

# Junior Church Helper - Duties and Responsibilities

## Junior Church Information

- Junior Church is held during the service most Sundays (except 2nd Sunday of the month when we have an All Age Eucharist and children remain in church.)
- The children leave for Junior Church after the children's talk and song. The session runs for about 45 minutes. The children return to church (with the teachers and helpers) for the distribution of communion.
- Teaching material is provided. We use the material called *Roots*. This follows the readings and themes for each Sunday of the year. It offers background information for the Bible readings, suggestions of how to tell the Bible story, plus a variety of activities for different ages. Sometimes other material or ideas will be suggested by the Chaplain or others and teachers are also free to also add their own imaginative ideas.
- The JC sessions are taught in English (though if teachers and/or helpers are able to speak a few words to some children in German or French when necessary this can be helpful.)
- There are many resources for drawing and craft activities in the JC cupboard. The JC register, the special JC candle and JC prayer as well as the JC collection bag are also kept in the cupboard. (NB It is the responsibility of all teachers and helpers to keep this cupboard tidy and inform Ruby if anything is missing or running out.)
- Currently, there are around 5-10 children at JC most Sundays (sometimes more, sometimes less). Ages are between 4-11. Children are taught together at present but we hope to be able to divide into 2 classes, one for younger children and one for older children, at some point.
- We also have a creche for children under 4. This currently meets in the same room but with different helpers from JC.
- It is obligatory for all JC teachers and helpers to do Safeguarding checks and Safeguarding training. St Ursula's is committed to comply with our Chaplaincy Safeguarding Policy Statement as laid down in the Diocese in Europe's Safeguarding Policy. We must ensure that all JC teachers and helpers have completed their necessary Safeguarding checks and Safeguarding Training and that the latter are kept up to date. This enables us to provide a safe and loving place for our JC children.

## Specific Duties of a JC Helper

1. A Junior Church teacher should be a committed Christian and a regular worshipping member of St Ursula's.
2. A Junior Church helper is a member of the Junior Church team and is encouraged to attend JC team meetings (in person or online). These meet 4-6 times a year.
3. He/she signs up on a rota (usually prepared one month at a time) making clear which Sundays they are available. We try to ensure all helpers take their fair of Sundays if possible.
4. The JC helper needs to work well with any other JC helpers and support the JC teacher in any way they can. They may be needed to help set up and clear up, take the register, calm down any disruptive children and help children with any craft or other activities. The JC helper should remember, however, that the teacher has the overall responsibility for the session.
5. We encourage all helpers to get to know the children, build up a good relationship with each child, and pray for them regularly.
6. The JC helper will hopefully take part in special JC outings, events and activities, depending on availability.
7. The JC helper commits to keeping up with the Diocese in Europe's Safeguarding checks and training which have to be renewed every 3 years. This is essential. To be a JC helper, Safeguarding levels C0 (Basic Awareness) and C1 (Foundations) online training need to be completed.
8. If the JC helper has any concerns about a child, or any other issues that come up in the Junior Church sessions, he/she should speak to the Chaplain (Helen), Safeguarding Officer (Cecily Klingler) or Assistant Safeguarding Officer (Maxine Wildhaber).

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Written by Revd Helen Marshall and JC teachers, February 2023

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