

All Saints' Church, Marple

Children and Family Ministry Handbook

(including work in local Primary
Schools, Kids' Church,
Playtime@Connect, PlayAway,
Little Ark and WLTDO?)

To be read by all those involved in the
ministries to children and their families.

August 2016

1	INTRODUCTION	5
2	KIDS' CHURCH	6
2.1	THE UNDERLINING PRINCIPLES	6
2.2	TEAM STRUCTURE	8
2.3	RESPONSIBILITIES OF THE KIDS' CHURCH TEAM LEADER	9
2.4	RESPONSIBILITIES OF KIDS' CHURCH CO-LEADER	12
2.5	RESPONSIBILITIES OF A GROUP LEADER	13
2.6	RESPONSIBILITIES OF A GROUP ASSISTANT LEADER	16
2.7	RESPONSIBILITIES OF A GROUP HELPER	17
2.8	RESPONSIBILITY TO THE FAMILY	18
3	PLAYTIME@CONNECT	19
3.1	THE UNDERLINING PRINCIPLES	19
3.2	RESPONSIBILITIES OF THE PLAYTIME LEADER	19
3.3	RESPONSIBILITIES OF A PLAYTIME ASSISTANT	21
4	PLAYAWAY	23
4.1	THE UNDERLINING PRINCIPLES	23
4.2	RESPONSIBILITIES OF THE PLAYAWAY LEADER	23
4.3	RESPONSIBILITIES OF A PLAYAWAY ASSISTANT	25
4.4	RESPONSIBILITIES OF A PLAYAWAY CATERING ASSISTANT	27
5	LITTLE ARK	29
5.1	THE UNDERLINING PRINCIPLES	29
5.2	RESPONSIBILITIES OF THE LITTLE ARK LEADER	29
5.3	RESPONSIBILITIES OF A LITTLE ARK ASSISTANT	31
5.4	RESPONSIBILITIES OF A LITTLE ARK CATERING ASSISTANT	33
6	WHO LET THE DADS OUT? (WLTDO?)	35
6.1	THE UNDERLINING PRINCIPLES	35
6.2	RESPONSIBILITIES OF THE WLTDO? LEADER	35
6.3	RESPONSIBILITIES OF A WLTDO? ASSISTANT	37
7	WORK WITHIN PRIMARY SCHOOLS	39
8	CHILD PROTECTION AND SAFEGUARDING	40
9	SAFEGUARDING AUDIT	41
10	WEBSITE	41

1 Introduction

Children and their families are an important part of All Saints' Church, Marple. It is critical that all those involved in developing and delivering the ministry to these members of our community are fully aware, both, of their responsibilities and of the support that is available to them. This handbook is a summary of why the various groups within this ministry exist and how they are run to provide effective Church to the children in Marple. It explains the vision behind the work, the structure of the teams and the responsibilities of the team members. It also provides the detailed guidance and information you will need to participate effectively in this ministry.

We are committed to helping develop the lives and potential of the youngsters we look after by creating a fun, exciting environment for them to enjoy. We also recognise a responsibility to develop and encourage the leaders and helpers within our Children and Family Ministry. It is critical that all involved in children's work are supported in their personal walk with Christ and that the groups' teaching and leadership is based on a personal, developing and active faith in Jesus Christ.

It is important that you view this document as a support to your ministry and not as a set of rules, regulations, dos and don'ts. The aim is to encourage you and, where necessary, give direction; it is not to add unwieldy process and procedure.

Your work within All Saints' Church is highly valued, not only by the leadership of the Church and by the parents of the children it is also highly valued by the children themselves.

2 Kids' Church

2.1 *The Underlining Principles*

Kids' Church is about enjoying the presence, friendship and Lordship of Jesus Christ.

Kids' Church fulfills its purpose by actions that are:



- A. Spirit-guided
- B. Love-motivated
- C. Individual-oriented
- D. Bible-based
- E. Church-related
- F. Christ-centered.

The vision is to provide a context in which children of Primary School age and below can learn about who Jesus is and what it means to follow Him and live for Him in today's world. We believe in providing an environment where the child can develop a personal relationship with Jesus Christ. We recognise that it is *knowing Jesus* rather than *knowing about Jesus* that is of prime importance.

Kids' Church uses a simplified version of the All Saints' Church strap line to encapsulate the aim of the ministry.

Meeting God - Being Me - Making Friends

The aim of Kids' Church is to see young people have a personal relationship with God through His Son Jesus Christ; to encourage the young people to understand how God sees them and recognise their worth in God's sight; and to encourage the young people to create community

and relationships that are wholesome, have a positive impact and extend the kingdom of God.

When we meet together we have a mix of different activities that are designed to engage the children using a variety of learning skills.

Kids' Church comprises of four age groups; Gems, Scramblers, Climbers and Explorers.

Gems (0-3) use appropriate simple songs for worship and the young children and babies are shown the love of Jesus in a context suitable for the age group.

Scramblers (preschool and reception class age) use simple craft work and stories to allow the children to develop skills in these areas. The children enjoy the company of others of their own age.

In Climbers (school years 1-2) and Explorers (school years 3-6) the time on Sunday morning is spent in big group activities where we sing songs of praise and worship, play interactive games and quizzes, celebrate special events, and learn to share together and pray for one another. Some time is spent in smaller groups which are more age-specific to promote and improve the relationship between the children themselves and between leader and child..

We follow the material provided by Scripture Union called 'Light' and adapt it to our requirements. Each group follows the Light programme and schedule to help families with children in different age groups to talk around the issues raised in the Kids' Church teaching.

We like to have at least one social event each term, whether it is a Christmas party, summer picnic or film.

These events serve to establish a sense of identity amongst the children as well as increase the depth of friendships.

To ensure we protect the children in our care as well as protecting the leaders and helpers from false accusation or misunderstandings we follow strictly the child protection policies. At All Saints' Church all our children's leaders and workers go through our child protection procedure. Where appropriate this includes being police checked through the Disclosure and Barring Service. Once a Kids' Church Team Leader or helper have gone through the recruitment process (including the police background check) they are eligible to wear the Kids' Church team t-shirt. The t-shirt must be worn by team members when they are serving on the team.

2.2 Team structure

Kids' Church is made up of four groups; Gems, Scramblers, Climbers and Explorers. The leadership in each of these groups comprises of group leader and assistant leaders. Outside of those groups there is also the All Saint's Church Child Protection Officer.

The lines of responsibility can be viewed as

Kids' Church Team Leader	(Philip Alston)
-Gems Leader	(Kim Irvine)
-Scramblers Leader	(Helen Laing)
-Climbers Leader	(Matt Kayes)
-Explorers Leader	(Sarah Holton)

2.3 Responsibilities of the Kids' Church Team Leader

2.3.1 Purpose

The **Kids' Church Team Leader** is the leading executive officer of the All Saints' children's ministry. In this capacity he/she is the principle educator, planner, administrator, manager, and overseer, giving coordination to the Kids' Church operation.

2.3.2 Relationships

The Kids' Church Team Leader is under the supervision of, and is responsible to, the incumbent of All Saint's Church, Marple or a designated member of the staff team.

The Kids' Church team members are under the supervision of the Kids' Church Team Leader.

2.3.3 Personal Responsibilities

The prime personal responsibility of the Kids' Church Team Leader is to:

- Maintain spiritual life.
 - Regularly attend services in the church.
 - Conduct a private devotional life.

2.3.4 Ministry Responsibilities

The prime ministry responsibilities of the Kids' Church Team Leader are to:

- Plan and implement the Sunday morning teaching program.
 - Provide a weekly spiritual and educational program that includes: worship, teaching, ministry and intercession
 - Provide age specific group organization
 - Manage a leader and child registration system
 - Manage the curriculum

- Provide an outreach and evangelism program that includes:
 - Efforts for reaching people in the community, particularly schools in the parish.
 - Encouragement to the children to develop a strong personal relationship with Jesus Christ.

- Provide an enthusiastic promotional program that includes:
 - A calendar of special events for each year.
 - A systematic schedule of publicity.

- Oversee the team members.
 - Initiate and maintain a plan of team recruitment.
 - Provide ministry descriptions and achievement goals for all staff members.

- Implement a plan for training team members that includes:
 - Initial training for team members as they are recruited.
 - Annual refresher training for all team members.
 - Continued training and encouragement for all team members.

- Perform an annual public affirmation of team members.

- Organise regular and frequent Kids' Church Group Leader meetings for instruction, inspiration, reports, and planning. These are currently run under the Church's Lifegroup scheme as The Tree House Lifegroup.

- Manage the physical surroundings used by Kids' Church.

- As directed by the PCC manage the Kids' Church budget.

- Ensure that appropriate risk assessments for the group are performed and acted upon.

- Discuss factual reports regularly with the incumbent to indicate trends within Kids' Church.

2.4 Responsibilities of Kids' Church Co-leader

2.4.1 Purpose

The **Kids' Church Co-leader** is an executive officer of the All Saints' Church Children's ministry. In this capacity they are co-visionary for the ministry and help with the planning, administration, management and oversight of the Children's ministry within All Saints' Church

2.4.2 Relationships

The Co-leader is under the supervision of and is responsible to the Kids' Church Team Leader who requests their help in the areas of Kids' Church Team Leadership.

2.4.3 Personal Responsibilities

The prime ministry responsibility of the Co-leader is to:

- Maintain personal spiritual life.
 - Regularly attend services in the church.
 - Conduct a private devotional life.

2.4.4 Ministry Responsibilities

The prime ministry responsibilities of the Co-leader are to:

- Help plan and implement the teaching program.
- Help with the administration the team members.
- Help manage the physical surroundings.
- Help oversee the operation.

2.5 Responsibilities of a Group Leader

2.5.1 Purpose

It goes without saying **Kids' Church Group Leaders** have an important role within Kids' Church. They are the backbone of the children's ministry. Their role requires them to have a wide range of skills and abilities. The Group Leader has to build relationships with the children, understand their family situations, deal with the individualities of group co-leaders and helpers, plan and schedule teaching rotas. It is important that they are supported and feel supported in their work. Similarly they are the primary support for their co-leaders and helpers and it is important that the correct structures are in place to provide effective communication.

2.5.2 Relationships

The Group Leader is under the supervision of and is responsible to the Kids' Church Team Leader who requests his/her help in the areas of Kids' Church Team Leadership relating to their specific group.

The Kids' Church team members within the group are under their supervision.

2.5.3 Personal Responsibilities

The prime personal responsibility of the Group Leader is to:

- Maintain personal spiritual life.
 - Keep close to God. “Your relationship with Christ should be cherished; you should take care of yourself so you can care for others”.
 - Regularly attend services in the church.
 - Conduct a private devotional life.

2.5.4 Ministry Responsibilities

The prime ministry responsibilities of the Group Leader are to:

- Attend, whenever possible, the regular Kids’ Church Leaders Life Group meeting.
- Encourage your team members in their ministry. Ensure the right level of pastoral care is given each member of your team.
- Encourage team members to participate in Kids’ Church activities.
- Organise a teaching and staff rota in consultation with the members of the team.
- Ensure there is adequate adult leadership for the group for each session.
- Provide adequate teaching materials (teaching books, craft materials) for the members of the team (monies will be supplied by the church via the Church Office).

- Record and keep available the name of each child and leader who attended each group session.
- Record and keep details for each child in the group as appropriate (see appendices for KC Child Registration Form). Copy to be kept in group register.
- Record and keep details of team members in the group. Copy to be passed to Kids' Church Team Leader and Child Protection Officer.
- Ensure that appropriate risk assessments for the group are performed, held by the Church office and acted upon.
 - Encourage relationships between the Group Leader, the team, the children and their families.
 - Ensure the facilities that are used are left tidy and welcoming to those people who will use the facilities following the group.

2.6 Responsibilities of a Group Assistant Leader

2.6.1 Purpose

One of the most important aspects of Kids' Church ministry is building personal relationships with the children on a one-to-one basis. This is primarily achieved by **Kids' Church Group Assistant Leaders**. Therefore one of the prime purposes of Group Assistants is to spend time with the children. Group Assistants will be required to help with the planning, teaching and oversight of the Children's ministry within the group to which they are assigned within Kids' Church.

2.6.2 Relationships

The Group Assistant is under the supervision of and is responsible to the Kids' Church Group Leader who requests his/her help in the areas of Group leadership and teaching.

2.6.3 Personal Responsibilities

The prime personal responsibility of the Group Assistant is to:

- Maintain spiritual life.
 - Attend regular services in the church.
 - Conduct a private devotional life.

2.6.4 Ministry Responsibilities

The prime ministry responsibilities of the Group Assistants are to:

- Build personal relationships with the children on a one-to-one basis
- Help the Group Leader plan and implement the teaching program.
- Help manage the physical surroundings for the Group.
- Help oversee the operation.

2.7 *Responsibilities of a Group Helper*

2.7.1 Purpose

The prime responsibility of **Group Helpers** is to assist the Group Leader with the delivery of the group activities. They will not normally be expected to perform any planning or leadership activity.

.

2.7.2 Relationships

The Group Helper is under the supervision of and is responsible to the Kids' Church Group Leader who requests his/her help in the areas of Group activities.

2.7.3 Personal Responsibilities

The prime personal responsibility of the Group Helper is to:

- Maintain spiritual life.
 - Attend regular services in the church.
 - Conduct a private devotional life.

2.7.4 Ministry Responsibilities

The prime ministry responsibilities of the Group Helpers are to:

- Help the Group Leader deliver the teaching program by assisting with activities when required to do so by the Group Leader.
- Help maintain the physical surroundings for the Group.

2.8 Responsibility to the family

We must not forget that to effectively care for the child we must also care for their family.

All leaders and helpers within Kids' Church are expected to communicate and build relationships with the parents, siblings and other members of the child's family, not only for those children in their groups but also those within other parts of Kids' Church and the wider Church family.

3 Playtime@Connect

3.1 *The Underlining Principles*

Playtime is a parent/carer and baby and toddler group that runs at the Connect building in the centre of Marple. It aims to provide a safe and friendly atmosphere that children can enjoy and where adults can find refreshment and support. There is a weekly short talk generally aimed at the adults based on a Christian truth or teaching.

The vision is to provide a context in which children of pre-school age together with their parents and other carers can feel the love and peace of God. The leaders and helpers are God's salt and light in the busy lives of those attending the group.

The Playtime leader will ensure that there is always at least one team member present who has undergone safeguarding training and, where appropriate, this includes being police checked through the Disclosure and Barring Service.

3.2 *Responsibilities of the Playtime Leader*

3.2.1 Purpose

The **Playtime Leader** is the principal planner and administrator giving coordination to the Playtime operation.

3.2.2 Relationships

The Playtime Leader is under the supervision of, and is responsible to, the leader of the Children and Family

Ministry at All Saints' Church or a designated member of the staff team.

The Playtime team members are under the supervision of the Playtime Team Leader.

3.2.3 Personal Responsibilities

The prime personal responsibility of the Playtime Team Leader is to:

- Maintain spiritual life.
 - Regularly attend services in the church.
 - Conduct a private devotional life.

3.2.4 Ministry Responsibilities

The prime ministry responsibilities of the Playtime Team Leader are to:

- Plan and implement the Playtime group sessions.
 - Provide a weekly activity (term time only) at the Connect building for children of pre-school aged children and their parents and carers
 - Manage a leader and child registration system
 - Organise weekly talks to underline the foundational Christian truth underpinning the Playtime ministry.
- Under the leadership of the Children and Family Worker set and oversee the Playtime budget.

- Oversee the team members.
 - Initiate and maintain a plan of team recruitment.
 - Provide support and oversight of all team members.

- Implement a plan for training team members that includes:
 - Initial training for team members as they are recruited.
 - Annual refresher training for all team members.
 - Continued training and encouragement for all team members.

- Provide an annual public affirmation of team members.

- Manage the physical surroundings used by Playtime, specifically ensuring the Connect building is left clean and tidy and ready for the next group to use.

- Ensure that appropriate risk assessments for the group are performed and acted upon.

3.3 Responsibilities of a Playtime Assistant

3.3.1 Purpose

One of the most important aspects of the Playtime ministry is building personal relationships with the parents and carers of the children attending the group. This is primarily achieved by members of the church attending the group but should also be seen as an important part of the work of the Playtime Assistant. Therefore one of the prime purposes of

Group Assistants is to spend time with the adults attending the group. Playtime Assistants may be asked to help with the planning, delivery and reflection of all group elements.

3.3.2 Relationships

The Playtime Assistant is under the supervision of and is responsible to the Kids' Church Group Leader who requests his/her help in the areas of Group leadership and teaching.

3.3.3 Personal Responsibilities

The prime personal responsibility of the Playtime Assistant is to:

- Maintain spiritual life.
 - Attend regular services in the church.
 - Conduct a private devotional life.

3.3.4 Ministry Responsibilities

The prime ministry responsibilities of the Playtime Assistants are to:

- Build personal relationships and offer support to the adults attending the group
- Help the Playtime Leader plan and implement the group's program.
- Help manage the physical surroundings for the group.
- Help oversee the operation.

4 PlayAway

4.1 *The Underlining Principles*

PlayAway is a parent/carer and baby and toddler group that runs in the Edith Bowyer Hall. It aims to provide a safe and friendly atmosphere that children can enjoy and where adults can find refreshment and support.

The vision is to provide a context in which children of pre-school age together with their parents and other carers can feel the love and peace of God. The leaders and helpers are God's salt and light in the busy lives of those attending the group.

The PlayAway leader will ensure that there is always at least one team member present who has undergone safeguarding training and, where appropriate, this includes being police checked through the Disclosure and Barring Service.

4.2 *Responsibilities of the PlayAway Leader*

4.2.1 Purpose

The **PlayAway Leader** is the principal planner and administrator giving coordination to the PlayAway operation.

4.2.2 Relationships

The PlayAway Leader is under the supervision of, and is responsible to, the leader of the Children and Family Ministry at All Saints' Church or a designated member of the staff team.

The PlayAway team members are under the supervision of the PlayAway Team Leader.

4.2.3 Personal Responsibilities

The prime personal responsibility of the PlayAway Team Leader is to:

- Maintain spiritual life.
 - Regularly attend services in the church.
 - Conduct a private devotional life.

4.2.4 Ministry Responsibilities

The prime ministry responsibilities of the PlayAway Team Leader are to:

- Plan and implement the PlayAway group sessions.
 - Provide a weekly activity (term time only) in the Edith Bowyer Hall at All Saints' Church for children of pre-school aged children and their parents and carers
 - Manage a leader and child registration system.
- Under the leadership of the Children and Family Worker set and oversee the PlayAway budget.
- Oversee the team members.
 - Initiate and maintain a plan of team recruitment.
 - Provide support and oversight of all team members.

- Implement a plan for training team members that includes:
 - Initial training for team members as they are recruited.
 - Annual refresher training for all team members.
 - Continued training and encouragement for all team members.
- Provide an annual public affirmation of team members.
- Manage the physical surroundings used by PlayAway, specifically ensuring the hall and the storage areas is left clean and tidy and ready for the next group to use.
- Ensure that appropriate risk assessments for the group are performed and acted upon.

4.3 Responsibilities of a PlayAway Assistant

4.3.1 Purpose

One of the most important aspects of the PlayAway ministry is building personal relationships with the parents and carers of the children attending the group. This is primarily achieved by members of the church attending the group but should also be seen as an important part of the work of the PlayAway Assistant. Therefore one of the prime purposes of Group Assistants is to spend time with the adults attending the group. PlayAway Assistants may be asked to help with the planning, delivery and reflection of all group elements.

4.3.2 Relationships

The PlayAway Assistant is under the supervision of and is responsible to the Kids' Church Group Leader who requests his/her help in the areas of Group leadership and teaching.

4.3.3 Personal Responsibilities

The prime personal responsibility of the PlayAway Assistant is to:

- Maintain spiritual life.
 - Attend regular services in the church.
 - Conduct a private devotional life.

4.3.4 Ministry Responsibilities

The prime ministry responsibilities of the PlayAway Assistants are to:

- Build personal relationships and offer support to the adults attending the group
- Help the PlayAway Leader plan and implement the group's program.
- Help manage the physical surroundings for the group.
- Help oversee the operation.

4.4 Responsibilities of a PlayAway Catering Assistant

4.4.1 Purpose

One of the most important aspects of the PlayAway ministry is to provide a place of refreshment and rest for the adults attending the group with their children. It is recognized that the provision of refreshments adds a great deal to the environment and effectiveness of the ministry. Therefore one of the prime purposes of group's Catering Assistants is to ensure the provision of good quality cakes, biscuits and drinks as well as ensuring the kitchen is left clean and hygienic.

4.4.2 Relationships

The PlayAway Catering Assistant is under the supervision of and is responsible to the PlayAway Group Leader.

4.4.3 Personal Responsibilities

The prime personal responsibility of the PlayAway Assistant is to:

- Maintain spiritual life.
 - Attend regular services in the church.
 - Conduct a private devotional life.

4.4.4 Ministry Responsibilities

The prime ministry responsibilities of the PlayAway Catering Assistants are to:

- Support the PlayAway ministry by providing good quality refreshments in a friendly and effective way.
- Help manage the physical surroundings for the group.
- Help oversee the group operation by considering ways to continually improve the environment found at All Saints' Church by those attending the PlayAway group.

5 Little Ark

5.1 *The Underlining Principles*

Little Ark is a parent/carer and baby group that runs in the lounge of All Saints' Church. It aims to provide a safe and friendly place where babies can play and where adults can find refreshment and mutual support. There is a weekly session of songs for the babies and toddlers.



The vision is to provide a context where babies are safe and where their parents and other carers can feel the love and peace of God. The leaders and helpers are God's salt and light in the lives of those attending the group.

The Little Ark leader will ensure that there is always at least one team member present who has undergone safeguarding training and, where appropriate, this includes being police checked through the Disclosure and Barring Service.

5.2 *Responsibilities of the Little Ark Leader*

5.2.1 Purpose

The **Little Ark Leader** is the principal planner and administrator giving coordination to the Little Ark operation.

5.2.2 Relationships

The Little Ark Leader is under the supervision of, and is responsible to, the leader of the Children and Family Ministry at All Saints' Church or a designated member of the staff team.

The Little Ark team members are under the supervision of the Little Ark Team Leader.

5.2.3 Personal Responsibilities

The prime personal responsibility of the Little Ark Team Leader is to:

- Maintain spiritual life.
 - Regularly attend services in the church.
 - Conduct a private devotional life.

5.2.4 Ministry Responsibilities

The prime ministry responsibilities of the Little Ark Team Leader are to:

- Plan and implement the Little Ark group sessions.
 - Provide a weekly activity (term time only) in the lounge of All Saints' Church primarily for babies and young children and their parents and carers
 - Manage a leader and child registration system.

- Under the leadership of the Children and Family Worker set and oversee the Little Ark budget.
- Oversee the team members.
 - Initiate and maintain a plan of team recruitment.
 - Provide support and oversight of all team members.
- Implement a plan for training team members that includes:
 - Initial training for team members as they are recruited.
 - Annual refresher training for all team members.
 - Continued training and encouragement for all team members.
- Provide an annual public affirmation of team members.
- Ensure that appropriate risk assessments for the group are performed and acted upon.
- Manage the physical surroundings used by Little Ark, specifically ensuring the lounge and the storage areas is left clean and tidy.

5.3 Responsibilities of a Little Ark Assistant

5.3.1 Purpose

One of the most important aspects of the Little Ark ministry is building personal relationships with the parents and

carers of the children attending the group. This is primarily achieved by members of the church attending the group but should also be seen as an important part of the work of the Little Ark Assistant. Therefore one of the prime purposes of Group Assistants is to spend time with the adults attending the group. Little Ark Assistants may be asked to help with the planning, delivery and reflection of all group elements.

5.3.2 Relationships

The Little Ark Assistant is under the supervision of and is responsible to the Little Ark Group Leader.

5.3.3 Personal Responsibilities

The prime personal responsibility of the Little Ark Assistant is to:

- Maintain spiritual life.
 - Attend regular services in the church.
 - Conduct a private devotional life.

5.3.4 Ministry Responsibilities

The prime ministry responsibilities of the Little Ark Assistants are to:

- Build personal relationships and offer support to the adults attending the group
- Help the Little Ark Leader plan and implement the group's program.
- Help manage the physical surroundings for the group.

- Help oversee the operation.

5.4 Responsibilities of a Little Ark Catering Assistant

5.4.1 Purpose

One of the most important aspects of the Little Ark ministry is to provide a place of refreshment and rest for the adults attending the group with their children. It is recognized that the provision of refreshments adds a great deal to the environment and effectiveness of the ministry. Therefore one of the prime purposes of group's Catering Assistants is to ensure the provision of good quality cakes, biscuits and drinks as well as ensuring the kitchen is left clean and hygienic.

.

5.4.2 Relationships

The Little Ark Catering Assistant is under the supervision of and is responsible to the Little Ark Group Leader.

5.4.3 Personal Responsibilities

The prime personal responsibility of the Little Ark Assistant is to:

- Maintain spiritual life.
 - Attend regular services in the church.
 - Conduct a private devotional life.

5.4.4 Ministry Responsibilities

The prime ministry responsibilities of the Little Ark Catering Assistants are to:

- Support the Little Ark ministry by providing good quality refreshments in a friendly and effective way.
- Help manage the physical surroundings for the group.
- Help oversee the group operation by considering ways to continually improve the environment found at All Saints' Church by those attending the Little Ark group.

6 Who Let The Dads Out? (WLTD0?)

6.1 *The Underlining Principles*



WLTD0? is a group for children and their fathers, grandfathers and other male carers. It aims to provide a safe and friendly atmosphere that children can enjoy and where adults can find refreshment and support and a place to interact with their

children.

The vision is to provide a context in which children together with the male members of their families and other male carers can feel the love and peace of God. The leaders and helpers are God's salt and light in the busy lives of those attending the group.

The WLTD0? leader will ensure that there is always at least one team member present who has undergone safeguarding training and, where appropriate, this includes being police checked through the Disclosure and Barring Service.

6.2 *Responsibilities of the WLTD0? Leader*

6.2.1 Purpose

The **WLTD0? Leader** is the principal planner and administrator giving coordination to the WLTD0? operation.

6.2.2 Relationships

The WLTD? Leader is under the supervision of, and is responsible to, the leader of the Children and Family Ministry at All Saints' Church or a designated member of the staff team.

The WLTD? team members are under the supervision of the WLTD? Team Leader.

6.2.3 Personal Responsibilities

The prime personal responsibility of the WLTD? Team Leader is to:

- Maintain spiritual life.
 - Regularly attend services in the church.
 - Conduct a private devotional life.

6.2.4 Ministry Responsibilities

The prime ministry responsibilities of the WLTD? Team Leader are to:

- Plan and implement the WLTD? group sessions.
 - Provide regular activity sessions for children and their fathers, grandfathers and other male carers.
 - Manage a leader and child registration system.
- Under the leadership of the Children and Family Worker set and oversee the group budget.

- Oversee the team members.
 - Initiate and maintain a plan of team recruitment.
 - Provide support and oversight of all team members.

- Implement a plan for training team members that includes:
 - Initial training for team members as they are recruited.
 - Annual refresher training for all team members.

- Continued training and encouragement for all team members.

- Manage the physical surroundings used by WLTD0?, specifically ensuring the hall and the storage areas is left clean and tidy and ready for the next group to use.

- Ensure that appropriate risk assessments for the group are performed and acted upon.

6.3 Responsibilities of a WLTD0? Assistant

6.3.1 Purpose

One of the most important aspects of the WLTD0? ministry is building personal relationships with the parents and carers of the children attending the group. This is primarily achieved by members of the church attending the group but

should also be seen as an important part of the work of the WLTD? Assistant. Therefore one of the prime purposes of Group Assistants is to spend time with the adults attending the group. WLTD? Assistants may be asked to help with the planning, delivery and reflection of all group elements.

6.3.2 Relationships

The WLTD? Assistant is under the supervision of and is responsible to the Kids' Church Group Leader who requests his/her help in the areas of Group leadership and teaching.

6.3.3 Personal Responsibilities

The prime personal responsibility of the WLTD? Assistant is to:

- Maintain spiritual life.
 - Attend regular services in the church.
 - Conduct a private devotional life.

6.3.4 Ministry Responsibilities

The prime ministry responsibilities of the WLTD? Assistants are to:

- Build personal relationships and offer support to the adults attending the group
- Help the WLTD? Leader plan and implement the group's program.
- Help manage the physical surroundings for the group.
- Help oversee the operation.

7 Work within Primary Schools

In addition children's activities provided within the church community at All Saints' we also hold a strong belief that we are called to reach out into the wider community and to show God's love to the children of Marple and the surrounding districts.

To this end we support the local schools, nurseries and other groups by providing a team of people who are able to deliver good quality school assemblies, religious educational lessons and wider support.

Although this school's team is separate to the Church groups it holds the same values and must abide by the same Child Protection Policies (unless superseded by the policies in place at the school or nursery in which the team is at work).

When working in schools it is important that we show all staff respect and recognise their position within the school. Punctuality and good cooperation with staff members is highly important as is good communication relating to the subject matter of the work.

The Kids' Church Team Leader acts in a coordinating capacity to plan the lessons, assemblies and support that are required within each school and nursery and ensure that the appropriate resource is available.

8 Child Protection and Safeguarding

The nature of the ministry means team leaders and helpers should develop strong and trusted relationships with the children. As a result of this trust leaders and helpers may be seen as confidants by the children. Children may want to share with these people details of their life. It is important that all leaders and helpers know, understand and follow the parish policies relating to child protection. These can be obtained from the Kids' Church website or from the church office.

It is important for the safety of the child and also for the safety of the leader or helper that we act with care.

- All groups should have an absolute minimum of two adult leaders/helpers in attendance at any time.
- Do not allow yourself to be alone with a child.
- If a child confides with you do not promise to keep secrets. Any information that relates to potential safeguarding issues should be written down and passed to the incumbent.
- Do not allow inappropriate touch.
- Do not use the children to meet your needs for affection.
- If in any doubt refer to the parish Safeguarding Schematic that is on display in the link corridor and can also be found in the Safeguarding Policy.

9 Safeguarding Audit

Each year the PCC will perform a Safeguarding Audit to ensure the Church's safeguarding policy is being followed across all groups.

The type of checks will include:

Have police background checks (DBS checks) been received for all team members that require them?

Are there enough team members in attendance, using the guidelines contained within the Safeguarding Policy?

Is there an up to date register of attendance for the group – does it include parental consent and health information for all children?

10 Website

In addition to the information distributed through the All Saints' weekly newsletter "Focus" the activities of Kids' Church are also made known through the Kids' Church website which is found at

<http://www.allkidsmarple.co.uk> (This site is maintained by Philip Alston.)

11 Emergency Evacuation Procedure for Kids' Church

The following apply to Kids' Church meetings.

The teaching group leader is responsible for ensuring children and helpers are evacuated by the nearest safe route. Leaders should familiarise themselves with fire exits and alternative routes out of the buildings. Be aware that there is no sound alarm within the church premises.

Follow the instructions given by church wardens and sidespeople.

If you are made aware of a need to evacuate the premises the leader of the teaching group must

- carry the paper-based register.
- lead those children around you to a safe part of the church car park, well away from the building.
- once your group, including the leaders, have congregated, check that all those in your group are accounted for as listed in the register.
- report to the acting Kids' Church Team Leader the status of your group, either that all are accounted for or who is missing.

Leaders and helpers must not put themselves at risk by entering dangerous areas.