



Kids Ministry Team Handbook

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Welcome

Dear Kids Team Volunteer!

Welcome to the exciting world of Kids Ministry at Venture Church! We are so glad you have joined the Kids Team as a volunteer!

We believe the kids in our church family are not only the church of tomorrow, they are the church of TODAY, and we are honoured to be a part of the adventure God has for each one of them! Not only that, we believe Kids Ministry is one of the most important parts of our church. Over 70% of decisions about Christ are made between the ages of 4 and 14, so we have a vital mission field right here in our midst!

Please take some time to read this Handbook and keep it handy for reference. The information in this pack will make life easier for you as a volunteer, and make sure we are all on the same page in our vision, sessions and safeguarding.

Thank you so much for giving of your time and energy to serve our kids and their families! You're going to love it!

See you Sunday,

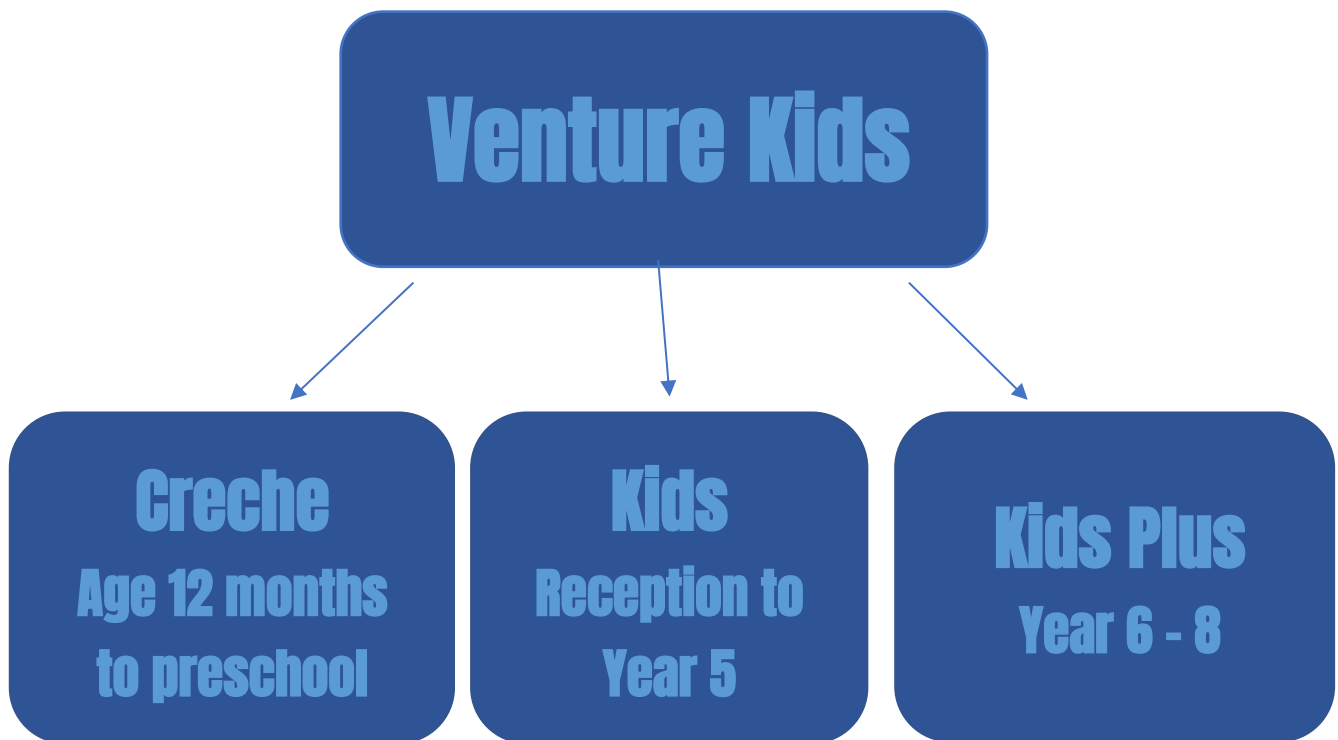
Kids Ministry Lead

VENTURE KIDS

BELONG, BELIEVE, BECOME

We believe that God loves and cares for every child, and we look to Jesus' example:

But Jesus called the children to him and said, "Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these. Truly I tell you, anyone who will not receive the kingdom of God like a little child will never enter it." Luke 18: 16 - 17



Mission: We strive to connect each child to our God and to our church family (BELONG), to lead them into the all-consuming love of Christ (BELIEVE), and to empower them to grow into the people God is calling them to be (BECOME).

BELONG - we will create an environment where every child feels happy, accepted, connected and safe. We will do this through games, activities, social events, New Wine festival, discussions, crafts and songs. We will value and treasure each child for who God made them to be. Special accommodations will be made, to the best of our ability, for children with Special Needs.

BELIEVE - we will teach a Biblical, age-appropriate curriculum, focusing on the love of Christ for each individual. We will use varying media and experiences to present the stories of the Bible that show who God is to us, and how Jesus' life is important to us today.

BECOME - we will teach the kids to worship and pray and to be filled with the Holy Spirit. We will provide age-appropriate ways for kids to serve and bless others. We support each child as they discover the adventure God has for each of them as they grow.

Kids Team expectations

- 1) Be prepared and on time!
You will be emailed the session plan on the Tuesday preceding your scheduled Sunday, so you have plenty of time to review it. Families can start arriving from 10 am on Sundays, so please be in the foyer at 9.45am to pray and have time to go over the plan following prayer.
A Venture Kids Team lanyard should be worn each Sunday that you serve.
- 2) Plan on staying for a few minutes after the service to help clean up the room and move furniture back into place.
- 3) Do your best to communicate availability, including blocking out dates you are not available and replying to requests in a reasonable amount of time.
- 4) If you cannot serve on the week you are scheduled, please let the Kids Ministry Lead know ASAP so cover can be arranged. If you have to pull out in the week of the session you are scheduled for, please use the WhatsApp group for your class to try to find a replacement. If none can be found using this group, the Kids Ministry Lead will find cover.
- 5) Never be alone with a child. Always stay in groups of three! (More on this in the Staying Safe section below.)
- 6) Follow the session plan, but be flexible! The session plans are modular so different segments can be moved around if necessary, but please keep with the scripture and the key idea assigned for the week.
- 7) If you have any concerns, questions or suggestions regarding the Kids Ministry, please communicate with your team leader - communication is key to effective team work!
- 8) Read and be familiar with this Handbook and the Venture Church Safeguarding Policy. You will be asked to attend safeguarding training annually.
- 9) Live a life that reflects Jesus and represents who He is. Follow the Code of Conduct section set out further on in this handbook.

How to Manage Behaviour

In order that adults and children have a positive experience, we want to ensure that we have a consistent approach to managing behavior in our groups.

Praise	Children love encouragement; if one child's not doing the right thing, encourage those who are, and when that child makes the right choice encourage them too.
Level	Get down to the child's level particularly when you're talking with them, look them in the eye. This shows you REALLY care what they have to say, how special is that!
Consistent	We all feel better when we know what to expect. Treat everybody the same (particularly if your own child is in your group). Don't allow one child to get away with something and tell another one off - we want children to trust us.
Voice	Don't ever shout at a child unless there is danger. We never respond well to being shouted at, and we need to make sure that we reserve a loud sharp voice that will be heard in case there is danger.
Thank you	When asking a child to do something, say thank you rather than please, taking away the option of not listening to you.
Individuals	If a child continues to make bad choices, take them to one side and chat with them individually. We're never alone with kids, but just get their focus, away from the group, for a moment and ask them what's going on and tell them how their behaviour makes you feel. Then encourage them to make some good choices.
Pray	If you've had a particularly tricky morning with a child, before they go home, grab their focus for a second and pray OUT LOUD for them. THANK God that they were at children's church today, and say that you're looking forward to seeing them again. This has the biggest impact!

Who is on the Team?

Kids Ministry Lead: Ali Barnett

Creche Coordinator: Marcena Dalton

Creche Team Volunteers:

Serve once a month in the Creche room. Responsibilities include engaging our babies and toddlers in faith activities, and helping these littlest ones learn that church is a fun and safe place. Help clean the room. Must be 16 years or older.

Creche Lead Teacher:

Serve once a month as a Creche Team Leader. Responsibilities include leading children and other volunteers through the session flow and acting as overall leader for the morning. Make sure the room is cleaned up and furniture returned into place. Must be 18 or older.

Kids Team Volunteers:

Serve once a month in the Kids room. Responsibilities involve checking the register once all kids are in class. Engage kids and welcome them in. Help kids remember how to behave if they are struggling! Encourage participation. Lead a small group table time (normally 5 - 8 kids) in key verse activity, craft, or other activities. Support the lead teacher. Must be 16 or older. Help clean up the room and re-arrange furniture.

Kids Team Lead Teacher:

Serve once a month in the Kids room. Responsibilities include being the overall leader for the morning session, including previewing the session plan. Follow the session plan, designate roles for the volunteers, be aware of the timing of the activities. Lead a small group table time (normally 5 - 8 kids) but also be confident to teach the whole class (up to 25 kids) for one or two segments of the session. Make sure the room is cleaned and put back together after the session. Must be 18 or older.

Kids Plus Team Volunteers:

Serve once a month in the Kids Plus room. Responsibilities include checking the register once all kids are in class. Helping with games, media, discussion and prayer. Encourage participation. Help clean up and re-arrange the room. Must be 16 or older.

Kids Plus Lead Teacher:

Serve once a month in the Kids Plus room. Responsibilities include being the overall leader for the morning session, including previewing the session plan. Follow the session plan, and be aware of the timing of the morning. Lead the Bible study, discussion and prayer and lead small group, if appropriate. Must be 18 or older.

Parent Volunteers:

Serve once a term in the class of their choice. Support Lead Teachers and Volunteers.

Under 18 Student helpers

Serve occasionally in Kids Plus by agreement with Kids Lead. Must be over 16.

"In a Pinch People"

Wonderful people who can jump in at the last minute to cover last minute changes!

How to get started

Before you start volunteering, you will need to:

- 1) Initially complete a volunteer contact form including details of 1 reference, who would normally be your Venture Community Leader. If you are not in a Community Group, you will need to provide 2 references.
- 2) Have commenced processing a DBS check.
- 3)
 - i. Read and be familiar with Venture Church's Safeguarding Policy and Good Practice Guidelines, and agree to abide by the policy whenever you are working with children on behalf of Venture Church. It is clear that we must care deeply for children, protect their innocence, and keep them safe. As those charged with a duty of care for God's children, we take seriously the issue of safeguarding and best practice so that all children and young people can flourish.
 - ii. You will be asked to attend safeguarding training on an annual basis which will be provided with specific reference to the spaces we use for our Kids work. Safeguarding awareness will be given as part of an induction process.
 - iii. Be familiar with the specific Kids Ministry Safeguarding Guidelines found in this handbook. You will be asked to sign a declaration that you have read and understood these guidelines specific to Kids Ministry.

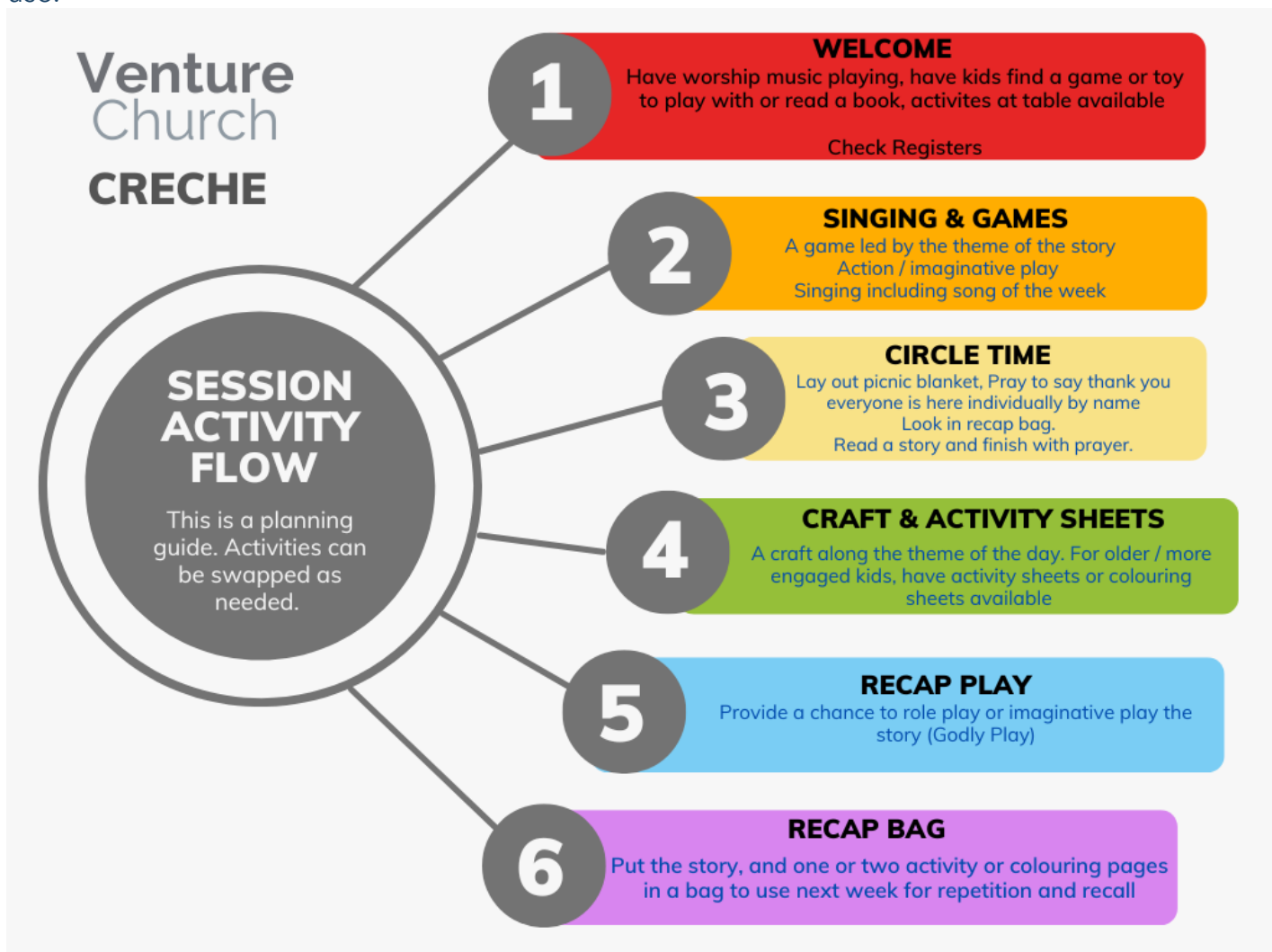
Quick Reference Guides will be available in each classroom every Sunday.
- 4) Have a discussion with Kids Ministry Lead about which age group is the best fit and what the role involves.

Sunday Morning Sessions

Below is an outline of the weekly plan for each class. Each week, the sessions are planned out as part of a broader curriculum that has prayerfully been chosen. These session flows are designed so that if circumstances of the morning determine that, for example, all the games are saved until the end, or the media is moved forward, they are still easy to follow. Be sensitive to the Holy Spirit and to the atmosphere in the room, but the topic and key verse should always be maintained, please!

CRECHE Age 1 to pre-school

Below is the session flow for a Sunday morning Creche session. This is the basis we use for planning the sessions, and each segment is useful to help our littlest ones feel safe and loved, to start to learn the stories of the Bible, to become confident being away from Mum and Dad, and to enjoy being in church. The purpose of Creche is not "just babysitting"! It's a really important and influential beginning to these precious children's journey with a church family... OUR church family! We value the time we have with them, and see your role as a Creche Lead Teacher or Creche Team Volunteer as hugely significant! All the materials, supplies, activities will be prepared and ready for you to use.



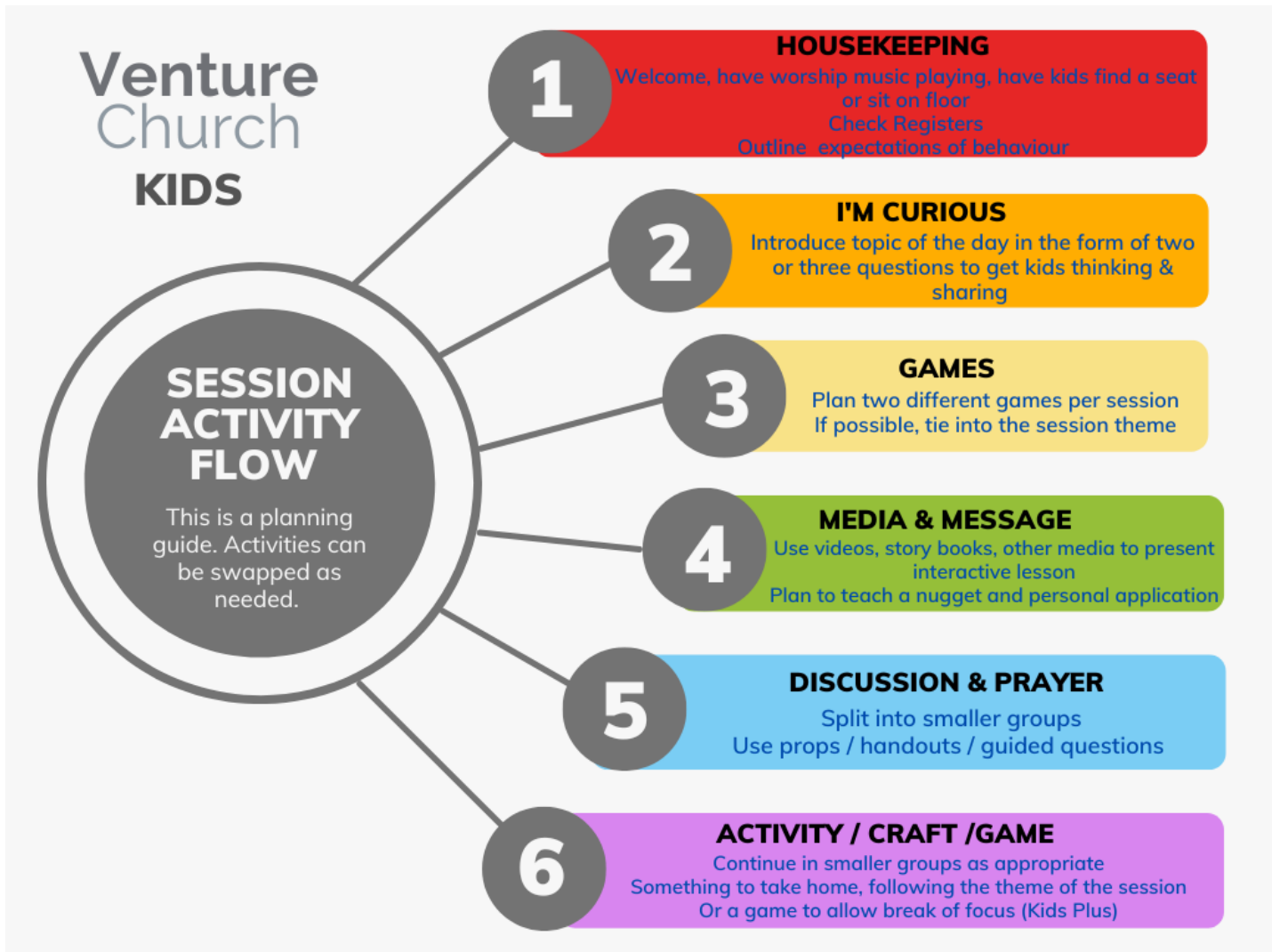
Morning Session Schedule for Creche Team Member:

Activity	Time	
Preparation and Prayer	9.45am	Arrive in the foyer at 9.45 to pray with the Kids Ministry Lead and Team members for the morning. Following prayer, check that the room is set up and ready for the session. Familiarise yourself with the lesson plan and the materials.
Registration	10.00am	Families can start arriving from 10 am. Unlike for the older classes, parents will register their Creche-aged children inside the Creche classroom, so you will need to be in the Creche room from 10.00 - 10.30 am to welcome these families. Make sure the parent signs the child in on the form in the GREEN folder, and give them a green name tag. Please make sure we have all the required information from parents as shown on the registration form. This includes any medical / allergy information. If there is a NEW CHILD coming to Creche, flip to the back of the green registration folder, and there is a NEW CHILD REGISTRATION FORM, which collects additional information such as a contact number for parents.
Big Church	10.30am	As service starts, you are welcome to join in the main hall for worship in "Big Church", until the children are dismissed to their classes.
Registration Check	10.45am	Once children are dismissed from service, you need to be back in the Creche room to receive the children. As the parent hands the child over, make sure the child has a green name sticker, and that they have already been registered on the form. There is a line item on the registration form "Received by Creche" which needs to be signed once the child enters into your care. This ensures that we have an accurate count of children, should some children decide to stay in Big Church after their parent has registered them before service. If the child is reluctant to leave their parent, have a few engaging toys / books / puzzles close by to offer them.
Session	10.45am	Once children are in the room, follow the session flow plan, while being aware of the individual needs of the children in the session. Remember to label crafts with names!
Dismissal	Noon	As parents return to collect their children, make sure they have their crafts / colouring with them, and make sure they are signed out on the registration form. No child should leave the room unless the parents have collected and signed them out.
Clean up	12.00 - 12.15pm	Please help put all items away in the Creche boxes and move furniture back. leave anything messy for the Kids Lead to clean.

KIDS: School years R - 5

Below is the session plan for Kids Church. This is the basis we use for planning sessions, and each segment is useful to help primary school children feel comfortable and connected, learn about Jesus' amazing love for them, and become the next generation of God's family. Each interaction we have with these kids is important, and we are so thankful for your willingness to be part of their discipleship.

All materials, media, activities, etc for the session plan will be prepared and ready for you to use. Please read through the plan and be familiar with the session flow, but there is not a lot of prep time needed.



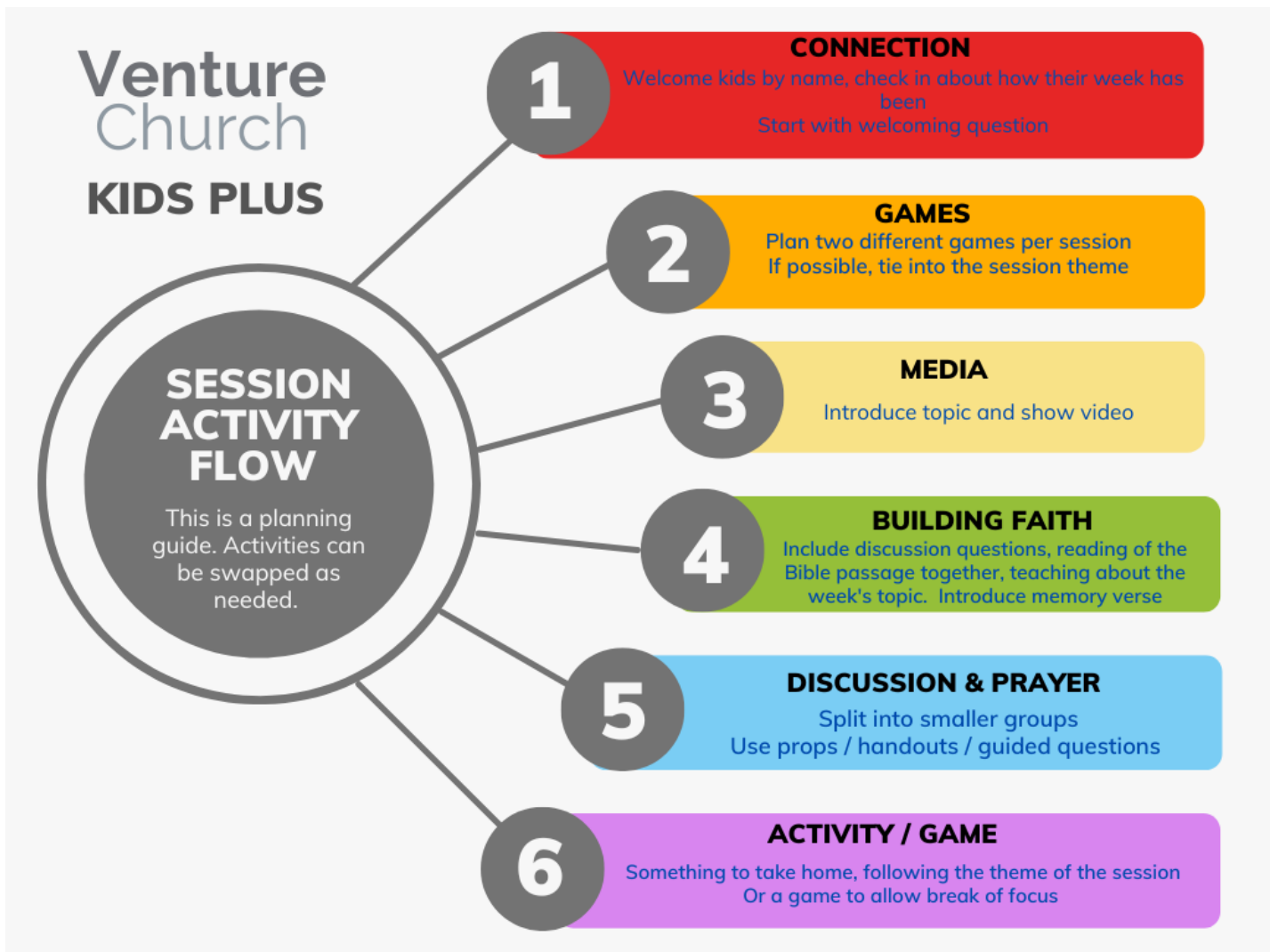
Morning Session Schedule for Kids Team Member:

Activity	Time	
Preparation and Prayer	9.45am	Arrive in the foyer at 9.45 to pray with the Kids Ministry Lead and Team members for the morning. Following prayer, check that the room is set up and ready for the session. Familiarise yourself with the lesson plan and the materials.
Registration	10.00am	Families can start arriving from 10 am, so from 10 am, please make sure one member of the team is on the registration table, welcoming children, and their parents, as they come in. Each child needs to be registered by a parent signing them in, in the RED folder. Please make sure we have all the required information from parents as shown on the registration form. This includes any medical / allergy information. Make sure each child has a RED name tag on. If there is a NEW CHILD coming to Kids church, flip to the back of the red registration folder, and there is a NEW CHILD REGISTRATION FORM, which collects additional information such as a contact number for parents.
Big Church	10.30am	As service starts, you are welcome to join in the main hall for worship in "Big Church", until the children are dismissed to their classes.
Registration Check	10.45am	Once children are dismissed from service, walk with the children over to the Kids room. One member of the team must take the RED registration folder to the class and double check we have the same kids in the class as are on the form. (Some children may decide to stay in Big Church, so we need to KNOW where they are!). Don't forget to check for the New Child Registrations.
Session	10.45am	Once children are in the room, follow the session flow plan, while being aware of the individual needs of the children in the session. Remember to label crafts with names!
Dismissal	Noon	As parents return to collect their children, make sure they have their crafts / colouring with them, and make sure they are signed out on the registration form, and that no child leaves the room without their parent.
Clean up	12.00 - 12.15pm	Please help put all items away in the storage boxes and move furniture back. If there is anything that got messy please leave it out for the Kids Ministry Lead to take home and clean!

KIDS PLUS: School years 6 - 8

Below is the session plan for Kids Plus. This is the basis we use for planning sessions, and each segment is useful to help these older children feel comfortable and connected, learn about Jesus' amazing love for them, and become the next generation of God's family. We work really hard on building community in this group, as a primary goal for this group is to maintain their desire to be in church and their enjoyment of their church friends. Each interaction we have with these kids is important, and we are so thankful for your willingness to be part of their discipleship.

All media, supplies, activities will be provided and ready to go.



Morning Session Schedule for Kids Plus Team Member:

Activity	Time	
Preparation and Prayer	9.45am	Arrive in the foyer at 9.45 to pray with the Kids Ministry Lead and Team members for the morning. Following prayer, check that the room is set up and ready for the session. Familiarise yourself with the lesson plan and the materials.
Registration	10.00am	Families can start arriving from 10 am, so from 10 am, please make sure one member of the team is on the registration table, welcoming children, and their parents, as they come in. Each child needs to be registered by a parent signing them in, in the BLUE folder. Please make sure we have all the required information from parents as shown on the registration form. This includes any medical / allergy information. Make sure each child has a BLUE name tag on. If there is a NEW CHILD coming to Kids church, flip to the back of the blue registration folder, and there is a NEW CHILD REGISTRATION FORM, which collects additional information such as a contact number for parents.
Big Church	10.30am	As service starts, you are welcome to join in the main hall for worship in "Big Church", until the children are dismissed to their classes.
Registration Check	10.45am	Once children are dismissed from service, walk with the children over to the Kids Plus room. One member of the team must take the BLUE registration folder to the class and double check we have the same kids in the class as are on the form. (Some children may decide to stay in Big Church, so we need to KNOW where they are!). Don't forget to check for the New Child Registrations.
Session	10.45am	Once children are in the room, follow the session flow plan, while being aware of the individual needs of the children in the session. Remember to label crafts with names!
Dismissal	Noon	Kids Plus kids are permitted to leave the class once the service is over, providing their parent has signed the waiver to let them leave without a parent. Otherwise, they must wait until a parent signs them out.
Clean up	12.00 - 12.15pm	Please help put all items away in the storage boxes and move furniture back.

Staying safe

We provide our Kids Ministry in partnership with parents and carers. Our goal is to be open and transparent about our activities, and for parents or carers to help us especially when their children need particular support and attention.

- i) This Handbook and our Safeguarding Policy is freely available for parents and carers to read. The Policy Statement can be found on our website and this Handbook can be obtained by emailing hello@venturechurch.org.uk
- ii) Parents and carers have information freely available to them regarding any activity that children or young people are involved in. In any conversation with a parent/carer do make sure they know who to contact for more information or to raise concerns (ie. Kids Ministry Lead.)
- iii) Parents are reminded of their responsibility for their children when not in the organised activities

Children with Additional Needs

Parents/Carers of children with additional needs should discuss with the Kids Ministry Lead how their child can best be integrated into the existing groups, with possible need for additional help.

Parents of children with a physical disability will also need to discuss with the Kids Ministry Lead how best they can be included in the group activity with possible additional help from a volunteer if needed.

Recognising and Responding to Safeguarding Concerns

We believe that the welfare and interests of children are paramount in all circumstances.

- 1) If you have a safeguarding concern about the welfare of a child, DO follow the safeguarding policy protocol and notify the Kids Ministry Lead. These concerns will be passed to the Safeguarding Officer at the earliest opportunity in line with the Safeguarding policy.
DO NOT talk to the child's parents or other leaders about the concern.
- 2) If a child discloses to you information that you consider to be a safeguarding issue, reassure the child that you have listened, but don't ask leading questions. Write down as much as you can about the interaction, and pass details on to the Kids Ministry Lead, who will follow the safeguarding protocol. DO NOT talk to the child's parents or other leaders about the concern.

First Aid

If there is an incident, keep the child calm. Send another adult to get help. They should go to the door of the meeting hall, where a member of the Welcome Team will assist in finding the child's parent and a First Aider. Remember the following:

- Always make sure the injured person, yourself and any others around you are safe
- There are first aid kits in each room
- Follow instructions of the first aider
- The incident/accident then needs to be logged in the first aid book by the first aider
- All head bumps/head injuries must be reported to the first aider and the parents must be notified by the Kids Ministry Lead, on the same day.
- There is a list of the first aiders on the notice boards in the foyer, on each first aid kit and on the Safeguarding Checklist in your class.

Fire Safety

In the event of a fire, your responsibility is to:

1. Raise the alarm
2. Calmly get a helper to go into the service and notify the service leader. Please give the following information to the service leader:
 - Where the fire is located and how big it is;
 - If extra assistance is needed in evacuating the children;
 - If the emergency services have been notified.
3. Escort the children quickly and safely out of the room via the nearest and safest fire exit. Take the register with you and proceed to the fire assembly point.
4. Re-register the children to ensure everyone is present.
5. You will then be under the instruction of the Fire Safety Officer.
6. Do not remain in the room or return to collect anything.

Missing Child

A 'missing child' alert will be put into action if required, by the leader in charge of Kids Church. If after 20 minutes that child is not found, the Police will be called to the site on 999.

Missing Child alert procedure:

The Kids Ministry team leader will take the lead and:

- i) Direct other leaders to stay with the rest of the children;
- ii) Direct 2 adults to the entrance to the premises;
- iii) Notify parents;
- iv) Direct other adults to search areas around the premises;
- v) Close down the site to prevent anyone leaving or entering.

Physical contact with children

One important aspect of safeguarding is how we manage physical touch. This must always be age-appropriate.

We do not operate an absolute 'NO-TOUCH' policy for children at Venture Church, as we believe that appropriate touch is important in children's development. Physical contact should be open and initiated by the child's age and needs.

Appropriate touch includes:

- helpful touch eg. holding a small child's hand while crossing the road
- comforting touch eg. picking up a crying baby/ toddler in crèche
- administering basic help/first aid ie. if they have fallen over and hurt themselves
- restrictive touch (as above)
- protective touch stopping a young child from having an accident ie. removing them from a dangerous situation when a verbal warning will not work

Inappropriate touch includes:

- Touching children too frequently or to meet your own needs for affection
- Sexual touch
- Strong touch ie. touch which is too strong for a child and hurts them physically (so restrictive touch must be done with appropriate force)
- Any use of physical punishment /discipline

In some circumstances where there is a risk of misinterpretation, eg. a mission-based event, it may be necessary to have a no-touch policy. This will be communicated to all involved by the event organiser, and/or the church leadership team.

Toilet runs

Crèche - Volunteers are not required to change nappies. If a child requires a nappy change during the service, get the attention of the Welcome Team member who is on the door to the meeting hall, and they will get the child's parent to come.

If a child in Key Stage 1 (Reception through year 2) needs the toilet a helper should escort the child and one "buddy" to the toilet, and wait outside the bathroom for them.

If the child is in Key Stage 2 or 3 (Year 3 and up) needs the toilet, send them on their own and keep track of the time until they return.

Online and Safety & Security Guidance

Use of Visual Media

- All Youtube videos, film clips or computer games used within teaching sessions will be checked for suitability prior to the session, by the Kids Ministry Lead.

Photography:

- Team members will be told by the Kids Ministry Lead if there are kids within their class who are not allowed to be photographed. If you do photograph the kids during session, please send the photos to the Kids Ministry Lead and delete them from your phone. Do not post the photographs anywhere.

Use of messaging with children:

- Do not message or call children directly. All communication should go through a parent or carer.

Venture Church Website & Social Media:

- Photographs used will be of groups of children whose parents have given consent. These will be used without names or identifiable details.
- Interactive elements of the website will be monitored by us to ensure that identifiable material is not linked to the website
- Interactive downloads: care should be taken by speakers to guard the identity of children & young people ie. by not using their names or identifiable details.
- All posting to social media or website is done by the Kids Ministry Lead or staff team member, taking into consideration subject matter, language, appropriateness, privacy and desirability, along with parental permission.

Online meetings

Live meetings with children on Zoom calls or similar platforms must follow Safeguarding guidance. In particular, there must always be two adults on a call and parents should watch with their children any live streaming events that are specifically aimed at under 11s. The same standards of language, behaviour, and appropriateness apply. Concerns should be reported in the normal way.

Code of conduct

- **Any adult is in a position of trust** whilst looking after any child. They must keep their responsibilities to the children and church uppermost in their minds at all times.
- **Treat all children with dignity and respect.** This includes consistency in attitude, good listening, behaviour, expectations, discipline, challenging 'what they did' and not 'who they are', not being offensive (eg. racism, or sexism), not being frightening or demeaning,
- **Be available but don't intrude on personal space and privacy.** Fully engage in supervision of the children and young persons in your charge, also supervising the other workers for accountability.
- **Develop awareness of individual needs, likes and dislikes.** As a worker, endeavour to develop appropriate, strong, friendship-based relationships with the children. Never accept gifts apart from small tokens, and be clear that any gifts given by you come through you from the church, rather than personally from you as a worker, and are discussed beforehand with an appropriate team member.
- **Be careful to use godly language and behaviour.** Remain accountable with any meetings with young persons, keeping relationships as friendships and mentoring, if you have concerns, about a person's conduct, speak to the team leader, so that appropriate follow up action can be taken. Never use physical punishment. Exercise self-control. Use words that are age appropriate and inoffensive.
- **Work as a team.** Have good communication with the rest of the team you are with, understanding the authority that team members have, and the authority that they are under, both from God and the respective team leader. Be consistent in values; practice and challenge unacceptable behaviour across the team.
- **Enjoy the ministry.** Within the constraints of the policy, really enjoy working with children and young people in the freedom of Christ.

Appendix

Ratios

The Children's Act 1989 requires the following ratios as best practice:

For indoor activities:

The MINIMUM ratios required by the 1989 Children's Act are:

0-2 years: 1 volunteer to 3 children

2-3 years: 1 volunteer to 4 children

3-7 years: 1 volunteer to 8 children

over 8 years: 2 for the first 20 children followed by 1:12.

For outdoor activities:

The ratios for outdoor activities should be increased as follows:

0-2 years: 1 volunteer to 3 children

2-3 years: 1 volunteer to 4 children

3-7 years: 1 volunteer to 6 children

8-13 years: 2 volunteers for the first 15, followed by 1:8

13 and over: 2 adults for first 20, followed by 1:10

Depending on the needs of the group and the activity being undertaken, the ratios may need to be increased - sometimes to as high as 1:2.

Attention should also be paid to gender eg. at least one female leader in a girls' group. The IDEAL minimum number of adults for group activities is THREE, at least ONE of whom should be female.

Leaders may need to cancel groups if they are unable to provide safe adult supervision levels.

LEAD TEACHER Role Description for Venture Sunday Kids Plus Class; Year 6-8

Name	
Role title	Kids Plus Lead Teacher (year 6-8)
Church	Venture Church
Role Purpose	To help facilitate the discipleship of our children through leading Kids Plus church sessions.
Person Requirements	<p>Devotion to Jesus and a commitment to walking in His ways.</p> <p>Engaged in the life of the Venture Church including being involved in a Venture community.</p> <p>Willingness to work as part of a team under the guidance and direction of the Kids Ministry Lead.</p> <p>Understanding of and commitment to following Venture Church's safeguarding principles and practices.</p> <p>Has a successful DBS check and one reference (two if not in a Venture Community Group).</p> <p>Adhere to the EA statement of faith.</p>
Key Responsibilities	<p>Set up the room needed for Sunday morning.</p> <p>Lead the session.</p>
Key Tasks:	<p>Pre-sunday: Week before serving check the curriculum to familiarise yourself with it and communicate any queries or needs with the Kids Ministry Lead.</p> <p>Pre-session: 9.45am arrive to prep the classroom and pray for the morning. .</p> <p>In session: Greet kids. Lead the session with the assistance of a helper. Maintain a safe place in line with safeguarding practices. Check children out of session.</p> <p>Post session: Tidy room with the help of helpers. Feedback anything to the Kids Ministry Lead anything you think they might need to be aware of.</p>
Training and Support	<p>Annual Safeguarding Training</p> <p>Attend growing as leaders training and connecting with Kids Ministry Lead.</p>
Working Relationships	Responsible to: Kids Ministry Lead.

TEAM MEMBER Role Description for Venture Sunday Kids Plus Class; Year 6-8

Name	
Role title	Kids Plus Team Volunteer (year 6-8)
Church	Venture Church
Role Purpose	To help facilitate the discipleship of our children through helping in Kids Plus church sessions.
Person Requirements	Devotion to Jesus and a commitment to walking in His ways. Engaged in the life of the Venture Church including being involved in a Venture Community. Willingness to work as part of a team under the guidance and direction of the Kids Ministry Lead. Understanding of and commitment to following Venture Church's safeguarding principles and practices. Has a successful DBS check and one reference (two if not in a Venture Community Group). Adhere to the EA statement of faith.
Key Responsibilities	Help set up the room needed for Sunday morning. Support the Lead Teacher Lead discussions / games / prayer with a small group
Key Tasks:	<p>Pre-Sunday: Week before serving, check the curriculum to familiarise yourself with it and communicate any queries or needs with the Kids Ministry Lead.</p> <p>Pre-session: 9.45am arrive to prep the classroom and pray for the morning.</p> <p>In session: Greet kids. Assist Lead Teacher as needed. Maintain a safe place in line with safeguarding practices.</p> <p>Post session: Help tidy room Feedback anything to the Kids Ministry Lead anything you think they might need to be aware of.</p>
Training and Support	Annual Safeguarding Training Attend growing as leaders training and connecting with Kids Ministry Lead.
Working Relationships	Responsible to: Kids Ministry Lead.

**STUDENT HELPER Role Description for Venture Sunday Kids Plus Class;
Year 6-8
(by arrangement with Kids Ministry Lead only)**

Name	
Role title	Kids team student volunteer helper (year 6-8)
Church	Venture Church
Role Purpose	To help facilitate the discipleship of our children through helping in Kids Plus church sessions.
Person Requirements	Devotion to Jesus and a commitment to walking in His ways. Engaged in the life of the Venture Church including being involved in a Venture Community. Willingness to work as part of a team under the guidance and direction of the Kids Ministry Lead. Understanding of and commitment to following Venture Church's safeguarding principles and practices.
Key Responsibilities	Help set up the room needed for Sunday morning. Support Lead Teacher Lead discussions / games / prayer with a small group
Key Tasks:	<p>Pre-sunday: Week before serving check the curriculum to familiarise yourself with it and communicate any queries or needs with the Kids Ministry Lead.</p> <p>Pre-session: 9.45am arrive to prep the classroom and pray for the morning.</p> <p>In session: Greet kids. Assist Lead Teacher as needed. Maintain a safe place in line with safeguarding practices.</p> <p>Post session: Help tidy room Feedback anything to the team leader anything you think they might need to be aware of.</p>
Training and Support	Annual Safeguarding Training Attend growing as leaders training and connecting with Kids Ministry Lead.
Working Relationships	Responsible to: Kids Ministry Lead.

LEAD TEACHER Role Description for Venture Sunday Kids Class; Year R-5

Name	
Role title	Venture Kids Lead Teacher
Church	Venture Church
Role Purpose	<ol style="list-style-type: none"> 1. To help facilitate the discipleship of our children through leading children's church sessions. 2. To lead the session and oversee two additional volunteers
Person Requirements	<ol style="list-style-type: none"> 1. Devotion to Jesus and a commitment to walking in His ways. 2. Engaged in the life of the Venture Church including being involved in a Venture community. 3. Willingness to work as part of a team under the guidance and direction of the Kids Ministry Lead. 4. Understanding of and commitment to following Venture Church's safeguarding principles and practices. 5. Has a successful DBS check and two references. 6. Adhere to the EA statement of faith.
Key Responsibilities	<ol style="list-style-type: none"> A. Set up the room needed for Sunday morning B. Lead the session.
Key Tasks:	<p>Pre-Sunday: Week before serving check the curriculum to see what prep is needed and communicates any queries or needs with the Kids Ministry Lead</p> <p>Pre-session: 9.45am meet with the other helpers to finish setting up the room and let them know what the plan will be for the morning.</p> <p>In session: Greet and register children. Lead the session with the assistance of helpers Maintain a safe place in line with safeguarding practices. Check children out of session.</p> <p>Post session: Tidy room with the help of helpers. Feedback anything to the Kids Ministry Lead anything you think they might need to be aware of.</p>
Training and Support	<p>Annual Safeguarding Training Seasonal training and planning with Kids Team. First aid training.</p>
Working Relationships	<p>Responsible to: Kids Ministry Lead</p>

TEAM MEMBER Role Description for Venture Sunday Kids Class; Year R-5

Name	
Role title	Venture Kids team volunteer
Church	Venture Church
Role Purpose	To help facilitate the discipleship of our children through helping at children's church gathered sessions.
Person Requirements	<ol style="list-style-type: none"> 1. Devotion to Jesus and a commitment to walking in His ways. 2. Engaged in the life of the Venture Church including being involved in a Venture Community. 3. Willingness to work as part of a team under the guidance and direction of the Kids Ministry Lead. 4. Understanding of and commitment to following Venture Church's safeguarding principles and practices. 5. Has a successful DBS check and two references. 6. Adhere to the EA statement of faith.
Key Responsibilities	<ol style="list-style-type: none"> A. Help the leader set up the room needed for Sunday morning B. Help the leader in running the session.
Key Tasks:	<p>Pre-session: 9.45am meet with the leader to go through the plans for the session.</p> <p>In session: Help greet and register children. Help the leader within the session. Adhere to safeguarding practices. Help check children out of session.</p> <p>Post session: Help to tidy the room.</p>
Training and Support	Annual Safeguarding Training Venture Kids Team training and gathering events.
Working Relationships	Responsible to: Kids Ministry Lead

TEAM PARENT HELPER Role Description for Venture Sunday Kids Class; Year R-5

Name	
Role title	Venture Kids Parent Helper
Church	Venture Church
Role Purpose	To help facilitate the discipleship of our children through helping at children's church gathered sessions.
Person Requirements	<ol style="list-style-type: none"> 1. Devotion to Jesus and a commitment to walking in His ways. 2. Engaged in the life of the Venture Church including being involved in a Venture Community. 3. Willingness to work as part of a team under the guidance and direction of the Kids Ministry Lead. 4. Understanding of and commitment to following Venture Church's safeguarding principles and practices. 5. Has a successful DBS check and two references. 6. Adhere to the EA statement of faith.
Key Responsibilities	<p>A Help the leader set up the room needed for Sunday morning</p> <p>B Help the leader in running the kids session.</p>
Key Tasks:	<p>Pre-session: 9.45am meet with the leader to go through the plans for the session.</p> <p>In session: Help greet and register children. Help the leader within the session. Adhere to safeguarding practices. Help check children out of session.</p> <p>Post session: Help to tidy the room.</p>
Training and Support	Annual Safeguarding Training Venture Kids Team training and gathering events.
Working Relationships	Responsible to: Kids Ministry Lead

TEAM MEMBER Role Description for Venture Sunday Creche; Age 1 and pre-school

Name	
Role title	Venture Church volunteer
Church	Venture Church
Role Purpose	To help facilitate the discipleship of our children through helping at children's church gathered sessions.
Person Requirements	<ol style="list-style-type: none"> 1. Devotion to Jesus and a commitment to walking in His ways. 2. Engaged in the life of the Venture Church including being involved in a Venture Community. 3. Willingness to work as part of a team under the guidance and direction of the Kids Ministry Lead. 4. Understanding of and commitment to following Venture Church's safeguarding principles and practices. 5. Has a successful DBS check and two references. 6. Adhere to the EA statement of faith.
Key Responsibilities	<p>Help the leader set up the room needed for Sunday morning</p> <p>Help the leader in running the kids session.</p>
Key Tasks:	<p>Pre-session: 9.45am meet with the leader to go through the plans for the session.</p> <p>In session: Help greet and register children. Help the leader within the session. Adhere to safeguarding practices. Help check children out of session.</p> <p>Post session: Help to tidy the room.</p>
Training and Support	<p>Annual Safeguarding Training</p> <p>Venture Kids Team training and gathering events.</p>
Working Relationships	<p>Responsible to: Kids Ministry Lead</p>

TEAM LEADER Role Description for Venture Sunday Creche; Age 1 and pre-school

Name	
Role title	Venture Church creche leader
Church	Venture Church
Role Purpose	To help facilitate the discipleship of our children through helping at children's church gathered sessions.
Person Requirements	<ol style="list-style-type: none"> 1. Devotion to Jesus and a commitment to walking in His ways. 2. Engaged in the life of the Venture Church including being involved in a Venture Community. 3. Willingness to work as part of a team under the guidance and direction of the Kids Ministry Lead. 4. Understanding of and commitment to following Venture Church's safeguarding principles and practices. 5. Has a successful DBS check and two references. 6. Adhere to the EA statement of faith.
Key Responsibilities	<ol style="list-style-type: none"> 1. To help facilitate the discipleship of our children through leading creche sessions. 2. To lead the session and oversee one additional volunteer
Key Tasks:	<p>Pre-session: 9.45am meet with the other volunteer to go through the plans for the session.</p> <p>In session: Help greet and register children. Work with the other volunteer during the session. Adhere to safeguarding practices. Help check children out of session.</p> <p>Post session: Help to tidy the room. Discuss any concerns with the Kids Ministry Lead.</p>
Training and Support	Annual Safeguarding Training Venture Kids Team training and gathering events.
Working Relationships	Responsible to: Kids Ministry Lead