

## **JOB DESCRIPTION - KIDZ CHURCH LEADERS AND HELPERS**

Kidz Church is an integral part of MCF Christian Church (MCF) which meets once a week for 90 minutes and at some extra times for special events e.g. preparation for Christmas events. It is led and delivered by active volunteers from within the MCF Community, supported by the leadership team. The purpose of Kidz Church is to teach children (with their parents' consent through registration) the Christian faith

Children age 4-14 attend Kidz Church alongside MCF Sunday services. Kidz Church consists of times of worship, bible teaching, prayer, creative activities, crafts, drama and interactive participation, following an exciting, age appropriate curriculum. Leaders teach the lesson alongside helpers who help with the children and provide support to the leader.

At all times safe practice as detailed in MCF CC Child Protection Policy (2018) is followed, which is compliant with the Children First 2015 Act. Training is provided. Everyone should have a working knowledge for MCF CC Health and Safety Policy (2018) and MCF CC Anti-Bullying Policy (2018).

### **Essential criteria for Leaders and Helpers**

- Committed Christian who loves the Lord Jesus Christ and seeks to grow in discipleship
- Has attended MCF regularly for at least a minimum of 6 months
- Excellent timekeeper and able to be available for the stated times (see responsibilities)
- Responsible and dependable attitude
- Garda vetted confirmed for the organisation MCF CC prior to commencing role

### **Desired attributes for Leaders and Helpers**

- Displays a serving heart, who is patient and flexible
- Demonstrates caring attitude to children

### **Specific responsibilities of Leaders**

- Preparation and delivery of weekly lesson from the curriculum (on rota)
- Available to teach/lead from **10:30 to 12:40** on Sundays when on rota
- File attendance record safely and securely in compliance with GDPR regulations
- Ensure secure collection of the children's financial giving

### **Specific responsibilities of Helpers**

- Support leader/teacher
- Available from **10:50 to 12:40** on Sundays when on rota
- Ensure children are present as signed in by parents

### **Responsibilities of both Leaders and Helpers**

- Always ensure safety of children during Kidz Church
- Ensure safe and effective signing "In and Out" procedures
- Pray for children in Kidz Church and their families
- Leave classrooms tidy and clean
- Have weekly knowledge of children who have allergies and /or special needs
- Inform parents/guardians of any incidents/accidents and record in Incident/Accident Book
- Confirm availability for the rota on the Planning Centre App (Download instruction will be available). If unavailable for rota time, inform Kidz Church ministry leader ASAP
- Ensure focus is on the purpose of Kidz Church with the children
- Report to Kidz Church Ministry Leader and MCF CC Leadership