



St Paul's Castle Hill Volunteer Job Description

ROLE TITLE: KIDS ALIVE SPECIAL NEEDS SUPPORT LEADER



Our St Paul's mission is to bring people to Christ, build them in Christ, and send them out for Christ.

MINISTRY HEAD: Alice Christie (Volunteer)

STAFF MINISTRY LEADER: Linda Stephens (Children's Minister)

VISION/GOAL FOR THIS ROLE: The purpose of our Children's Ministry is to lead children across SPCH in accordance with our strategy of Bring, Build, & Send so that they are transformed into age-appropriate disciples of Jesus. Supporting discipleship in the home, Kids Alive is our key discipleship ministry for children 1 year old to 12 years old.

TIME COMMITMENT: Weekly serving during school terms (about 10 weeks with 2-3 weeks break between). 9am-11.45am Sunday mornings, plus 2-hour training once a term. ½ hour preparation prior to the weekly commitment is preferable.

KEY REQUIREMENTS:

You must

- Hold a current wwcc (volunteer or employed)
- Complete a SMC (Safe Ministry Check).
- Complete Safe Ministry Course (completed online and refreshed every 3 years).
- Agree to sign on for a year minimum. 2 years preferred.

CHARACTER:

- Value and be growing in a relationship with Jesus
- Live a personal life that is above reproach
- Have others around you in your walk with Christ who affirm your character (staff, small group leader, team leader references)
- Be punctual & prepared for Kids Alive
- Be faithful in serving as part of a team.

CONVICTION:

- Be actively engaged in the life of St Paul's church, through regularly attending a service and small group (at least 6 months prior)
- Agree with SPCH Vision, Mission & Statement of Beliefs (<https://stpauls.church/what-we-believe/>)
- -Live to give God the glory
- Be dependent on our Father in heaven, praying to him each week for children in my care.
- I am God's shepherd to the children I lead. These are the children whom I teach and whom I model Christ to.

COMPETENCY:

- I am optimistic in expecting to see God at work in transforming the lives of the kids I teach.
- I will carefully discipline my children because I know of its positive effect.
- I am a team member and will encourage the strengths I see in my brothers and sisters around me.
- I will use my gifts and talents that God has given to me for His glory.
- I will be thankful and praise God in all things, big and small.
- I will not settle for mediocrity.

KEY TASKS AND RESPONSIBILITIES:

- Arrive at 9am to MEET in the CEC – room 3 to pray, prepare and set up.
- Be warm and WELCOMING to all children who come to the program.
- Look to INCLUDE children in 'soft welcome' activities: this might mean reading a story to them/ with them, doing puzzles, playing a board game, starting a ball game, colouring in with them. Leaders will work alongside children talking with them about what they like and what they did this week in order for children to feel comfortable and loved.
- Help with CROWD control when other leaders are leading, teaching, running games etc. This means sitting with your kids (not behind, but next to), quietly remind them with a 'sh' or a gesture to pay attention. Be enthusiastic about what your colleague is doing.
- MODEL behaviour. If you listen to the talk, your kids will. If you play the game, your kids will. If you are sitting in the right spot, your kids will etc.
- Leaders are SMALL GROUP LEADERS. Know your kids. Learn their names, Listen to them. Ask them questions about their life and faith. Help shepherd these kids to a deeper faith in the risen Lord Jesus. Pray with, model, teach kids how to engage with the scriptures and in prayer.
- PRAY for your kids. Pray for them on a Sunday (with them) and during the week.

Preparing

- You may be called upon to organise a game/ activity/ talk/ craft. This is only in consultation with the room leader and if you are interested. With plenty of time to think and plan. If you agree to this you MUST honour this commitment or organise a swap well in advance.

TRAINING AND SUPPORT:

You will be provided with a room leader who will give you support and direction. They will assign you a group of children to care for as well as a co-leader or two. You will also be required to join the team What's app group for communicating outside of KA times.

Attend equipping training once a term, with team dinner

- The before meeting is a helpful place for toolbox training and week to week encouragement and feedback.
- Coaching. Either the team leader or room leader will review with you how you went running your task. This will be from time to time so we can always be reflective and improve our practices.

- On the job training. This informal learning will happen naturally in your team.

OTHER:

Group Management - Leaders Lead

- A leader's main priority is not there to be liked by the children (although good if they do!) nor to be their friend. Leaders lead!
- Leaders need to be firm and clear in their expectations.
- Leaders should not physically discipline any child (no corporal punishment).
- Establish one rule: respect (respect leaders, respect other children, respect property...).
- Leaders must not show favouritism.

AFTER Kids Alive

- Ensure no children are left feeling confused or lost about where their guardian is (some parents will come and collect others will not. That's ok provided the child is not concerned.) Preschool and creche kids MUST be collected by a parent/ guardian. Kindergarten wait on the stairs for collection.
- PACK up your ministry room. Return pencil cases, colouring sheets, board games etc, to kids storeroom. RETURN tables and chairs to the right places (ask your room leader if unsure).
- Place any rubbish in bins.
- CLEAN and vacuum the floor if necessary or spot clean any messes/ wipe down tables as necessary.
- Meet at 11.30am in room 3 for a quick leader's DEBRIEF to share how the morning went; share joys and progresses as well as hardships so we can work and support each other as a team.

ADDITIONAL RESOURCES

Please refer to the Children's Leaders' Manual for further details. The verse below indicates our heart for kids' ministry.

⁷⁰*He chose David his servant and took him from the sheep pens;*

⁷¹*from tending the sheep he brought him to be the shepherd of his people Jacob, of Israel his inheritance.*

⁷²***And David shepherded them with integrity of heart with skillful hands he led them. (Psalm 78:70-72)***