

# Children's & Youth Ministry Handbook



2010

Christ Church Orpington

[www.ccorpington.org](http://www.ccorpington.org)



**christ** church orpington

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## CONTACT NUMBERS

Welcome to the Christ Church Children and Youth Handbook. In it you will find everything you need to know about what goes on at the Church for children and young people aged 0-18.

If you have any further questions after reading your way through it then please ask any of the people whose phone numbers are listed on the inside back cover and they should be able to help you.

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Vicar .....	<a href="mailto:j.colwill@ntlworld.com">j.colwill@ntlworld.com</a>
Andy Goddard .....	01689 861601
Christ Church Office .....	<a href="mailto:ccorpington@talktalk.net">ccorpington@talktalk.net</a>
Dave Bailey .....	01689 839904
Youth Ministry (11-18 years) .....	<a href="mailto:daveyboyinnit@ntlworld.com">daveyboyinnit@ntlworld.com</a>
Wendy Tennant .....	01689 859984
Children's Ministry (0-11 years) .....	<a href="mailto:wendy@ccorpington.org">wendy@ccorpington.org</a>
Martin Lindley .....	01689 850472
Parish Disclosure Officer .....	<a href="mailto:martinlindley1@btinternet.com">martinlindley1@btinternet.com</a>
Anne Springer .....	01689 825173
Children's Representative .....	
Bishop's Adviser on Child Protection (Office Hours) .....	0870 32 15159
Out of Hours .....	0701 07 15159

## INDIVIDUAL GROUP LEADERS

Caroline Bailey .....	01689 839904
Jo Colwill .....	01689 870923
Lynda Costin .....	01689 600674
Mary Dalton .....	01689 831328
Maureen Grandini .....	01689 838757
Chris Hemming .....	07834 917433
Bob and Mary Kendall .....	01689 834907
Mel Ketchin .....	01689 871067
Sue London .....	01689 602062
Judith Motto .....	01689 837351
Freda Skillman .....	01689 828720
Doreen Turvey .....	01689 829754
Allan Warrington .....	01689 834375
'Safe Place to Play' Bookings .....	<a href="mailto:rainbowroom@ccorpington.org">rainbowroom@ccorpington.org</a>

We hope you have enjoyed this handbook and found it useful. If you require any further information then please do not hesitate to ask, contact numbers are listed opposite.

This handbook has been put together by Wendy Tennant and Dave Bailey, if you have any comments about how we can improve it then please let us know.

## **IN SUMMARY**

Children and young people are an important part of our church today. They have much to give, as well as to receive. We will listen to them. As we nurture them in worship, faith and community life, we will respect their wishes and feelings. We will do all in our power to protect them from harm.

This policy was agreed at a Standing Committee of the Parochial Church Council, Christ Church Orpington held on 18<sup>th</sup> May 2009. It will be reviewed annually at subsequent PCC Meetings, where progress in carrying it out will be monitored.

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## **MISSION STATEMENT**

Our mission as a church: **devoted to Christ and dedicated to community.**

Our children's ministry aims to: **reflect God's love to children and families through faith, friendship and fun.**

Our youth ministry aims to: **move young people one step closer to Jesus, through relational discipleship and the creation of community.**

## **OUR CORE VALUES**

Values that guide our Children's and Youth Ministry activity are:

- 1) We will be welcoming to all
- 2) Our teaching will be relevant and child-focused
- 3) We will teach the Bible creatively
- 4) We will nurture faith and promote application
- 5) We will provide a safe and engaging environment
- 6) We will value individuals and encourage community

## **IN AN EMERGENCY...**

If there is an emergency situation such as a **FIRE** and the building needs to be evacuated, an alarm will sound. It is the responsibility of group leaders to ensure that the children and young people registered in their care are led calmly and safely to the meeting point, which is the grass area at the back of the church building. This may be accessed through the exit doors leading directly outside. Parents **MUST NOT** attempt to collect children from their groups but must go directly to the meeting point. Group registers should be taken out to ensure everyone is accounted for.

If there is a **FIRST AID** incident, a first aid kit is situated in the church, café area, large kitchen, by the main toilets and downstairs. As well as treating the incident there is a recording book that needs to be filled in detailing what happened. This record should then be posted through the Church office letterbox. There is a list of the current first aiders beside each first aid kit.

## **A NOTE ABOUT ADDITIONAL NEEDS**

Christ Church is committed to supporting those who have any additional needs whether physical, social or behavioural. Some of our groups cater specifically for those with additional needs and we are keen to assist anyone who may need support at any of our other groups.

## **SUPPORTING OUR VOLUNTEERS...**

The Church is committed to looking after its youth and children's workers and to providing direction, support and resources. The Youth Minister, Dave Bailey and Children's Minister, Wendy Tennant are there to support you. If you have any concerns, please do not hesitate to contact them. In addition, there are other people who may be able to help you with specific concerns, please see the contact list inside the back cover.

Once a year there is a training morning where all are welcome to come and look at issues we face in children's and youth work. This is usually held in the Autumn Term.

## **SERVICE FORMAT FOR CHILDREN AND YOUNG PEOPLE**

**MORNING WORSHIP** is held on Sunday mornings where the children start in church at 10.30am and register into their groups at about 10.50am.

**HOLY COMMUNION** is on the first Sunday morning of the month at 10.30am. Registration for children on these Sundays starts at 10.25am as they are invited to go directly to their groups and come back into the service with their group leaders for prayer during communion at the rail, before returning to their groups for refreshments.

**ALL AGE SERVICES** are held at 10.30am on Mothering Sunday, Easter Day, Holiday Club Sunday, Christmas Day, Harvest and at other times during the year. They are shorter and geared towards children. The Rainbow Room Crèche is available for children 0-3 years only.

**CHRISTINGLE SERVICE** is a short candlelit service for families held at 4.00pm on a Sunday before Christmas.

**I:GEN** is an intergenerational service often led by young people in creative and innovative ways. They are held at 6.30pm once or twice a month.

## SUNDAY ACTIVITIES

Each group listed below meets in term time during the Sunday morning service 10.30am until 12.00pm, except Juice which meets at 8.00pm until 9.15pm after the evening service at 6.30pm.

Each group follows a shared teaching theme which is often introduced in church. Sessions for younger children include a variety of fun activities, craft, Bible story, games, music and small group sharing and praying with refreshments. Older children, will have games, videos, drama and discussions, looking at the Bible and relevant issues. The Children's and Youth team leaders are all committed Christians.

### RAINBOW ROOM CRÈCHE - AGES 0-5

Led by Mary Dalton



The Crèche is a fully supervised session which meets in the Rainbow Room Soft Play Facility located by the main doors into the church. Parents may bring children here to be registered before or at any time during the Church service. If parents need to remain with their child, there is a television link into the church. There may be a short story time and song towards the end of the session.

## RATIOS OF CHILDREN AND YOUNG PEOPLE TO ADULTS

As far as possible a worker should never be left on their own with a child or young person where their activity cannot be seen. This may mean leaving doors open or two groups working in the same room. In a residential situation, workers should not share a room with children or young people on their own.

At the end of a session two adults should remain until the last of the children or young people have left.

These are the required staffing levels for children's groups.

0-2 years	1 adult for every 3 children
2-3 years	1 adult for every 4 children
3-8 years	1 adult for every 8 children
Over 8 years	1 adult for every 10 children

Outings and outdoor activities are generally more demanding to supervise and consideration should be given to requesting extra qualified help when these are planned.

## GENERAL SAFETY INFORMATION

### TRANSPORT

Wherever possible children and young people should be dropped off and picked up by parents and there will be no need for workers to transport them.

However, if the need does arise then try to avoid giving lifts to children or young people on their own. If this is not possible then ask the child to sit in the back of the car. Ensure safety by insisting seat belts are worn and make sure your insurance covers the journey.

If you are taking a trip out with children or young people then ensure that the mode of transport is safe. If using a minibus, check that you are licensed and insured to drive it. If using a coach, check that the company is fully insured.

### CONSENT/REGISTRATION FORMS

Consent forms are required for all children and young people that come to activities at the church so that we can be aware of medical conditions or emergency contact details. These forms will only be accessible by the group leaders. Children are the responsibility of their parent/carer until they are safely registered into their group for their activities.

## CLIMBERS - AGES 3½-7



Led by Wendy Tennant, Steph Fargie & Joanne Gavy

The Climbers meet in the small hall located off the main café area. Children are invited to sit towards the front of church with their parents/carers for a short 'altogether time' at the beginning of the service, which is geared towards them. Parents are then invited to take their children to the café area to register them into the group before returning into church. Children may only be collected from their group by the person returning the registration card with the child's name/number on.

## EXPLORERS - AGES 7-11



Led by Lynda Costin & Allan Warrington

The Explorers meet in the large hall located at the back of the café area. Children are invited to sit towards the front of church for a short 'altogether time' at the beginning of the service, where they remain the responsibility of their parents/carers. Parents/carers are then invited to take their children to the Café area to register them into their group. Children may only be collected from their group by the person returning the registration card with the child's name/number on.

## **PATHFINDERS - AGES 11-14+**

Led by Dave Bailey & Chris Hemming 

The Pathfinders meet in the basement of the church which is accessible from inside the church or from the double doors at the back of the café area, down the stairs and left through the door at the bottom. Pathfinders are invited to sit together towards the front of church for the 'altogether time' before going to their group.

## **JUICE - AGES 14+**

Led by Dave Bailey & Chris Hemming



Juice meets in the Church café at 8.00pm until 9.15pm after the 6.30pm service. It is a place for young people, Year 9 and above, to come and chill, meet friends and learn more about God.

## **SCHOOL HOLIDAY PROVISION**

Led by Bob & Mary Kendall



During school holidays, the Sunday morning groups will be held collectively in the hall for teaching and games.

## **IF YOU SUSPECT ABUSE...**

Occasionally children and young people may share things with workers that cause concern. It is important that the child or young person is listened to and respected, even if the worker does not think what they are hearing is true.

If a child or young person does begin to disclose something remember:

- Listen - and keep on listening
- Don't question
- Avoid passing judgement on what you are told
- Never promise confidentiality
- Explain what you intend to do and don't delay in taking action
- Contact the person responsible for child protection, or in their absence take action yourself
- Preferably within an hour, write down the content of your conversation (ie, he/she said, I replied...etc. dates and times)
- Sign, date and keep safely

If you would like further information about what to do if you suspect abuse then please read the full copy of the Diocesan Policy kept in the church office or speak to Anne Springer.

## **CHILDREN'S REPRESENTATIVE**

A Children's Representative is appointed to have an overview of all the children and young people in the parish. They can also act as an independent adult for parents, leaders or children to talk to. The Children's Representative for Christ Church is Anne Springer.

## **PARISH DISCLOSURE OFFICER**

The Parish Disclosure Officer oversees the appointment of those applying to work with children and young people. Our Parish Disclosure Officer is Martin Lindley. In addition, the Child Protection Administrator, Sarah Gardiner, deals with CP4 forms and references.

## **GOOD WORKING PRACTICE**

- Treat all children/young people with respect and dignity
- Be available but don't intrude on personal space/privacy
- Develop awareness of individual needs, likes and dislikes
- Avoid questionable activity, eg, rough/sexually provocative games and inappropriate language
- Challenge unacceptable behaviour
- Be prepared to refer to someone with greater experience/expertise
- Follow official policy guidelines and report all allegations/suspicions of abuse

## **WEEKDAY & SATURDAY ACTIVITIES**

### **ALPHA EXPRESS (MONDAYS) - CRÈCHE**

Led by Caroline Bailey & Sue London



Alpha is for anyone wanting to find out more about the Christian faith. This daytime session with DVD provides refreshments and a supervised crèche for those with young children.

### **TEA AND TOYS (WEDNESDAYS) - AGES 0-5**

Led by Doreen Turvey & Freda Skillman



This is a term time 'drop-in' for parents/carers and their children 0-4 years. It is held on Wednesdays 1.00pm - 3.00pm in the large hall and includes toys, refreshments, songs and a story time. Children are the responsibility of their parent/carer.

### **MINI MOVERS (THURSDAYS) - AGES 2-4**

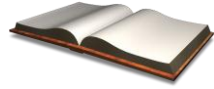
Led by Caroline Bailey & Sue London



This is an activity of singing, dancing and Bible stories for toddlers in the small hall, while parents/carers can either relax and unwind with some refreshments in the café or get active at a Dance, Tone and Exercise Class in the large hall. There is a supervised crèche for babies.

## **MEETING POINT (FRIDAYS) - CRÈCHE**

Led by Judith Motto



This is a daytime home group where a crèche is provided for those with pre-school children. It includes fellowship, Bible study, prayer and care and meets at 13 Woodlands Road, Orpington from 9.30am - 11.45am aiming to start Bible Study at 10.00am.

## **RAINBOW ROOM**

### **SAFE PLACE TO PLAY - AGES 0-11**

Led by Mel Ketchin



The Rainbow Room is a soft play room and can be booked for private sessions for children with additional needs and their families. It is accessible, small, safe and secure. By additional needs we mean any child who has difficulty accessing mainstream play spaces, due to developmental difficulties of any kind, including social/communication.

## **THE ROLE OF A LEADER**

### **RELATIONSHIPS**

- To build positive relationships with the children/young people
- To commit to regular prayer for the children/young people in your care
- To commit to providing quality and consistent preparation of teaching materials and work

### **PERSONAL LIFE**

- To role model a positive Christian example and share own Christian journey when appropriate
- To regularly attend Sunday services

### **PRACTICAL SAFETY**

- To act fully in accordance with the Church's Child Protection policy
- To maintain a safe environment and report any dangers you perceive in the relevant way

### **PERSONAL AND TEAM DEVELOPMENT**

- To develop positive relationships with other team members
- To attend planning meetings
- To develop own skills and undertake further training if necessary

## **BECOMING A CHILDREN'S OR YOUTH WORKER**

All those wishing to work with children or young people in the Church must be persons who can be good role models and who accept, in principle, the beliefs and practices adopted by this Church. In addition, those who are the leaders of groups (as opposed to helpers) must be committed Christians aged over 18 years and understand the Role of a Leader as shown on page 13.

## **CRIMINAL RECORDS BUREAU**

The Criminal Records Bureau (CRB) is an executive agency of the Home Office. The disclosure process provides a check on whether an individual has a criminal record, has been under police investigation or has been banned from working with children by the courts or having their name placed on the lists held by the Dept of Education and Skills or the Dept of Health.

Before anyone can begin working with children and young people in the church they need to have a CRB check carried out. Martin Lindley undertakes the administrative work involved in making these checks and will give you the appropriate form and guide you through the process.

## **FRIDAY NIGHT @ THE BASE - AGES 11+**

Led by Jo Colwill



This runs fortnightly during term time - it is a Youth Group for young people with additional needs, who may find the mainstream Saturday groups too 'full-on'. The group meets at 6.30pm until 8.00pm in the church basement.

## **BASE (SATURDAYS) - AGES 11-14**

Led by Dave Bailey & Chris Hemming



Base is a Youth Group for those of Pathfinder age with Pool, table tennis, air hockey and game stations as well as trips out - there is always something going on!! 7.00pm until 8.30pm.

## **BASE PLUS (SATURDAYS) - AGES 14-18**

Led by Dave Bailey & Chris Hemming



Base Plus is a Youth group for those of 'Juice' age with Pool, table tennis and air hockey - a great place for meeting friends. Activities include film nights, inflatable nights and trips out. Meeting time is 8.30pm until 10.00pm.

## OTHER ACTIVITIES

### CREATE! ART WORKSHOPS - AGES 7+

Led by Jo Colwill



Art courses for children and young people which take place in the art room downstairs. Workshops take place on Saturday mornings and afternoons.

### HOLIDAY CLUB - AGES 5-11



The Church holds an annual holiday club for children of primary school age (5-11) and 4 year olds who are due to start school in September. It is usually held during the first full week of the summer holiday, Tuesday to Friday in the morning and is extremely popular!

### PASSION - AGES 11+



Passion is a youth worship event for the different youth groups around Orpington. They meet regularly for praise nights as well as weekends of social action.

### POD GROUPS - AGES 11+



The Church has six single sex small groups that provide community and discipleship for young people.

## CHILD PROTECTION

As a Church we are committed to the physical, emotional and spiritual well-being of all the children in our care. Many children are involved in church life: in worship and in various activities under the guidance of a devoted group of leaders and helpers. These workers mostly give their time freely and generously so that our children can grow in the faith of Jesus Christ. Both children and adults need a safe and secure environment in which to work.

To help us fulfil this aim the Church is committed to following the Home Office Code of Practice 'Safe from Harm'. From this code the Diocese of Rochester has produced a Policy of Procedures and Good Practice for work with Children and Young People in Parishes.

Outlined in the next few pages is a summary of all the information you need concerning keeping children and young people safe. If you would like to see a copy of the Policy Document, this is available at the Parish Office during normal opening hours.

Most of the guidelines and procedures outlined in the next few pages are common sense and require those who work with children and young people to use their wisdom and judgement. They should never become a barrier to people wanting to work with children and young people, so if you are interested in helping at any of the above activities, then do let us know.