



Volunteering at Kings Church Amersham – 0-25's

If you're holding this pack, then you are either in the process of becoming a volunteer at KCA or you are considering the possibility of becoming a volunteer.

The primary role of a youth and/or children's work volunteer at KCA:

- To be a Christian role model.
- To help with the provision of events/groups.
- To build appropriate relationships that encourages them in the Christian faith and life.

For some of the children & young people, the group you help with could be their only point of contact with the Church each week, this provides them with a chance to learn and meet with God. The time you spend preparing and serving is invaluable!

The main contact points:

- Sunday Morning – Groups that serve the children during the adult's service time.
- House groups – Key moments to build deeper relationships midweek.
- Trips/Residentials – Opportunities to share experiences and often go deeper with God.

The Vision

To help all those in our care to know and experience God's love and to encourage each one to make faith in Jesus their own.

This vision is delivered through 3 key principles of ministry and 5 building blocks.

Three Key Principles

1. Fun, Friendship & Fellowship – Building community.
2. Educate & Re-educate – Growing understanding.
3. Opportunities to meet Jesus – Deeper relationship.

Five Building Blocks

1. Markers of Development – Walking closely and intentionally with all in our care.
2. Curriculum – Strategic education for a rounded understanding.
3. Shared Experiences – Key moments to grow in community and go deeper with God.
4. Team Lead Ministry – The key to ensuring we continue to grow.
5. Family Tree – Building community and family relations.

We believe fostering a culture of prayer throughout all we do at KCA with the children and young people is crucial. Not only because we want to be intimate and obedient to God, but because we also want to help the children and young people to grow in relationship with God and to make faith their own. As we model a life of prayer and teach them how to pray their foundation moves from a knowledge of God to a friendship with God.

*Remember your leaders, who spoke the word of God to you.
Consider the outcome of their way of life and imitate their faith.
Hebrews 13:7*

Expectations

New Volunteers

New volunteers will go through a 6 month trial period.

After which a brief review of the past six months will be discussed.

The intention of this review is to provide an opportunity for both the volunteer and the staff member to review the experience of the probationary period, this is not a test, it's a discussion!

Your Commitment to KCA & KCA's Expectations of You

To help with the running of agreed events.

Meeting for events at an agreed time before the event starts to help set-up and pray (event dependent).

Leaving events after all attendees have left and the premises are clean and tidy. This may also include staying for a debrief as and when required.

No adult should be left alone with a minor.

To pray for the young people and children with whom you work.

To continue in demonstrating your Christian faith in the way you serve and the holistic life you live.

To let the event/group leader know if you are not going to be available for an event at least a minimum of one week in advance so that cover can be arranged. (Illness being an exception)

To let the event/group leader know if you are going to be late/need to leave early from an event.

To feedback to the staff team any concerns.

To attend appropriate training for working with minors and team meeting where possible.

KCA's Commitment to You & Your Expectations of KCA

That you will be given appropriate training. This could include:

- Occasional opportunity to deepen your understanding of ministry.
- Appropriate training opportunities for your role (E.g. Safeguarding Level 1, Food Hygiene, First aid).

Line management from the staff team member, meeting with you on an annual basis (or more if required) where any concerns you may have are addressed, and encouragement/direction is given.

That you will be able to take a break from the regular activities at KCA in school term holidays.

Prayer and pastoral support for you in your walk as a Christian believer.

That you will have an opportunity to use your spiritual giftings in appropriate environments.

Due to the dynamic nature of children's & youth work, and the variety of different situations you might find yourself in, from time to time a member of the staff team may need to talk with you about issues pertaining to good practice. E.g. in the unlikely event that something you assumed was acceptable was not acceptable.

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Safeguarding Overview

Rules and Guidelines of Good Practice

- Never exclusively promise secrecy, as any situation of abuse has to be reported.
- If someone brings up an issue or incident of concern notify the Designated Safeguarding Lead (DSL) who will take the next course of action. Do not tell anyone else about the incident for any reason.
- All volunteers at KCA are required to have a DBS check, to have read the safeguarding policy and completed relevant safeguarding training.
- Never plan to meet completely alone with a child/young person and try to avoid any situations where you might be solely alone with a young person/people (Agreeing to meet at a coffee shop would be appropriate, private but public).

Incident Report Form

In any case that you are a witness (and/or potentially the primary witness) of an incident, which may include fighting, abuse, neglect, bad behaviour, injury (etc.) it is your duty to complete an incident report form. These forms are online and can be accessed from any of the ipads home page or via mychurchsuite navigation panel.

Disclosure of Abuse

If a young person starts to tell you about a situation of abuse or you believe they are in danger take the following steps.

1. Listen to the young person.
2. Do not ask leading questions.
3. Immediately speak to the Designated Safeguarding Lead who will take the next course of action.
4. Immediately after referring the conversation to the Designated Safeguarding Lead, try to write down everything that was said to you.
5. Do not talk with anyone else about the situation/incident.

If you believe the child is in immediate danger when they leave the church to return home, or at the church, ask the child (after they have spoken with you) to wait before leaving. Then immediately speak with the Designated Safeguarding Lead (DSL) who will take the next course of action.

If the child is reporting an incident/complaint about the lead DSL or the lead DSL is away on holiday, immediately contact one of the deputy DSL's.

Do not tell the lead DSL if they ask what the situation was about; let the deputy DSL's deal with the situation.

Contact/Resource Sheet

Bucks County Council Children Services – 0845 370 8090
Thirty-One-Eight – Churches Safeguarding Agency: 0303 003 1111
Child Line: 0800 1111 – General Advice
Police Non-Emergency Number: 101

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Types of Abuse & Symptoms of Abuse

Signs of Physical Abuse of a Child – Consider the possibility of physical abuse when the child:

- Has unexplained burns, bites, bruises, broken bones, or black eyes.
- Has fading bruises or other marks noticeable after an absence from school.
- Seems frightened of the parents and protests or cries when it is time to go home.
- Shrinks at the approach of adults.
- Reports injury by a parent or another adult caregiver

Signs of Child Neglect – Consider the possibility of neglect when the child:

- Is frequently absent from school.
- Begs or steals food or money.
- Lacks needed medical or dental care, immunizations, or glasses.
- Is consistently dirty and has severe body odour.
- Lacks sufficient clothing for the weather.
- Abuses alcohol or other drugs.
- States that there is no one at home to provide care.

Signs of Child Sexual Abuse – Consider the possibility of sexual abuse when the child:

- Has difficulty walking or sitting.
- Suddenly refuses to change for gym or to participate in physical activities.
- Reports nightmares or bed wetting.
- Experiences a sudden change in appetite.
- Demonstrates bizarre, sophisticated, or unusual sexual knowledge or behaviour.
- Becomes pregnant or contracts a venereal disease, particularly if under age 14.
- Runs away.
- Reports sexual abuse by a parent or another adult caregiver.

Signs of Emotional Abuse of Children – Consider the possibility of emotional maltreatment when the child:

- Shows extremes in behaviour, such as overly compliant or demanding behaviour, extreme passivity, or aggression.
- Is either inappropriately adult (parenting other children, for example) or inappropriately infantile (frequently rocking or head-banging, for example).
- Is delayed in physical or emotional development.
- Has attempted suicide.
- Reports a lack of attachment to the parent.

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Electronic Communication – (Youth Ministry)

We ask that all volunteers are responsible in the way they communicate with young people via phone, internet, etc. It may be that intentions and communications with young people are perfectly in order. However, the way relationships are perceived by other people and parents is a situation we have to manage transparently.

Being careful in how we use electronic communication is about protecting both the young people and you the volunteer.

Mobile Phones:

- Text conversations can be seen as inappropriate with young people due to the 'one to one' nature of text messaging.
- Please try to keep texting to a minimum.
- This must be held in a balance as organising events/talks etc, might require the need for a conversation via text messaging.
- Texting the opposite gender also should only happen in circumstances of planning/prepping events.

Social Media:

- We request that you do not ask young people to be 'friends' on social media, nor follow their accounts.
- Let the young people ask you to be a friend and accept their request.
- Any communication you initiate on social media should be done via public areas and not in private messaging as this could be seen as secretive.
- If a young person private messages you, keep a record of this communication. If there is either something worrying shared or an intense amount of communication, this should be disclosed to a member of the staff team.
- You can (if you wish to) update your profile to include your voluntary help at KCA. Possibly with contact details of the church for any parents. E.g. A 25 year old male being friends with someone's 12 year old daughter may be perceived to be odd!
- The time in which you use social media and interact with young people is also very important. Please bear in mind that after 9pm some parents may think their child is sleeping, so if you're engaging with young people through social media in these hours you may be keeping them up against their parents' wishes!

Phone Calls:

- Try to keep phone conversations to the afternoon hours of the day.
- Calls between 4-9pm are acceptable but the earlier in a day the more appropriate.
- Do not call young people after 9pm and if they call you keep the conversation to a minimum.

Email:

- Email is not really an appropriate form of communication bearing in mind the other formats of communication available.
- Please keep in your records any emails exchanged with young people and disclose the email to the youth pastor for accountability reasons.

Please note that the frequency and intensity of contact you are having with young people via electronic communication (and especially social media) needs to be monitored carefully. This is simply to ensure that appropriate boundaries are kept and that none of the young people get the 'wrong idea'.

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Personal Development

Giftings

God has called us to use our giftings to bless the church. As a volunteer we are committed to developing your skills and giftings.

It is important we know what our giftings are and how we can best serve the Lord and people.

Below is a list of some of the spiritual gifts:

Exhortation	Discernment	Evangelism
Giving	Faith	Pastor
Leadership	Healing	Celibacy
Showing Mercy	Knowledge	Hospitality
Prophecy	Miracles	Martyrdom
Service	Encouragement	Missionary
Teaching	Tongues	Voluntary poverty
Administration!	Interpretation	..and many more!
Apostle	Wisdom	

If you are not sure of what your spiritual giftings are, please take time to pray and speak with the team to discuss, develop, and start using these amazing gifts to bless the community you live and serve in.

Food For Thought – Some thoughts around children’s and youth ministry, how you may be effective and how you might be affected!

Expectations in ministry often arise from two distracting energies: worry and fantasy. Anxious expectations are grounded in our fear of failure. They are nurtured by the belief that our accomplishments determine our value and worth. This is the message in our secular culture, and it is frequently the driving force within most ministers. Some voice inside of us tells us that faithful people are successful. Deep down we believe that if you pray, follow the Ten Commandments, and work hard, God will grant you a successful ministry. When we fail to meet our expectations, we get anxious, work harder, worry more, and eventually God moves to the margins.

Mark Yaconelli

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What do you remember about church as a child? Or what about school?

Do you remember what the teachers specifically taught you, or what the teachers were like? What we teach is important but more important is how we love the children and youth we serve.

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Other Important Information

Photo's

While permission for photo's may have been granted it is expected that volunteers refrain from taking photos of events at KCA.

If an activity or task does require photo's or they are taken for an agreed purpose, we ask that after they have been handed on to the staff at KCA that they are deleted from your personal device.

Parents of children at KCA are of course permitted to take pictures of their children as any parent has the right to, but we ask that you only do this when attending events and not when serving on team.

If you do wish to take a picture of your own child when serving on team, please ensure the picture is taken without any other children 'in shot'.

Residential & Occasional Trips

One of the most important parts of the 0-25's ministry at KCA is the trips we take the young people and children on.

We ask that volunteers make themselves available where possible to help on these trips, but volunteers are not obliged to attend residentials.

Volunteer attendance at residentials is at the discretion of the staff in oversight of the trip.

Mentoring & Support (Youth Ministry)

Mentoring Outline

What is mentoring:

- An intentional meeting with a young person to encourage their spiritual development.
- A trusting and secure relationship.
- Accountability and encouragement for young people.
- An accountable relationship that is outside of the mentor and the young person's immediate situation/peer group.
- Helping young people to find Godly direction, not giving it.

If you are interested in mentoring a young person, please do speak to one of the staff team to discuss this amazing opportunity.

Support Structure

1. Volunteers have the responsibility to inform the staff team of how they perceive the ministry to be going. Examples may include progress among children or young people, situations of referral, concerns, personal grievances, etc.
2. The staff team are line managed, and it is their responsibility to filter this information back to their line manager (and the church leadership where appropriate).

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Agreement

I have read and understood the KCA 0-25's Team Volunteer Pack.

I understand that the commitment is two way:

1. From myself as a volunteer to the ministry at Kings Church Amersham,
2. From Kings Church Amersham to me the volunteer.

Signed _____

Print Name _____

Date ____/____/____

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Driving Declaration – Online Form

As a driver taking on the responsibility of driving children and young people on church-organised activities, please read through and sign the following to confirm that you have understood the role and meet the requirements expected.

1. You have at least six months driving experience and no more than six points on your licence.
2. You do not have “unspent” convictions for drink driving, dangerous driving or racing on the highway.
3. Your vehicle (whether owned or rented) is of road worthy condition, with a valid MOT.
4. You have the relevant insurance to drive the vehicle.
5. You must adhere to the following transportation policies when driving:
 - There should be no more than one child per seat.
 - In a minibus, there should be another adult as well as the driver.
 - Bags must not block aisles.
 - Where possible, children should sit in the back of the car.
 - You must get permission from the parent/guardian to give a child a lift in any circumstance.
 - As an when required young people and children should be briefed before using the transport to:
 - Not rush towards the transport when it arrives.
 - Wear seat belts and remain seated for the duration of the journey.
 - Never tamper with controls or distract the driver.
 - Never throw things out of windows.
 - Never attempt to jump on or off moving vehicles.

Print name:	
Signed:	Date:

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