

Little Sparks Team Leader- Job Description

Name: Rebecca Allen Responsible to: Martin Bull Date Updated: 15/01/25

Aims and Vision

- Grow and develop the spiritual lives of our preschool children
- Work with and encourage parents and families who have the primary responsibility for their children's spiritual development
 - by keeping them up to date with topics being covered, informal feedback after Sunday sessions and occasional opportunities to gather parents and children together using these opportunities to connect with families outside the church.

Responsibilities

People

- Oversee the Sunday morning program of children's works for preschool aged **children**
- Set **content** for children's work in conjunction with church leadership
- Work with the church office to recruit and train new **team** members as required
- Report back **progress** and **difficulties** to the Church Leadership
- **Pray regularly for your team and the children**

Practical

- Observe the **safeguarding** policy including reporting any observations as necessary and keeping to DBS guidelines
- Maintain **attendance** registers in Church Suite for children and helpers
- Maintain **resources** and materials
- Work with church office to maintain records of children's **allergies**
- Set and keep to annual **budget** in agreement with Trustees (extra funding can be discussed any time)

Expectations

- Manage the rota using ChurchSuite
- Meet together with your team at least termly to share vision, plans, encouragement and feedback
- Be part of our termly team leaders get togethers
- Liaise with the leaders of other age groups about occasional combined sessions and transition between age groups.
- Keep in good relationship with church members and leadership
- Develop and grow your own relationship with Jesus

Church Leadership will...

- pray for you and the children's work
- support you and be available to talk and help when required
- offer safeguarding support, training and monitor DBS registration
- help you access external training as required / available
- help recruit and share with you the details of potential team members