



# **Sunday School / Kids' Church Helper**

## **JOB DESCRIPTION**

### **AIM**

#### **AS A SUNDAY SCHOOL / 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. Show them in the way you act and speak both the struggles and joys of being Christ-like.
- Encourage and pray for everyone in your class.
- Be involved in the planning and implementing of the Sunday School / Kids' Church program.
- Look for ways you can help the program run smoothly, seeking guidance and direction from the Sunday School / Kids' Church coordinator and leaders.

### **RESPONSIBILITIES**

#### **YOU ARE DIRECTLY RESPONSIBLE TO:**

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

#### **YOU ARE RESPONSIBLE FOR:**

- Communicating with the leaders in the team to find out what you will be helping with and if there are things you need to prepare.
- Communicating your availabilities and reliably attending the days you commit to.
- Looking out for the members in your class, not only during Sunday School / Kids' Church, but whenever you see them (this may involve just saying hello to them).
- Carrying out your specific responsibilities within the Sunday School / Kids' Church. For example, helping to lead the music.
- Welcoming and speaking to the parents of the Sunday School / Kids' Church members.
- Making sure you prioritise non-teaching tasks (such as cleaning up rubbish, fetching extra craft materials etc.) 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.



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### **REQUIREMENTS FOR THIS POSITION**

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

- ☐ Be a regular attender at church and a Bible study group.
- ☐ 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 Helper Agreement for Leaders (aged 12-17 years old)' form.
- ☐ Complete the BTS Application for Working with Children or Young People form.
- ☐ Complete Breaking the Silence Foundations Training every 3 years (with parental consent if you are under 16) and complete Top-Up Training each year.
- ☐ Sign a copy of this job description, indicating your agreement to the Code of Conduct.

### **ACTIONS**

- It is important that all activities of the group are open to observation by the Minister, the Session, and parents.
- If you are unsure about any aspect of your role or the proper way to address an issue, you must speak with your leader or coordinator so that they are aware of your practices.
- As a helper, you should be supported by other leaders and given direction in new tasks.
- The issue of administering first aid needs to be addressed by the leaders. There are certain things that cannot be administered, and this can include Band-Aids. Leaders need to find out (from church leadership) what they can administer to the children.
- Leaders must decide upon a standard toileting procedure for children. This should take into account the location of the nearest bathroom, who else has access to the bathroom, the need to supervise from outside the bathroom and allow privacy. Remember, a leader must never be alone with children.
- Leaders must know what to do in the event of an accident or emergency. This may involve preparations such as ensuring all leaders having easy access to parents' mobile numbers and knowing where to gather in an evacuation.



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### 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 a parent with you.
- If a child comes to you for counselling, immediately take them to a leader of the same sex as the child who can talk to them.
- 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. However, 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 Job Description, and the Breaking the Silence Policy and Code of Conduct.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_