



CHILDREN AND FAMILIES WORKER TEAM MEMBER



VOLUNTEER CODE OF CONDUCT

We at St Francis seek to put God at the centre of who we are and all that we do. Church is not just about Sundays, but the whole of life. Whether we are alone or with others, we are always the church – called into relationship with God through His love and kindness.

We intend our Sunday services to honour God and to equip us for doing **life with God** during our whole week with family, friends and work colleagues.

We believe that our behaviour should be of a high ethical standard that brings glory and honour to God. We believe that every human has been made in the image of God and as such should be treated with dignity and respect. Our desire as a church team is to inspire, encourage and build one-another up in our efforts to glorify God in our work and we value living in accordance with the gospel.

Helpful practises to consider in a volunteer role:

- 1) Carry out our duties in a way that glorifies God and honours His Church.
- 2) Treat everyone with care, kindness, honesty, love and respect regardless of their race, gender, sexuality, position or religious beliefs.
- 3) In all financial matters act with integrity and transparency, being able to give an account publicly for all monies handled by us on behalf of others.
- 4) Encourage and support each other and church members.
- 5) Where disagreements or grievances occur and a resolution is not forthcoming, we will seek additional assistance.
 - a. In instances of conflict or division, we will make every effort to biblically pursue reconciliation and resolution.
 - b. Issues pertaining to criminal actions, allegations of abuse, serious misconduct, bullying or sexual misconduct will be referred to the appropriate authorities.
- 6) When interacting with minors (people under the age of 18) we shall promote trustworthy and honest relationships between minors and adults. It is essential that all volunteers understand and apply the principles of the Church of England Code of Safer Working Practice see link to [Safety and Wellbeing](#) at the bottom of our on our website home page (st-francischurch.org.uk)

VOLUNTEER CHILDREN AND FAMILIES WORKER

Thank you so much for the time you give on a Sunday and beyond to serve the children and families at St Francis. Our hope is to see children and families live **life with God**: to **encounter** Jesus, to enjoy **engaging** with their church and to be **equipped** for a life of faith, continuing the work of Jesus.

KEY RESPONSIBILITIES

ROTAS

- Inform Emily of unavailable dates before a new rota is compiled.
- Accept or decline your session on the rota as soon as possible after it is published. You will be emailed to let you know when it is out.
- It is totally understandable that you may need to swap your session from time to time. Email the other volunteers in your group using ChurchSuite to organise a swap – Emily can teach you how if needed.

AHEAD OF TIME

- If leading, prepare your session according to the weekly topic found on the rota. All three groups cover the same topic.
- We use Energize.uk.net for resources. Emily can help with access.
- Contact Emily ahead of time if you need specific resources or email her with anything that needs printing.
- If you cannot attend a session due to illness or unexpected circumstances, contact Emily as soon as possible so she can arrange cover.

SUNDAY MORNINGS

- For Older and Younger Groups, arrive at the Community Hall any time from 10:30 and be set up by 11:00 so Emily can lock the front doors.
- Find resources and photocopy anything you need in the 'upstairs office'.
- Parents in the Family Time Session bring their child(ren) and stay with their child(ren) at all times. The purpose of this session is to help parents engage in their faith with their child(ren) so parents and children alike are encouraged to join in.
- Parents of the Younger Group walk their children to the nursery room and hand them to you.
- Parents of the Older Group walk their children to the hall and hand them to you.
- Take the register at the start of the session. Younger and Older Group volunteers, please return the register to the 'upstairs office' and Family Time Volunteers, please return it to the pigeon hole in the church office.

Colour codes include **allergies**, **children with a diagnosis** that may need extra support and **children with lower-level needs** or **currently being assessed** that may need extra support. Emily will communicate these needs and relevant strategies verbally to you as many times as you need.

- Welcome visiting children and their parents and check if they have allergies or medical issues that we need to be aware of. Age groups can be flexible to accommodate the needs of visitors.
- On days when we know there will be more visitors (such as baptisms), do not involve food in the activity.
- If a child is new and the family are hoping to be a part of St Francis, please ask them to complete a registration form found in the plastic register wallet and let Emily know.
- The First Aid kit is in the kitchen between the Hall and the Youth Lounge.
- For the Younger and Older Groups, introduce the session's activities using the visual timetable provided.
- For each session, please include:
 - 1) Bible
 - 2) Prayer
 - 3) Take Home
 - 4) Sticky Question
- Provide individual Bibles for children in the Older Group.
- Parents will pick up their children from the Younger Group. Ensure they are handed over one at a time so you can sign them out. (This might be a good opportunity to share what they have learnt with their parent.)
- When you see the parents of the Younger Group coming across, the Older Group can get lined up ready to go. This is generally around 12pm. Ensure there is an adult at the front and rear of the line and you walk safely across the car park together. Once in the church, let children go one at a time to parents once you have seen where they are sitting.
- Make sure the space is left as you found it.
- Feedback anything of interest to Emily and she can pass it on to the following week's volunteers.
- If there is a safeguarding issue, please record it on the sheet provided in the register wallet. Please then hand it to Hannah Wilkins, the PSO, or to Jean de Garis, the vicar. Please ensure this is done immediately, before you leave church. If neither are available, please phone Jean on 01722 334214.
- Ensure there is always at least two adults present in the room at all times except in an emergency when one may leave to get help. Be familiar with and always follow our Safeguarding Policy which can be found at Safety and Wellbeing (st-francischurch.org.uk).

ANNUALLY

- Attend the volunteers' meetings and training throughout the year.
- Respond to emails, eg. giving unavailable dates, reading policies etc.
- Safeguarding training is run annually and is required every 3 years.

Emily is always happy to hear your feedback, ideas, questions or concerns so please do not hesitate to contact her: family@st-francischurch.org.uk or catch her on a Sunday morning.