

**Children’s and Youth Ministry**

**Volunteer Handbook**

2022

Christ Church Orpington

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

|  |
| --- |
| Welcome to the Christ Church Children’s and YouthMinistry **Volunteer** Handbook. In it you will find everything you need to know about volunteering at the Church to work with 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 name and phone numbers are listed on the inside back cover and they should be able tohelp you. |

Our Mission Statement and Core Values

Service Format

Sunday Activities

Registers and Registration Process

Weekday and Saturday Activities

[Other Activities](#_TOC_250011)

[The Role of our Volunteers](#_TOC_250010)

Risk Assessments and Emergency Procedures

Safeguarding Children

[Disclosure and Barring Service](#_TOC_250009)

[Working with Children](#_TOC_250008)

Children’s and youth Representative and Parish Disclosure Officer

[Good Working Practice](#_TOC_250007)

[If You Suspect Abuse](#_TOC_250006)

[General Safety Information](#_TOC_250005)

[Consent/Registration Forms](#_TOC_250003)

[Ratios of Children to Adults](#_TOC_250002)

[Supporting our Volunteers](#_TOC_250001)

[A Note About Additional Needs](#_TOC_250000)

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

Our children’s mission is about**: sowing seeds, growing together and changing lives**

Our youth mission is about: **going deeper in relationship, knowledge, and discipleship of God**

# Our Core Values

1. To enable children to develop a sense of spirituality and faith and to grow as disciples of Jesus
2. To provide positive role models, helping them to develop their own ethics, morals, values and behaviours based on the Christian faith
3. To support them with relevant information, advice and guidance about faith and life so that they can make informed choices about their direction and future
4. To provide a safe and engaging environment in line with the principles described in a Safer Church, in which they feel someone will listen to them, take them seriously and not judge them.
5. To enable them to take a full active part in church and have a say about the services that affect them.

**Morning Worship** is held on Sunday mornings at 10.30am. Children are registered into their groups at about 10:45am after the second worship song.

**Holy Communion** is on the first Sunday morning of the month at 10.30am. Registration for children on these Sundays

starts at 10.25am. Groups run from 10.30am, and then children and young people are called by the Church wardens into the service with their group leader/ teachers for prayer and/ or communion at the rail.

**All Age Services** are held at 10.30am on Mothering Sunday, Palm Sunday, Easter Day, Father’s Day, Holiday Club Sunday, Crib Service, Christmas Day, Harvest and at other times during the year. They are shorter and geared towards children as well as all ages.

**The Rainbow Room Crèche** is available for children 0-3 years only. There is a play area outside the Rainbow room where older children can play quietly supervised by parents. We also have play bags available at the back of church.

Each group listed below meets in term time during the Sunday morning service 10.30am until 11.45pm.

Each group follows a teaching theme. Sessions include a variety of fun activities, craft, Bible story, games, music and small group sharing and praying. Older children/ young people have a more informal and relaxed atmosphere and we encourage young people with Bible study, discussions, video clips and games. The Children’s and youth leaders are all committed Christians.

**Rainbow Room Crèche - ages 0-3**

Led by Veronica Andrews

The Crèche is a soft play 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 at the beginning of the service 10:30am on All Age Sundays, at 10:45am after the second worship song on a normal Sunday or at any time during the main service. Parents remain with their child and there is a television link into the church. There may be a short story time and song towards the end of the session. We also have a Children’s Quiet Area where children can be read to, colour in or do puzzles.

**Roles**

Leader

* + arrives by 10.15 to prepare the room, the TV link and the story.
	+ takes the register at 10.45 and include parents who remain
	+ includes a story, song or prayer at about 11.30 am.
	+ turns off TV at end of the session and locks the room

Helpers

* + welcome the children, especially those who are new
	+ ensure that the play rules displayed in the room are followed
	+ escort children to the toilet
	+ tidy up at the end of the session

General

* + volunteers are added to the rota every month or 6 weeks…
	+ children are registered/de-registered on arrival/departure

### Explorers (ages 7-11) & Climbers (ages 3-7)

Led by Jo Gavin

The Explorers & Climbers meet in the large hall located off the main café area. Children are invited to join the adults at the beginning of the service, until just after the second worship song (10:45am) when they are invited to join their groups. Parents can then take their children to their group to be registered before returning into church. However, on 1st Sunday of every month when there is Holy Communion Service this changes and the children come straight to group at 10:30am, they join the service later for Holy Communion for a blessing with their leaders and then return to group for de-registration.

 Children may only be collected from their group by the person returning the registration card with the child’s name on.

**Roles**

Leader

* + liaise with team the week beforehand to plan the session
	+ arrive 9.30 for set up
	+ collect registers and equipment
	+ coordinate all volunteers and lead prayer
	+ welcome children
	+ keep to time and keep children focused
	+ prepare teaching plan, keep short, visual, interactive and fast paced. Include an opportunity for the children to feedback and pray. Discuss application and follow up with the children
	+ organise activities, theme related game and or song.
	+ tally number of children at the beginning of the session and de-register children at the end.

Craft Leader

* + prepare craft linked to teaching theme
	+ arrive 10:00am for prayer and set up
	+ Read the Bible reading as required for lesson
	+ liaise with leader &/or teacher prior to session
	+ demonstrate craft and help children to assemble craft
	+ assist with collection of craft and deregistration.

Helper

* + Arrive at 10:15am and help with set up
	+ help with toilet runs, game, pastoral activity or craft wherever there is most need.

Youth Helper

* + extra pair of hands as required for help in any of the above areas to develop good relationships with the children and team.
	+ share ideas for future areas of ministry

General

* + volunteers are added to the rota every month or 6 weeks…
	+ children are registered/de-registered on arrival/departure

### Pathfinders – ages 11-14

Led by Andi Smith

Pathfinders meet in the Vicarage just on the left of Christ Church on Sundays. Young people stay in the service until after the second song of worship, when they leave with Andi for the Vicarage.

On the first Sunday of the month, Pathfinders meet Andi in the café area at 10.30am and go straight to the Vicarage. They then join the service later for Holy Communion.

There will usually be an activity, which on dry days might include trampolining, basketball, or frisbee, teaching, and prayer.

##### 9

### Juice – ages 14-18+

Led by Andi Smith

“Juice” meet on Saturday evenings (630pm-7.30pm) in the Vicarage to the left of Christ Church. Juice is for young people who are school year 10+ and is a place where you can be yourself and hear something about how great our God is!

You might even find yourself trampolining too!

**Roles - Pathfinders and Juice**

Leader

* + liaise with team the previous week and organise the session
	+ arrive 1 hour before session for set up
	+ coordinate all volunteers
	+ welcome young people
	+ keep to time and keep young people focused
	+ Take register of the young people at the beginning of the session and inform wardens of the number tally.
	+ Check Health and Safety procedures, open fire escapes etc.

Teacher

* + Liaise with leader in the week before the session
	+ Prepare for lesson - include an opportunity for the young people to feedback and pray. Discuss application and follow up with the young people.

##### arrive 15-30 mins before session for set up and prayer

### BASE Youth Group – ages 11-18+

Led by Andi Smith

“BASE” meet on the first Saturday evening of the month (630pm-8pm) in the Undercroft at the back of Christ Church. BASE is for young people who are ages 11 and upwards and is a place where young people can be themselves, and enjoy playing games like Air Hockey, Table Tennis, Pool, or Nintendo Wii.

Food such as pizza, burgers, or chips followed by doughnuts/cakes are provided. A £1 donation towards food is available.

**Roles**

Leader

* + liaise with team the previous week and organise the session
	+ arrive 1 hour before session for set up
	+ coordinate all volunteers
	+ welcome young people
	+ keep to time and keep young people enjoying themselves
	+ Take register of the young people at the beginning of the session
	+ Check Health and Safety procedures, open fire escapes etc.

Helpers

* + Liaise with leader in the week before the session
	+ Arrive 15-30 mins before session for set up and prayer
	+ Help keep young people enjoying themselves
	+ Chat to young people and make sure no-on is on their own
	+ Help with food serving and getting drinks
	+ Stay behind for 15 mins to help clear up and set down

**Food Helpers**

* + Liaise with leader in the week before the session
	+ Arrive at the beginning of the session for cooking for set up and prayer
	+ Liaise with leader as to how much to prepare
	+ Bring food down to group at 7pm
	+ Clear up kitchen as per kitchen guidelines

**Registration**

Pathfinders, Juice and Base each have their own Registration folders:

These folders contain the following information:

* + Register
	+ Registration forms
	+ Medical details
	+ Fire Procedures
	+ Group Risk assessment
	+ Disclosure Guidelines
	+ Rotas

#####  12

**Weekday & Saturday activities**

##### Tea and Toys (Wednesdays) – Ages 0-4

Led by Jo Gavin

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.

Leader

* + arrive at 12.30 to set up room, ensure toys are fit for purpose
	+ co-ordinate volunteers & helpers
	+ register new parents/carers and children
	+ welcome and ask parents/carers and children to sign in for the session, collect session fee.
	+ organise songs and bible story
	+ encourage parents to sign out as they leave
	+ clear away toys

Helpers

* + arrive at 12.30 to set up, ensure toys are fit for purpose
	+ welcome and register parents and children for the session, collect session fee.
	+ Provide refreshments for parents and children.
	+ encourage parents to sign out as they leave
	+ clear away toys

**Other Activities**

#### Holiday Club – Ages 5-11

#### Led by Jo Gavin

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 and is extremely popular**. Volunteering opportunities** can involve craft, teaching, worship leading, puppets, group leaders and helpers. As well as adult leaders, young people (Year 7 and above) are welcome and encouraged to be young leaders.

##### Messy Church – All the family

##### Led by Jo Gavin

Fun afternoon with crafts, treasure hunts, songs, all together time, puppets and food, We have a Messy Light party with sparklers and bonfire with S’mores as an alternative to a Halloween party. We also have Messy Christingle and nativity at Christmas time. **Volunteering opportunities** can involve, teaching, leading worship, puppets, craft table leader and preparation, registration and welcoming, teas and coffees, food preparation and serving, help with setting up and clearing down.

**The Role of our Volunteers**

##### Relationships

-To build positive relationships with the children/ young people

-To commit to regular prayer for the children 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 Christ Church’s Child Protection and safeguarding policies
* 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/ training events
* To develop own skills and undertake further training if necessary
* Ensure that Safeguarding training is current at the appropriate level for the role performed. This would normally mean recertification at Foundation level every 3 years.

# Risk Assessments

Each year a risk assessment is undertaken for the group, this looks at the potential risks, what is done to mitigate the risk and what to do in the event something happens. The risk assessments are kept within the Registration folder. It is important that all volunteers familiarise themselves with this document and advise the group leader of any other potential risks that they become aware of.

### 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 registered in their care are led calmly and safely to the meeting point, which is the left-hand side of 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. Further details are in the registers.

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 just outside the Church Office 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.

#####

# Safeguarding Children Policy

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.

Safeguarding is everyone's responsibility, and the safeguarding of children and young people is paramount.

All adults and young people who are responsible for working with children and young people should be familiar with the Church of England and Diocesan Safeguarding [policies and guidance documents.](https://www.churchofengland.org/safeguarding/policy-and-practice-guidance) These can be found by following the link below

https://www.churchofengland.org/safeguarding/policy-and-practice-guidance

We strongly recommend that all those who work with children and young people on behalf of their parish should undertake the Safeguarding training the level of course required is dependent on your role. In the majority of cases this is a short online course, for guidance on which courses are appropriate for your role please speak to the Group Leader or the Safeguarding Officer.

####

### For further guidance on working with children safely please refer to the Code of Safer working practice which can be found by following the link below

### https://www.churchofengland.org/media/18856

#### Disclosure and Barring Service

The Disclosure and Barring Service (DBS) – was 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, has had 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 in the church a decision needs to be taken as to whether or not they need to have a DBS check carried out, this is dependent on their role. Dave Humphries undertakes the administrative work involved in making these checks and will guide you appropriately through the process. Also, a Volunteer Agreement Form and Confidential Declaration form needs to be completed – ask Group Leader for a copy of these. This gives details of your role, as agreed with them.

#### Working with Children/ Young people

All those working with children and young people in the Church must be good role models and 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.

**Parish Safeguarding Officer**

A Safeguarding Officer is appointed to

have an overview of all the safeguarding in the

parish. They can also act as an independent adult for parents, leaders or children to talk to. Our Parish Safeguarding Officer for Christ Church is Keith Miller, he can be contacted via the church office or safeguarding@ccorpington.org

### Parish Disclosure Officer

The Parish Disclosure Officer oversees the appointment of those applying to work with children, young people and vulnerable adults. Our Parish Disclosure Officer is Dave Humphries he can be contacted via the church office or safeguarding@ccorpington.org .

Our

#####

#### If you suspect abuse…

Occasionally children may share things with workers that cause concern. It is important that the child is listened to and respected.

If a child does begin to disclose something, the following guidelines should apply:

* + Listen - and keep on listening
	+ Only use open questions, to better understand. Never use leading questions.
	+ Avoid passing judgement on what you are told
	+ Never promise confidentiality
	+ Write down exactly what has been disclosed, record details accurately – Who, What, Where and When? This should be done as soon as practical after the conversation.
	+ Sign and date the document
	+ Explain what you intend to do and don’t delay in taking
	+ action
	+ Contact the Group Leader or in their absence Parish Safeguarding Officer safeguarding@ccorpington.org
	+ If concerned about the child’s immediate safety contact the police.

If you would like further detail about what to do if you suspect abuse, then please read the full copy of the Diocesan Policy which is kept in the church office or speak to Keith Miller

**General Safety Information**

## Consent/Registration Forms

Consent forms are required for all children 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.

##

## Ratios of Children to Adults

As far as possible a worker should never be left on their own with a child 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 on their own.

At the end of a session two adults should remain until the last of the children 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.

#### Supporting our Volunteers…

The Church is committed to looking after its children’s workers and to providing direction, support and resources. The Children’s Minister; Jo Gavin, Youth Minister; Andi Smith, Vicar; Rev. Sharon Smith, and Wardens; Pieter and Dave, are there to support volunteers. If you have any concerns or questions, 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.

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.

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 below.

# In Summary

Children 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.

## Contact Numbers

**Rev Dr Sharon Smith** 01689 822351

Vicar revsharonsmith@outlook.com

**Jo Gavin** 07968946120

Children’s Minister (0-11 years) jo@ccorpington.org

**Andi Smith** 01689 822351

Youth Minister (11-18+ years) andrew.smith4@live.co.uk

**Dave Humphries 07411232327**

Parish Disclosure Officer dbs@ccorpington.org

**Keith Miller 07305389885**

Children’s Representative safeguarding@ccorpington.org

Caroline Smith 07768 036590

**Diocesan Safeguarding Adviser** caroline.smith@rochester.anglican.org

**Greg Barry** **07585 952174**

Diocese Lead Diocesan Safeguarding Adviser greg.barry@rochester.anglican.org

**Safeguarding - Need to call Diocese out of hours?**

**Please call [Thirtyone:eight](https://thirtyoneeight.org/%22%20%5Ct%20%22_blank) on****0303 003 11 11**

###### Individual Group Leaders

**Jo Gavin 07968946120**

**Andi Smith 01689822351**

**Veronica Andrews** 07940590453

**‘Safe Place to Play’ Bookings** rainbowroom@ccorpington.org