

Appendix 3: Sample Role Description



JOB GUIDELINES FOR: Youth Leader		SAMPLE ROLE DESCRIPTION
Name of volunteer:		
Name of group: Youth Department	Age range: 16-30 years	
Person to whom responsible: Designated Elder		
<p>Youth Department</p> <p>The Youth Department plays a key role in developing our young people spiritually and holistically during their formative years and developing them into being fully integrated into our church family.</p> <p>The responsibilities of the Youth Leaders are laid out in the Church Manual; they include (but are not limited to):</p> <ul style="list-style-type: none"> • Developing a strong youth ministry that includes spiritual, mental, and social development of each individual. • Being alert to the particular spiritual and welfare needs of young people and planning programmes that properly address these. • Coordinating the work with other departments to ensure that all activities organised by the church protectively include young people. • Being responsible for the safety of all the young people who attend any function organised by the local Youth Department, and taking action to maintain their safety and well-being. <p>Duties to be undertaken:</p> <ol style="list-style-type: none"> 1. Arranging for regular programmes and events as agreed with the Church Board, including (but not limited to): <ul style="list-style-type: none"> ▪ Sabbath programmes ▪ Youth meetings, youth clubs, fun days, outings, local camps 2. Ensuring sufficient staff cover at all times. 3. Engaging young people in active service and witnessing programmes and training them for Christian leadership. 4. Providing nurturing and safeguarding activities and support to young people and young adults at risk. <p>Ensure the safety of all young people in the church by:</p> <ul style="list-style-type: none"> • Following the BUC code of conduct and the Keeping Our Church Family Safe policy and Procedures http://www.adventistinfo.org.uk <p>Signed: _____ Date: _____ (Responsible Person or Pastor)</p> <p>Print name: _____</p>		
<p>To be completed by the volunteer:</p> <p>I understand the nature of the work I am to do with the children/young people who attend this church programme and agree to disclosure checks where requested. I have read Keeping Our Church Family Safe and I understand that it is my duty to protect young people with whom I come into contact. I know what action to take if abuse is disclosed or discovered.</p> <p>Signed: _____ Date: _____</p> <p>Print name: _____</p>		
<p>Note: These guidelines should be reviewed biannually (at the time of church officers' election). If the job changes substantially a new form should be completed. Copies should be retained by the volunteer and the Responsible Person.</p> <p>Disclosure Clerk to complete: _____ Date checks Applied for: _____</p> <p>DBS No: _____ Date received: _____</p>		