

Role description for Toddler Group Coordinator at All Saints

Role: To prayerfully coordinate and lead Toddler Group. To treat each adult and child with dignity, as being made in God's image and with the capacity to encounter him.

Role Requirements:

To be:

To be called to work with children and their parents/carers. To be a person of prayer, compassion and understanding and a person who leads in a gracious, Christ-like manner; and who treats each member of the group, including the leaders, with respect and dignity, as a unique individual created in the image of God.

To do:

- To oversee the All Saints Toddler Group, leading a dedicated team of leaders (meeting on Friday mornings in church, during term time)
- To attend services at All Saints, or another Christian church regularly (at least twice a month), and have a good understanding of the worshipping life of All Saints
- To lead, encourage and pray for the leaders of Toddler Group
- To arrange regular Toddler's team meetings for encouragement and planning
- To ensure a register of people attending is completed for each Toddler Group session. The register should include an emergency contact number of another adult, should the parent/carer fall ill; and any allergies
- To invite parents to complete a 'Keep in Touch' form, if they would like to do so
- To welcome the children, and their parents/carers, and to encourage them to encounter God
- To let the children, and their parents/carers, know how important they are as individuals and as part of the church through Toddlers
- To be a role model of what it means to live a Christian life
- To keep the Toddler Facebook page updated with relevant information
- To be a member of the All Saints Children and Young People's Vision Group, meeting regularly for support and supervision
- To be the point of contact for new families for Toddlers
- To keep an up to date contact list of Toddler's leaders
- To liaise with the All Saints Booking Secretary, to book dates for each term
- To read, adhere to and promote all aspects of the All Saints Safeguarding Policy (www.cofeguildford.org.uk/safeguardingpolicy), including recruitment and training requirements; and all other Policies of All Saints Church. This role requires DBS certification, Core 1 and Core 2 Safeguarding Training, Safer Recruitment if new to the post, and appropriate support and supervision.

Reports to: The Children and Young People Vision Group Chair

Agreement:

I agree to being the Toddler Group Coordinator at All Saints Church, under the governance structures of the Incumbent and the PCC.

Name (print and sign): _____

Incumbent _____

Date: _____

Form approved December 2021, updated July 2022