



## 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 attend services at All Saints regularly (at least twice a month), and have a good understanding of the worshipping life of the church
- To lead, encourage and pray for the leaders of Toddler Group
- To arrange regular Toddler's team meetings for encouragement and planning
- To ensure register is completed and to be aware of any allergies
- 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 meet regularly with curate/incumbent 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 hall hire secretary about dates for each term
- To read, adhere to and promote all aspects of the All Saints Safeguarding Policy ( [www.cofeguildford.org.uk/safeguardingpolicy](http://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 Incumbent or by delegation to the Curate

### 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/ Curate \_\_\_\_\_

Date: \_\_\_\_\_

Form approved December 2017