

# Live Wires Team Leader- Job Description

Name: James Twigg

Responsible to: Martin Bull

Date Updated: 02/10/23

## Aims and Vision

- Grow and develop the spiritual lives of our primary school aged 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, occasional opportunities to gather parents and children together
- Help the children to understand and enjoy the vision and values of the Well Church
- Encourage and support the young people in reaching out to their friends

## Responsibilities

### People

- Oversee the Sunday morning program of children's work for primary aged **children**
- Set **content** for children's work in conjunction with church leadership
- 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
- Work with church office to maintain records of children's **allergies**
- Maintain **resources** and materials
- 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
- share with you the details of potential team members