

## **APPENDIX 2**

### **KENTON BAPTIST CHURCH - MODEL ROLE DESCRIPTIONS**

#### **GLOSSARY OF JOB TITLES**

The following are brief descriptions of the generic job rôles we have agreed on to provide a common basis for all church activities involving work with children and young people:-

##### ***Organisation Leader***

This person will be the one appointed by the Church to lead a particular organisation (e.g. Girls' Brigade, and Toddlers & Co).

##### ***Section Leader***

This is a person who will be appointed to lead a section (e.g. Swashbucklers, Explorers etc.) and they will be responsible to the Leader.

##### ***Staff Member***

Works independently with a group of children or young people, subject to rules on supervision of staff members if under the age of 18 and will be responsible to the Section Leader.

##### ***Helper***

This person will have no formal responsibility. They will only assist in the group under supervision.

##### ***Designated Person For Safeguarding***

This person will be a Church appointment.

## **APPENDIX 2**

### ***Kenton Baptist Church***

#### **ORGANISATION LEADER**

**Role Context:**

Our aim is to provide a safe, caring environment in which children and young people can learn and develop in all areas of their life; taking opportunities to share the gospel of Jesus Christ in order that they may put their trust in Jesus Christ as Lord and Saviour and grow into Christian maturity.

**Name:** .....

**Role Title:** Organisation Leader of .....

**Qualifications:** Must be 18+ years old and church member.

**Responsible to:** Church Leadership Team and relevant organisation.

**Responsible for:** All staff within the church organisation concerned and all children and young people within it.

**Role Purpose:** To co-ordinate, plan and lead the Church's .....

**Duties:-**

\*To plan and deliver activities which will encourage spiritual, mental and physical development which will help children and young people to be well grounded members of the community.

\* To share personal Christian commitment.

\* To supervise selection process for children and young people's workers.

\* To support all staff both practically and with prayer.

\* To have pastoral care of staff and, where requested by Section Leaders, the children and young people.

\*To hold regular sessions for planning and discussion.

\*To plan regular training sessions.

\*To liaise with relevant organisation/Church Leadership Team when appropriate.

\*To undertake specific duties requested by the relevant organisation/Church Leadership Team.

\*To regularly attend Sunday worship.

\*To maintain appropriate financial records and work within their budget.

\* To ensure that the Code of Behaviour for Workers as specified in Part 3 of the church's Safeguarding Children & Young People Policy & Procedures are adhered to by all organisational staff members and helpers.

## APPENDIX 2

### *Kenton Baptist Church*

#### **SECTION LEADER**

Role Context:

Our aim is to provide a safe, caring environment in which children and young people can learn and develop in all areas of their life; taking opportunities to share the gospel of Jesus Christ in order that they may put their trust in Jesus Christ as Lord and Saviour and grow into Christian maturity.

Name: .....

Role Title: Section Leader of .....

Qualifications: Must be 18+ years old and church member.

Responsible to: Leader of .....

Responsible for: All members of the allocated group as detailed by Leader.

Role Purpose: To thoroughly prepare for group sessions and lead the group.

Duties:

\*To plan and deliver activities which will encourage spiritual, mental and physical development which will help children and young people to be well grounded members of the community.

\*To share personal Christian commitment.

\*To support the Organisation Leader both practically and with prayer.

\*To undertake specific duties requested by the Organisation Leader.

\*To notify Organisation Leader as soon as possible if unable to attend.

\*To hold regular group sessions for planning and discussion.

\*To keep Organisation Leader informed of matters discussed and agreed at these meetings.

\*To attend Meetings and events arranged.

\*To attend regular training sessions.

\*To have pastoral care of the children and young people as allocated and pray regularly for each child.

\* To follow-up absentees and notify the Organisation Leader of any problems.

\*To attend Sunday worship regularly.

\* To ensure that the Code of Behaviour for Workers as specified in Part 3 of the church's Safeguarding Children & Young People Policy & Procedures are adhered to by all section staff members and helpers.

## APPENDIX 2

### *Kenton Baptist Church*

#### **STAFF MEMBER**

Role Context:

Our aim is to provide a safe, caring environment in which children and young people can learn and develop in all areas of their life; taking opportunities to share the gospel of Jesus Christ in order that they may put their trust in Jesus Christ as Lord and Saviour and grow into Christian maturity.

Name: .....

Role Title: Staff Member of .....

Qualifications: Must be 16+ years old and a committed Christian.  
(Staff Members are mature Christian Workers with the age group concerned).

Responsible to: Leader of .....

Responsible for: All members of the allocated group as detailed by Group Leader. May deputise for Group Leader as required. (No person under 18 will under any circumstances be left alone in a room to supervise a group of children. Staff Members aged 16 or 17 cannot therefore deputise.)

Role Purpose: To assist in co-ordinating, planning, and leading the group.

Duties:

\*To plan and deliver activities which will encourage spiritual, mental and physical development which will help children and young people to be well grounded members of the community.

\* To share personal Christian commitment.

\*To support the Leaders both practically and with prayer.

\*To undertake specific duties requested by the Leaders.

\*To notify Leader as soon as possible if unable to attend.

\*To assist in regular Section sessions for planning and discussion.

\*To attend meetings and events arranged.

\*To have pastoral care of the children and young people as allocated.

\*To attend regular training sessions.

\*To attend Sunday worship regularly.

\* To adhere that the Code of Behaviour for Workers as specified in Part 3 of the church's Safeguarding Children & Young People Policy & Procedures.

## APPENDIX 2

### *Kenton Baptist Church*

#### **HELPERS**

Role Context:

Our aim is to provide a safe, caring environment in which children and young people can learn and develop in all areas of their life; taking opportunities to share the gospel of Jesus Christ in order that they may put their trust in Jesus Christ as Lord and Saviour and grow into Christian maturity.

Name: .....

Role Title: Helper

Qualifications: Must be 14+ years old and sympathetic to the aims of the organisation. (Has no personal responsibility for Christian teaching. No person under 18 will under any circumstances be left alone in a room to supervise a group of children.)

Responsible to: Section Leader or Organisation Leader

Responsible for: None. (Has no unsupervised responsibility for Christian teaching. No person under 18 will under any circumstances be left alone to supervise a group of children.)

Role Purpose: To assist in the operation of the group.

Duties:

- \*To support the Leaders and organisation in practical ways.
- \*To undertake specific duties requested by the Leaders.
- \*To encourage spiritual, and mental development which will help children and young people to be caring citizens.
- \*To assist in regular group sessions for planning and discussion, if required.
- \*To attend organisation meetings and events arranged.
- \*To attend regular training sessions.
- \*To notify Group Leader as soon as possible if unable to attend.
- \* To adhere that the Code of Behaviour for Workers as specified in Part 3 of the church's Safeguarding Children & Young People Policy & Procedures.

## **APPENDIX 2**

### ***Kenton Baptist Church***

## **DESIGNATED PERSON FOR SAFEGUARDING**

### ***Role Context***

Our aim is to provide a safe, caring environment in which children and young people can learn and develop in all areas of their life; taking opportunities to share the gospel of Jesus Christ in order that they may put their trust in Jesus Christ as Lord and Saviour and grow into Christian maturity.

### ***Appointment***

This is a Church appointment. The Adviser represents the wider Church family in helping and supporting our children and young people's workers, whilst providing independent oversight of the work. (S)he should therefore not currently be working with children and young people on behalf of the Church.

### ***Main Accountabilities***

- To maintain good working relationships with leaders of all Church organisations working with children and young people, and with the staff involved in those organisations, supporting them in their work by prayer and friendly encouragement.
- To make occasional visits to all the Church's activities involving children and young people, to observe the work and to encourage the staff involved.
- To make brief verbal or written report to organisation leaders on what (s)he has observed in the course of such visits, especially of any cause for concern.
- To ensure that appropriate action is taken to remedy any concerns about the way an organisation is fulfilling its purpose as described in the Job Context above.
- To report to the Church on his/her own discretion at any time about the progress with and issues in the Church's work with children and young people.
- To make him-/herself available to workers with children and young people who may wish to discuss with someone independent of their organisation any problems or concerns they have in connection with this work.
- To act on behalf of the Church as required if any form of child abuse is suspected or discovered, or is disclosed or reported to him/her. This applies whether (s)he is made aware of this by a worker (whom the Designated Adviser will then support in taking the matter up with appropriate authorities) or by report from any other source, or by direct observation.