



The United Benefice of Orsett, Bulphan and Horndon-on-the-Hill

Role Description – Sunday School in a Tin Coordinator

Responsible to:

The Rector

Person specification:

- To be a person of integrity who seeks to serve in a gracious, Christ-like manner and who treats each member of the Parish with respect and dignity
- To support the ministry and mission of the Church through their work
- To uphold the Vision and Values of the Church and support the Rector through prayer and a positive attitude
- To be present, available and reliable
- To maintain confidentiality and share any concerns with the Rector

Key roles and responsibilities:

- To recruit helpers to take Sunday School in a Tin sessions
- In consultation with the helpers, to draw up a rota, share it with the helpers and post it on the churches' rota boards and copy to the Rector and Parish administrator
- As necessary, scan and email the relevant pages to the session helper, so they can familiarise themselves with the subject matter
- Encourage helpers to contact another helper to cover any absence
- If necessary, help with arranging cover
- Check stocks of resources in the "Tin" and restock as necessary
- Thank the helpers, and request feedback
- Ask sidespeople/welcomers to encourage children to join in with the Sunday School in a Tin session, at the appropriate time in the service

Safeguarding:

- To read and adhere to all aspects of the Benefice Safeguarding Policy
- To complete a Parish Form, providing 2 references, and a Confidential Declaration Form before commencing the role.
- To undertake an enhanced DBS check if required.
- To complete online C0 and C1 basic safeguarding training

Role description created June 2020