**Role Outline**

**Role title: Sunday Club Coordinator**

In …………………………………………………………. Methodist Church

The Sunday Club Coordinator organises the materials, rotas and meetings of those involved in providing Sunday Club leadership and activities.

The Coordinator is also likely to be a Sunday Club Leader.

Workforce: children

*Part 1*

**The Church takes the safety of everyone within the church very seriously and expects that everyone will work within the church safeguarding policy. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with the Safeguarding Officer or the Minister\*.**

*The following tasks will be undertaken as part of the role outlined above.*

* To research and source the materials to be used by Sunday Club Leaders, Sunday Club Assistants and Crèche Assistants, in consultation with the Minister\*, leaders and assistants. Materials should be suitable for the different children’s ages and aim to further Christian understanding and spiritual development of the children.
* To prepare the rotas for Sunday Club volunteers and Crèche Assistants, ensuring that two or more people are always supervising the children.
* To organise the training of and for volunteers.
* To convene and ensure notes are taken of quarterly meetings involving Sunday Club Leaders and Assistants and Crèche Assistants (and the Minister\* if appropriate).
* To share pastoral concerns with the Minister\* and/or pastoral leader/s
* To notify safeguarding issues to the Safeguarding Officer or Minister\*.

*Part 2*

This role will be accountable to …………………………………………………..…………..Methodist Church Council.

This role does not require a DBS check. However, if the person undertaking the role is also a Sunday Club Leader or Assistant, they will require a full enhanced and barring DBS check.

*\*Minister means Presbyter, Deacon, Probationer or whoever has pastoral care of the church.*

Signed by (role holder) ……………………………………(print name)…………………………………..Date……………….

Witnessed by ………..……………………………………….(print name)…………………………………..Date ……………..