

# Young People's Leaders & Helpers Roles & Responsibilities

For St Luke's Church, 46 Cell Barnes Lane, St Albans AL1 5QJ

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Signed: .....

Role: .....

Date: .....

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## Introduction

Our aim is to help and encourage the young people at St. Luke's to grow in their faith, feel part of the whole church and be active members of it.

These roles and responsibilities for leaders of young people's groups have been developed so that we at St. Luke's serve our young people as best we can. They will form the model upon which we as individuals, working within a supportive, caring team, will base our leading and teaching. The ministry to our children and young people is overseen by the Young People's Leaders (YPL) Coordinator(s)

## Teaching

The leaders and helpers will have a maturing, active faith and will have a desire to be involved with the teaching of young people. Material will be used which is conducive to discussion and learning.

Those leading/helping will:

- Have been Disclosure and Barring Service (DBS) checked if leading and regularly helping;
- Attend Safeguarding training, provided by the Church of England, every 3 years
- Ensure that the leader is accompanied by a second person, preferably someone DBS checked;
- Attend CYP team meetings
- Be well prepared for their session and arrive in good time to prepare the room;
- Use material that has been agreed with the YPL Coordinator(s);
- Provide an environment in which the young people feel safe to express, experience and explore their faith and where they are loved and accepted;
- Have responsibility for their group during the session time until they return to church, or until the service finishes;
- Not be involved with the leading or helping of a group which includes their own children, once they reach school year seven;

## Safety

The safety of our young people is very important and those leading must provide a safe environment for the physical well-being of everyone.

In order that we can succeed in this the adults will:

- Conform to the current St Luke's PCC Safeguarding Policy;

- Be familiar with the fire drill, and the location of the first aid kits;
- Be responsible for the room they are using, ensuring it is cleared up and secured before leaving;
- Make sure that the young people are aware of the boundaries of acceptable behaviour, use appropriate ways of keeping discipline within the group and discuss any issues with fellow leaders, YPL Coordinator(s) and parents;
- Ensure that parents/carers fill in an information form for their children who regularly attend.
- Young people (under 18 years old) are welcomed to help as 'additional helpers' but they will not have a DBS check and should not be used as the only helper on a given week. Two adults must be present at all times.

## Support

The leaders and helpers in all groups must feel that they have the support of the whole church and the PCC, and the church and PCC should not allow them to feel isolated.

To help us achieve this the leaders and helpers will:

- Have a regular opportunity (at least termly) to meet with the YPL Coordinator to discuss any pastoral issues;
- Bring to the attention of the YPL Coordinator(s) any concerns for the physical or emotional well-being of any of the young people at the earliest opportunity;
- Support other leaders by attending the leaders' meetings;
- Be offered, and encouraged to attend, appropriate training;
- Have an opportunity to review their position annually, it is not a job for life;
- Bring to the attention of the YPL Coordinator(s) any resources required, such as materials or help, and any issues regarding leadership of the groups;
- Meet with other leaders of their group (at least termly) to reflect on and plan the sessions.

## Young Peoples Leadership Coordinator(s)

The YPL Coordinator(s) role includes the following:

- Being available to the leaders to discuss any concerns, to suggest practical solutions, and provide support.
- Arranging for the provision of suitable teaching materials for the groups.
- Advising leaders of the service schedule
- Arranging meetings for the leaders, and training as appropriate
- Reporting to the leadership team and PCC on any relevant issues.
- Coordination of Junior Church

These Roles and Responsibilities will be reviewed each year by the YPL Team for PCC approval.

Name of Young People's Leader/Helper .....

Signed .....

Date .....