

Charity number 1129523

Holiday Club Leader

Background and introduction:

Thank you for agreeing to take on this role in the Church. The Methodist Church is committed to ensuring that the Church and its activities are safely carried out and those involved are provided with appropriate support.

For this reason:

- Officers, appointees and volunteers are given oversight beginning at the recruiting phase and continuing throughout their time in role.
- People who take on roles within the Methodist Church need to provide the names of two people who can vouch for their suitability for the role.
- All individuals in church roles must be aware of and adhere to the Church safeguarding policies, including reporting any concerns. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with their Line Manager [line managers name] or Safeguarding Officer [safeguarding officers name].

Volunteer in the [Name of Circuit] Location:

[Name of Church or Project] Responsible to:

You will be under the supervision of [Name]

and the Minister in pastoral charge of [Name of Church or Project] Responsible

for: [List the Job titles of those who report to the post holder]

Purpose and Objectives:

To reach out to children and their families, both from the Church and the wider community, by providing fun-based activities designed to encourage development of faith.

Main Tasks:

- To be welcoming to all children and their families attending the club
- To attend planning meetings and contribute ideas
- To manage sessions in accordance with the Holiday Club policy, including gathering and updating essential information regarding each child and appropriate parental/guardian consents
- To be willing to listen to children and answer any questions honestly and with sensitivity
- To take responsibility for the safety and care of the children in a safe environment, on or off the premises, according to Church Safeguarding policies. This may include a response to a range of care needs including assistance with toileting in the absence of a parent or carer.
- To prepare activities appropriate for the age group
- To lead/assist in Bible story telling by drama, narration etc
- To lead/assist in organising games
- To lead/assist in running crafts
- To complete designated safeguarding training within 6 months of taking up the role

Mutual support and accountability

As a Holiday Club Leader, you:

Are appointed for the period from [Date] to [Date]

Will be offered support, guidance and appropriate training

The persons you are responsible to will:

- **Familiarise themselves with your role**
- **Help determine priorities for the work**
- **Ensure good communications at all levels**

Roles undertaken in the life of the church are for the building up of the body of Christ. If it is felt that it is no longer appropriate for you to undertake a role for any reason, either you, or the Church Council through the Minister, may arrange to end the appointment.

DBS

Some roles which involve direct contact with Children, Young People or Adults who may be at risk of harm will need to have a DBS check. These roles are clearly marked on the role description. A separate role description is undertaken for each role.

Due to the nature of this role a satisfactory enhanced DBS certificate is required, to be renewed every 5 years.

I have read and understood this role description.

Signed _____

Date _____