

Role Descriptions

Role descriptions for volunteers should be short and clear. The key things to address are:

- What are they responsible for doing
- What are they not required to do
- Who are they responsible to (i.e. who oversees their work?)

Example Role description for a children's leader/helper

The volunteer should:

- Be a Christian, a member of the church and regularly attend services in addition to the Sundays when they are leading children's groups
- Pray for the children and their co-workers
- Seek to get to know the children in their group – their names, likes, dislikes and family circumstances
- Create space for the children to talk, both formally and informally
- Communicate effectively with the children
- Be able to work well with other leaders
- Prepare and conduct a session relevant to the age and ability of the children in the group
- Be aware of any health and safety issues that may affect the group
- Undertake training relevant to the role
- Undertake child protection training every 5 years
- Read the parish's child protection policy and know how to respond to, report and record any concerns they may have about a child
- Read and implement any other PCC policies and guidelines relevant to their work with children
- Keep a register, contact details for the children and any consent forms required
- Regularly review their work with their co-workers and/or church leadership
- Be responsible to....., who will oversee their work