



## Sunday School/ Kids' Church Helper

### MINISTRY DESCRIPTION

#### AIM

##### AS A KIDS' CHURCH HELPER, YOU AIM TO:

- Support the main leaders as they teach the Bible faithfully and truthfully to those in your class.
- Model the Christian life to the children in the group.
- Encourage and pray for everyone in your class.
- Be actively involved in the running of class activities.

#### RESPONSIBILITIES

##### YOU ARE DIRECTLY RESPONSIBLE TO:

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*e.g. Children's Ministry Coordinator or Session and Minister*

##### YOU ARE RESPONSIBLE FOR:

- Supporting the teacher to the best of your abilities.
- Supporting good behaviors of the children so the main leaders can focus on presenting their lesson.
- Ensuring that you and the other leaders present the gospel truthfully.
- Ensuring that there is no breach of trust towards the members of the group or other leaders.
- Welcoming and speaking to the parents of the Kids' Church members.

#### REQUIREMENTS FOR THIS POSITION

##### TO SERVE IN THIS ROLE, YOU MUST:

- Be a regular attender at church and preferably a Growth group or an equivalent.
- If you are over 18, obtain a Working with Children Check and have it verified by the CPU, **OR** if you are under 18, complete and submit the 'Young Helpers Agreement'.
- Complete Breaking the Silence Foundations Training every 3 years and complete Read and Review Training each year (or the Young Helper Agreement if you are under 18)



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- Sign a copy of this job description,

#### ACTIONS

- Be welcoming of observations of the lesson by parents and other ministry leaders.
- Ask for help when you are unsure.
- Check what the first aid expectations are.
- Check what the toileting procedure is.
- Check the emergency procedures for the building.
- Avoid being alone with a child out of line of sight of others.

#### SAFE MINISTRY PROTOCOLS FOR THIS POSITION

*All children and others under your leadership, regardless of age, are covered by these protocols.*

- Do not allow yourself to be in any area alone with a child or person under your leadership. If you yourself are under 18, an adult leader must not be with you alone. Always have other leaders or an adult within a line of sight.
- If a child discloses information to you regarding any kind of abuse or neglect, you must divulge this information to a minister, elder or the Conduct Protocol Unit. Also, be careful not to reveal confidential information to any other person.
- If you should need to speak to a child about participating or helping out at an event, ensure you do so in the vicinity of another leader or parent.
- If a child is distressed and needs to be consoled, ensure that another leader or parent is with you at all times, and use your discretion when speaking and comforting the child.

#### AGREEMENT

I have read and understood this Ministry Description:

Name:

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Signature:

Date:

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