



**DIOCESE OF CANTERBURY**  
CHILDREN & YOUNG PEOPLE'S MINISTRY

# **Guidance for Local Children and Young People's Ministry Teams**

This is a summary document outlining the expectations on parishes developing a team for the parish's ministry with children and young people. Additional materials are attached and further information is available on the website.

The guidance for Parish ChYP's Ministry Teams is based on the following three principles and should be understood with them in mind:

1. All those who volunteer their time, or are employed within the area of ministry of children and young people are deeply valued. It is the firm intention that this guidance will highlight and accentuate that sense of being valued.
2. Our churches must offer a safe environment for children and young people and those who lead that ministry. This guidance aims to improve the safe environment for all concerned.
3. The skills and gifts that members of our worshipping communities might all offer need to be recognised and helped to develop. The practical elements of this guidance are intended to help churches invest in the members of their Parish ChYP's Ministry team.

Please do not hesitate to contact a member of the Diocesan ChYP's Ministry team for further information, advice or help.

i. What do we mean by 'ChYP's Ministry Team'?

Since late 2010 the Diocese of Canterbury has referred to any ministry with Children and Young People as "ChYP's (Children and Young People's) Ministry". In recent years it has become clear that some work needed to be done to help local contexts (parishes, benefices or deaneries or other clusters) to change our view all of their activities *for* children and young people to be ministry *with* children and young people. To this end the diocesan Safeguarding and ChYP's Ministry teams have commissioned this guidance to help parishes (or appropriate groupings) to ensure the best practice is in place.

This guide uses team to refer to the group of people who are involved in ministry with children and young people; be this two, twenty or more. This guidance intentionally treats voluntary and employed members of the team together except for the areas specific to employment, which are denoted by an asterisk<sup>1</sup>.

ii. Getting the foundation right

Before you go any further there are two main questions that you need to answer for your church:

*a. Why do we want any ministry with children and young people?*

This is an intentionally provocative question that is aimed at testing the embedded attitude of your church to children and young people. You may want to consider:

How are children and young people seen by the church leadership and by the congregation: as an unfortunate annoyance who need to be 'put up with' or as equal members, Fellow Pilgrims? Is there any desire to help children and young people explore *their own faith* and worship as members of your worshipping community?

Who is it for? How much of your motivation for activities or groups for children and young people is about the future of *your* church? Are you hoping to attract parents by having 'something for the kids'?

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<sup>1</sup> Appendix A has a list of these areas and where to find them in the guidance

b. *What are our expectations of a ChYP's Ministry Team?*

One of the most difficult situations to be in is that where expectations are unclear or unspoken, but are very real all the same. It is only fair to the potential ChYP's Team members that these issues are brought out into the open and agreement reached on what is reasonable and realistic. It is the responsibility of the church leadership to be clear about their expectations and to have an idea of the expectations held by the congregation in order to lead this discussion with your ChYP's Ministry team.

Some more questions to consider:

What do you hope for the ministry of this team? How will you know if it is flourishing or even effective? What will you measure to gauge that 'success'? Are you clear about the subsequent expectations?

Do the expectations come out of a firm belief that discipleship is possible at any age; and that children and young people might be seen as Fellow Pilgrims? Are any of the spoken or unspoken expectations driven by anxiety of an 'aging congregation' or the 'future of the church'?

Who will take responsibility for overseeing the Ministry with Children and Young People? Do they have the time, skills and attitude to do so in line with your church's preferred attitude of ChYP's Ministry?

How will the church leadership respond to Ministry with children and young people being 'successful' – what changes would you consider in order to truly welcome any children or young people who become members of your worshipping community?

iii. Church culture:

a. Ministry of the Parish

The practices and protocols advised in this guidance assume that there is an acceptance in the church leadership that any ministry with children and young people is the task of the parish and not the sole task of any individual or subset of the parish. Those individuals are nonetheless responsible for their own actions and part of the development of ChYP's Ministry Teams is to own a certain accountability for the safeguarding of all in the community.

b. Becoming a Whole Church?

The Diocese has adopted the idea of a Whole Church as an aspiration for our parishes; characterised by the two ideas: a focus on faith formation not just information and becoming intergenerational communities that make space for individual transformation. Our vision for children<sup>2</sup> explores how we see this working across the three spheres of church, home and school. As such, the guidance aims to be usable across the three areas and ideally will be used by any teams and individuals in ministry with children and young people whether in school, home or church setting.

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<sup>2</sup> Vision for Children – the vision document for the Children, Schools and Young People Framework of the Diocese of Canterbury, published early 2017.

## A. Recruitment

### 1. Discernment

The word discernment is more commonly used in the process of someone exploring a more formal ministry role as reader or member of the clergy. It seems important to ask this question of our Parish ChYP's Ministry teams. How can the parish help the ongoing development of our laity as they explore different areas of ministry in the life of the church?

#### 1.1 Volunteers

We are recommending that a detailed initial discussion is held between any potential volunteer and a member of the ministry team of the parish (e.g. incumbent, ChYP's Ministry Leader or ChYP's Minister as appropriate). The volunteer should be encouraged to prayerfully consider where they feel God is calling them to contribute to the life of the church (see 4.5 for the next step – 'joining the team'). This creates the opportunity for the church leadership to carefully and sensitively divert unsuitable people from the Parish ChYP's Ministry team to more suitable area of ministry and service. We fully appreciate that this may require a change in culture, but believe that if parishes can develop the expectation of serving on a Parish ChYP's Ministry team as being a safely recruited, distinct, committed part of their life as a serving Christian then these conversations will become commonplace and beneficial to the development of every member ministry.

#### 1.2 Employed ChYP's Ministers\*

It is crucial that the question of discernment is now included in the recruitment process of employed ChYP's Ministers. A question should be included in the formal interview stage of the recruitment process and can be recommended as part of the application form.

There is currently no National standard or process for recognising the discernment of those offering themselves as ChYP's Ministers so we hope this will begin to bring more confidence to the employment of people to the role of ChYP's Minister. Overall maturity and suitability for the role is essential.

### 2. Safer Recruitment

The National Safer Recruitment guide is available on the Diocesan website. It begins with this Joint Policy Statement:

*The Church of England and Methodist Church are committed to the safeguarding and protection of all children, young people and adults, and the care and nurture of children within our church communities. We will carefully select, train and support all those with any responsibility within the Church, in line with Safer Recruitment principles.*

*This means that we will:*

- *Ensure that our recruitment and selection processes are inclusive, fair, consistent and transparent.*
- *Take all reasonable steps to prevent those who might harm children or adults from taking up, in our Churches, positions of respect, responsibility or authority where they are trusted by others.*
- *Adhere to safer recruitment legislation, guidance and standards, responding positively to changing understandings of good safer recruitment practice.*

- *Produce and disseminate practice guidance on safer recruitment for both Churches, ensuring that such practice guidance is compatible, and keep it updated.*
- *Always seek advice from human resources personnel to achieve best possible practice.*
- *Ensure training on safer recruitment practice guidance.*
- *Introduce systems for monitoring adherence to the Churches' safer recruitment practice guidance and review them regularly.*

### 3. Involving Diocesan Staff\*

It is highly recommended that all recruitment of ChYP's Ministers (at any level of employment) is done in collaboration with the ChYP's Ministry Adviser and Human Resources Adviser from the Diocesan team. They are able to offer reflection on the design and determination of the role, the drafting of job description and person specification and the recruitment process. It is also vital that a Safe Recruitment trained individual is included on any interview panel. Where these roles are funded by the diocese the involvement of diocesan advisers is a requirement to ongoing receipt of the funding.

### 4. Induction:

'Induction' refers to the introduction, installation and initiation of someone into a post. This guide assumes that ALL members of the Parish ChYP's Ministry Team would benefit from some aspects of induction. A well-planned induction programme removes problems by helping new team members to become confident in their environment in the shortest time possible. The practicalities of implementing such a system are very likely daunting. It may be that you choose to implement these for all new members. However, do consider applying these systems to current members of the team who may be relieved for some clarity about expectations from both sides, commitments and the opportunity to see their role as ministry and have it supervised as such.

### 5. Joining the Team

All members of the ChYP's Ministry team are expected to have: an interview, references<sup>3</sup> and a contract or role description that is signed by both the member and the appropriate representative of the PCC. The type of document signed depends on the status of the team member – anyone employed must have a signed contract, while all volunteers need a signed role description form<sup>4</sup>.

#### 5.1. Ministry Agreement

Those members of your ChYP's Ministry team who are part of the ALM scheme may already have Ministry Agreements relating to their ALM training. These should be updated regularly, and replicated for those who are members of the ChYP's Ministry Team but haven't had the opportunity to discuss their ministry within the wider context of the church activities.

#### 5.2. Role description template<sup>^</sup>

The role description form needs to outline what is expected from the volunteer in the role they have applied to fill (including: planning meeting frequency, time commitment, behaviour, responsibility and accountability); as well as what the

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<sup>3</sup> See Safe Recruitment guidance for details

<sup>4</sup> Samples of these forms can be found on the Diocesan website

volunteer can expect from the church (including: support, supervision, training, prayer, appropriate demands on time or energy)

### 5.3. Job Description template & contract proforma\*

The Children and Young People's Ministry Adviser has templates for Job Descriptions and contracts. It is highly recommended that any potential employment is discussed with a member of the diocesan team. The Human Resources Manager can also be consulted for best practice and employment law.

### 5.4. DBS before start date

No potential member of Parish ChYP's Ministry Team may begin their role until they have passed through the Safer Recruitment process. At the very least they can only begin once their DBS Check has been seen by the requesting body. Please contact the Safeguarding Desk for more information on this process.

## **B. SUPPORT**

### 1. Spiritual Accompaniment

The idea of having a Spiritual Director or Accompanier is usually only expected of those employed in ministry and often only considered necessary for those who are ordained or licenced. We would like to move toward a culture where everyone involved in ministry seeks some external support to help them in their ongoing formation. This may be a formal arrangement with a Spiritual Accompanier (see the Diocesan Spiritual Accompanier information booklet [here](#)), a supervision group that offer mutual peer supervision<sup>5</sup>, or at the very least a local or regional network (see below)

### 2. Joining support networks

There are a number of network opportunities for those involved in ministry with children and young people: deanery ChYP's Ministry Networks, Diocesan ChYP's Ministers Network\*, Annual safeguarding meet & greet, ecumenical gatherings and training events.

If your local area (be it town, deanery or other) doesn't have a ChYP's Ministry Network then it may be up to you to help set it up! Please contact the ChYP's Ministry Team for help! (Deanery ChYP's Min Networks, Diocesan Network\*, annual safeguarding meet & greet)

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<sup>5</sup> These groups follow an Action Learning Set method and are hugely beneficial to those in ministry roles. Speak to the Diocesan ChYP's Ministry Team for more information.

## C. SUPERVISION

The oversight of all ministry with children and young people in the parish is the responsibility of the Incumbent and PCC. The enactment of this oversight will depend on the context of each parish, but we would like to encourage a degree of oversight to be introduced for *all* ChYP's Ministry Teams, not simply those contexts where individuals are employed. The following list of elements have been designed to bring not just appropriate safeguards but more importantly the opportunity for all members of the Parish ChYP's Ministry team to be helped to discover how God is calling them and to know they are supported by the parish, that their own ongoing development in ministry matters.

### 1. Oversight & monitoring

All members of the Parish ChYP's Ministry Team should be supervised, supported and monitored throughout their time in ministry with children and young people. Supervision is intended to focus on the individual in the ministry role – how they are developing in their own discipleship and ministry, and providing opportunity or signposting for their own personal well-being and growth. At the very least, this oversight should include: regular meetings with a member of the parish ministry team, a culture that expects and values direct observations (planned and unplanned), effective appraisal

### 2. Regular meetings

All members of the Parish ChYP's Ministry Team should have a regular meeting with someone with oversight of their role. This may be the incumbent, team leader or supervisor as appropriate. At the very least an annual appraisal meeting should take place with a member of the parish leadership. Teams should also meet more regularly for mutual support, to discuss the plans and progress of the various aspects of the ministry.

### 3. Direct observation

From the beginning of 2017 it will be expected that all ministry with children and young people is observed regularly by the incumbent or their nominated person. It is hoped that these required visits will ensure that incumbents are physically demonstrating their support for ministry with children and young people. These observations are intended to fulfil two areas: (i) it is an opportunity for the supportive encouragement of members of the Parish ChYP's Ministry team in developing an ongoing record of their personal development; (ii) it will also ensure that best practise is maintained across all areas where children and young people are present. These areas will be recorded on a simple Observation form (Appendix B), which will be briefly filled in during the visit and then securely stored with the other records (digital or physical or both).

### 4. Effective Appraisal

One of the hall marks of a developing team is a good attitude and approach to ongoing appraisal. This is not the old-fashioned "have you done your job?" interrogation but should instead be based on the more regular "how did we do today?" questioning. If these reflections are recorded regularly then an annual review becomes a more fruitful discussion about how things have changed and developed over the year. This then affords the opportunity to adjust the various

team members roles and responsibilities in line with the changes and challenges identified and in response to their own personal development in ministry.

#### 5. Record keeping ("Yellow File")

It is vital that records are kept for ALL members of the Parish ChYP's Ministry Team. The benefits to this parish of this record keeping include maintain an up to date contact list for those involved, which is invaluable when key members of the team leave. There is also the vital opportunity to have some notes on individuals development within ministry, which are so often only held in the memory of a single person in the church leadership (e.g. incumbent, church warden or long retired Children's Church co-ordinator). This record keeping may help to hold the story and history of your ChYP's Ministry Team.

- The "Yellow File" could include:
- Role description
- Application form,
- Original DBS paperwork including any notes
- Direct Observation reports,
- Supervision Meeting notes,
- concerns (*added as necessary and under correct confidentiality protocols*)
- Notes of Reference group meetings\*

#### 6. "Whistle Blowing" process

It is hoped that a culture where asking the question is encouraged. As stated above, it is often in noticing patterns that serious issues are discovered.

"In addition to situations where there is a perceived risk, whistleblowing may be necessary to highlight more general problems with unacceptable practice, performance or behaviour."<sup>6</sup>

### **D. SAFEGUARDING**

It is vital that all members of a parish ChYP's Ministry team understand that safeguarding is a state of mind, not just a clear DBS certificate. All members must be give a copy of the relevant safeguarding policy, and must read it. The parish must also ensure that they attend the relevant safeguarding training within 6 months of joining the team. All members new and old must be able to evidence that they have attended the relevant safeguarding training every 3 years.

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<sup>6</sup> Promoting a Safer Church (DRAFT Oct 2016) – section 4.6 under Promoting a Safer environment and culture



## APPENDIX A

### Checklist for Employing a ChYP's Minister

#### A. RECRUITMENT

- Discernment (A-1)
- Safer recruitment (A-2)
- Involving Diocesan staff (A-3)
- Induction (A-4)
- Job Description & Person Specification template (A-5)

#### B. SUPPORT

- Spiritual Accompaniment (B-1)
- Support networks (B-2)

#### C. SUPERVISION

- Oversight (C-1)
- Monitoring including Direct Observations (C-3)
- Effective Appraisal (C-4)
- Record keeping (C-5)

*for your own use:  
check off each item as you read or  
completed the corresponding sections*

### APPENDIX B

#### DIRECT SUPERVISION CHECKLIST

Name of activity being observed:

Name of group leader:

Date and time of visit:

Venue address:

The observation visit was: ARRANGED / UNANNOUNCED

#### NUMBERS

Children: \_\_\_\_\_ Young People \_\_\_\_\_ Adults (incl leaders): \_\_\_\_\_

What was the age range of Children and Young People? from \_\_\_\_\_ to \_\_\_\_\_

QUESTION	E	G	NI	P	COMMENTS
Appropriate boundaries are in place between adults and Ch/YP?					
Staff are being shadowed at all times?					
Adults' response to Ch/YP demonstrates a warm and positive attitude to Ch/YP					
Risks are identified and responded to appropriately					
There is evidence of health and safety awareness in how the activity is being run					
Safeguarding practice is being demonstrated.					

*E= Excellent, G=Good, NI=Needs Improving, P=Poor*

Name role of the person completing the checklist:

Signature:

Date:

Brief description of session observed:

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Examples of Good Ministry practice:

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Areas for Improvement:

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Areas of concern:

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