**Youth Leader (Adult)**

Start children off on the way they should go,   
    and even when they are old they will not turn from it.

[Prov.22.6]

It is a privilege to serve God and His Church working with young people at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of church). We hope it blesses you as much as it blesses the people you serve. It is also a high calling, a responsibility which we don’t take lightly. We are committed to supporting you and have created a role description, so that expectations are clear.

|  |  |
| --- | --- |
| **Name of Role** | Youth Leader |
| **Reports to** | * (name of senior leader) * If Senior Leader is absent or unavailable: Pastor or (other possibilities). |
| **DBS (Disclosure and Barring Service) Eligibility** | You will be required to   * sign a confidential declaration * apply for an Enhanced DBS Check[[1]](#footnote-1) which is renewed every five years |
| **Safeguarding** | * You will need to complete Basic Awareness and Foundations Safeguarding Training.[[2]](#footnote-2) They can both be completed as eLearning modules. * These need to be completed within three months. * All modules need to be renewed every three years. * You will work in accordance with the Church of England’s Parish Safeguarding Policy[[3]](#footnote-3). * If you are accused of a safeguarding concern or convicted of an offence, you are required to report it to the church’s Safeguarding Officer or Pastor immediately. |
| **Key Responsibilities** | * Strive to live as a disciple of Jesus each day. We would expect leaders to be growing as disciples through prayer, worship and Bible reading, attending (where possible) another service to the one you serve at or a small group. * Be a positive member of the leadership team, being reliable and communicating in a timely manner with other members of the team * Relate well to children, youth and families * Attend weekly meetings, termly team meetings for planning, social events and residentials of the group, however we appreciate that sometimes you will need to be absent * Set-up/prayer time before and clear up/debrief afterwards (arrive at \_\_\_\_\_\_). * Use gifts and abilities to serve Christ and his Church, the rest of the team and the children and young people * Attend training wherever possible |
| **Person Specification** | We ask that everyone who is on our team models Paul’s leadership characteristics in 1 Thessalonians 2. We are looking for someone who:   * Starts from the right motives – humility, not pride. We would ask that any leader be teachable. * Cares for those they lead:   + Treats individuals with respect;   + Recognises and respects their abilities and potential for development;   + Promotes their rights to make their own decisions and choices, unless it is unsafe;   + Ensures their welfare and safety;   + Promotes social justice, social responsibility and respect for others; and   + Keeps confidences, never passing on personal information, except to the person to whom you are responsible, unless there are safeguarding issues of concern (e.g. allegations of abuse). Safeguarding issues of concern must **always** be reported to the Parish Safeguarding Officer and the Pastor, and through them to the Diocesan Safeguarding Adviser. This does not stop you contacting the Police or Social Care services. * Works well as part of a team. God has given us one another to help us to grow and to encourage us. * Works hard. Nobody moves beyond being a servant. We expect leaders to be available and faithful. * Leads in godliness * Passes on the Word of God to the next generation, accepting that,  as originally written, it is the inspired and infallible word of God,  the supreme authority in all matters of belief and doctrine. We expect leaders to prepare well for teaching and leading. * Is open to the Spirit of God to empower them * Prays for the young people and the church’s work with young people privately and publicly |
| **How long is this role for?** | * After a trial period of a month, we ask you to consider committing to an initial period of one year, although you can stop at any time. * We would appreciate you giving one term’s notice before stopping your involvement, but we also realise that this is not always possible. * There is always the option to ‘pause’ your involvement if you need to focus on other responsibilities and commitments. |
| **Support** | * We meet in teams before and after the group to ensure leaders are clear what expectations are and can report back problems afterwards. Senior leaders and youth staff are also available to talk to one-to-one, if the need arises. |
| **Time commitment** | * Weekly Meetings. Not all leaders can attend both weekly youth meetings. We would expect you to let the Senior Leader know as soon as possible, if you couldn’t attend when you were expected. * Set-up/prayer time before and clear up/debrief afterwards * Termly youth leaders planning meeting. * Annual residential * Occasional group social outside regular time slot * Training event each term * Dates are made available as early as possible |
| **When will this role be renewed** | * Every year |
| **Code of Conduct and ‘Discipline process’** | * Acknowledging none of us is perfect, we expect our leaders to live as mature Christian believers who are looking to grow as Jesus’ disciples themselves and increasingly reflect the character detailed above. * We encourage all our youth leaders to meet and honestly pray with a close friend about their personal discipleship. * Recognising the need for sensitivity and pastoral wisdom when addressing personal struggles, the need may arise to pause leadership to give space and time to work these through. * The initial step will be a conversation with your Senior Leader, then the Youth Pastor to discuss concerns and your thoughts to work out an action plan. * If the need did arise for a more formal approach to a leader’s behaviour, this would be done in consultation with the Pastor. * In exceptional cases an individual may need to be removed from leadership. |

This letter is binding in honour only; it is not intended to create a legally binding contract between us, and it may be cancelled at any time at the discretion of either party. Neither of us intend any employment relationship to be created either now or at any time in the future.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Your name)

**Note: This is not a finished product, but a starting point for you to work from. That’s why I have left it as a Word document. You can alter it. Please do not rely on it being a legal document for your context. If you do think of something I’ve missed, do please let me know.**

[www.churchyouthministry.com](http://www.churchyouthministry.com)

1. This is a police check in the UK. What checks do you require? [↑](#footnote-ref-1)
2. These are safeguarding training modules in the Anglican church in the UK. What safeguarding training do you require? [↑](#footnote-ref-2)
3. Do you have a safeguarding policy? [↑](#footnote-ref-3)