

## Role description for Baby and Toddler Group Coordinator at All Saints

**Role:** To prayerfully coordinate and lead the Baby and 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 oversee the All Saints Baby and Toddler Group, leading a dedicated team of leaders (meeting on Friday mornings in church, during term time)
- To attend services at All Saints, or another Christian church regularly (at least twice a month), and have a good understanding of the worshipping life of All Saints
- To lead, encourage and pray for the leaders of the Baby and Toddler Group
- To arrange regular Baby and Toddler team meetings for encouragement and planning
- To ensure a register of people attending is completed for each Baby and Toddler Group session. The register should include an emergency contact number of another adult, should the parent/carer fall ill; and 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 the Baby and Toddler group
- To be a role model of what it means to live a Christian life
- To keep the Baby and Toddler Facebook page updated with relevant information, or delegate
- To be a member of the All Saints Children and Young People's Vision Group, meeting regularly for support and supervision
- To be the point of contact for new families for the Baby and Toddler Group
- To keep an up to date contact list of Baby and Toddler group leaders
- To liaise with the All Saints Booking Secretary, to book dates for each term
- I agree to comply with all aspects of the All Saints Safeguarding Policy: <https://www.churchofengland.org/sites/default/files/2019-05/PromotingSaferChurchWeb.pdf>), including recruitment and training requirements; and all other church policies.
- I agree to read and adhere to the Church of England's Parish Safeguarding Handbook: <https://www.churchofengland.org/sites/default/files/2019-10/ParishSafeGuardingHandBookAugust2019Web.pdf>
- 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 Children and Young People Vision Group Chair

### Agreement:

I agree to being the Baby and Toddler Group Coordinator at All Saints Church, under the governance structures of the Incumbent and the PCC.

Name (print and sign): \_\_\_\_\_

Incumbent \_\_\_\_\_

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

Form approved December 2021, updated Oct 2024