the first Saturday morning of the month, to help with planning and safe running of activities.
- Welcome new families and parents
- Serve refreshments on occasions when they are planned (usually Christmas)

Pebbles - Ministry lead Debbie Askew

Session leader

- Prepare craft and other activities

- Greet guests at the door, ensure they are signed in and registered
- Talk with adults and children
- Lead story and song time
- Clear away the toys at the end of the session

Kitchen team

- To set up the kitchen area
- Prepare fruit snacks for the children
- Make tea and Coffee for the adults
- Clear up the kitchen area
- Wash up any cups and bowls.

Set up team

- Set out all chairs tables and toys
- Make sure the area is safe and ready for play