**JOB DESCRIPTION:**

***Kids Club Leader***

AIM

As a Kids Club Leader, you aim to:

* Teach the Bible faithfully and truthfully to those in your kids club
* Model the Christian life to the individuals in the Kids Club
* Show them in the way you act and speak both the struggles and joys of being Christ-like
* Encourage and pray for each individual in the Kids Club
* Be involved in the planning and implementing of the Kids Club program.

RESPONSIBILITIES

You are directly responsible to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [e.g. Session and the Minister]

YOU ARE RESPONSIBLE FOR:

* Creating a programme for the term, including games, talks, craft, afternoon tea and delegating the organisation of these tasks to each leader
* Caring for and supporting the team of Kids Club leaders
* Overseeing the creation of a budget and managing to that budget, as well as counting and banking the money collected each week
* Carrying out your specific responsibilities within the Kids Club
* Welcoming and speaking to the parents of the Kids Club members
* Ensuring that you and the other leaders present the gospel truthfully
* Ensuring that no one person has an overwhelming work load
* Ensuring that there is no breach of trust towards the members of the group or other leaders.

REQUIREMENTS FOR THE POSITION

You must:

* Be a regular attender at church and a Bible study group
* Hold a current WWCC (or equivalent) verified by the CPU.
* Complete the Breaking the Silence application for working with children and/or young people form.
* Complete Breaking the Silence basic training every 3 years and doing any top-up training required for children’s and youth ministry roles.
* Sign a copy of this job description.
* All refreshment volunteers must wear gloves (provided) and long hair must be tied back while on duty.

ACTIONS

* If you are training up younger leaders, it is important to pastorally care for them. When delegating tasks to them, it is important to work alongside with them in the organising and implementing of the specific tasks.
* At the beginning of each year you need to have each child enrolled using an enrolment form. On the enrolment form will be information such as contact details, allergies, medical conditions, and behavioural sensitivities. As Leader you need to work with the child’s parents and your team to ensure the child is safe and happy in participating in Kids Club activities.

**JOB DESCRIPTION: *Kids Club Leader*  (CONT’D)**

SAFE MINISTRY PROTOCOLS FOR THIS POSITION

* If a child of the opposite sex comes to you for counselling, immediately take them to a leader of the same sex as the child who can talk to them. NEVER counsel or talk through issues with a child of the opposite sex.
* If a child discloses information to you regarding any kind of abuse or neglect, you must divulge this information to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. However, be careful not to reveal this confidence to any other person.

I have read and understood this Job Description, and the Breaking the Silence Code of Conduct and Policy:

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: / /