

Cityside Baptist Church Children and Youth Role Descriptions

Reviewed September 2016

This document will need to be re-looked at in 2017 once a new C&Y organisation has been established

Purpose

To define the formal roles involved in the Children and Youth Team, both paid and voluntary.

Associate Pastors

Associate Pastor for Children and Youth (paid 16 hours per week, flexible over the term)

- Responsible for facilitating collective vision into action alongside the other Associate Pastor
- Pastoral relationship and mentoring with children and youth
- Responsible for the oversight, co-ordination and mentoring of all the various groups and the team of people needed to make things happen
- Regular curation of Quest and Odyssey groups on Sunday mornings
- Curation of Sunday evening services
- Co-leadership of Connect (with a voluntary co-leader)
- Assistance with other flexible aspects of programme and events
- Uphold collaborative collegiality between all pastoral staff
- Remain accountable to Cityside members and report to Council

Associate Pastor for Children and Youth (paid 4 hours per week, flexible over the term)

- Responsible for facilitating collective vision into action alongside the other Associate Pastor
- Pastoral relationship and mentoring with youth and children
- Responsible for Matrix group organisation and regular curation on Sundays
- Assistance with other flexible aspects of programme and events
- Uphold collaborative collegiality between all pastoral staff
- Remain accountable to Cityside members and report to Council

Children and Youth Planning Team

- Responsible for co-creating the vision and planning for children and youth-related matters, along with the associate pastors.
- Involves regular (usually termly) meetings to discuss things that are going well, areas needing extra focus, to pass on ideas or concerns from other Citysiders, and to plan the themes and activities for Sunday morning groups together.

Quest and Odyssey Curators

- Responsible for putting the planned theme into action on a particular Sunday morning, with support from an associate pastor.
- Responsible for any preparation needed, and for setting up and packing down the space.

- Responsible for liaising with their rostered helper to let them know about what has been planned, and how best they can support on the day.
- Responsible for letting parents/caregivers know if there is any food involved in the programme, via email if possible, and in the notices just before the session.
- Responsible for letting an associate pastor know if there were any issues or people that need follow up.

Quest and Odyssey Helpers:

- Responsible for supporting the curator on the day with the children or youth.
- No preparation is needed, but helpers are asked to pop out a few minutes before the service so they can check in with the curator about how best they can help.
- An important role for the helpers is to look for ways to connect with children and youth, and to support behavioural management by quietly coming alongside children who may need extra support.
- Responsible for helping to pack down and tidy the space afterwards.

Xplorer leaders

- Responsible for leading the planned and prepared programme with 2-5 year olds.
- Currently an associate pastor is responsible for planning and liaising with the Xplorer leaders and for training them.
- No preparation is required by Xplorer leaders, but they are requested to arrive by 9:45am to check in with an associate pastor, to run through the programme details, and to choose the songs.

Kinetic leader

- The Kinetic Leader's role is to organise and lead social events for the primary-aged children within the Cityside Children's Space community, with the aim of deepening relationships: both connections among the children, and also between the children and older Citysiders helping with the event.
- The aim is for there to be two or three Kinetic events per term. The Kinetic Leader will liaise closely with the designated Associate Pastor to plan an overview that fits in with other Cityside events.
- Paid up to 15 hours per term/60 per annum, currently being covered by an Associate Pastor/volunteers.
- *See Schedule A of the Kinetic Leader's Independent Contractor Agreement for more details.*

Fusion leader and Admin Liaison

- The Fusion Leader is responsible for facilitating a weekly mentoring / support / hang-out group for 15+ year-olds and twenty-somethings during term time, usually on a mid-week night. Provision for payment up to 20 hours per term. Currently this role is being done voluntarily.
- The Fusion Admin Liaison person supports the Fusion Leader by doing the organisational and liaison aspects of the role, such as co-coordinating dates with guest speakers and communicating programme details to Fusion group members. Paid for up to 10 hours per term.
- *See Schedule A of the Fusion Leader's and Fusion Admin Liaison Independent Contractor Agreements for more details.*

Children and Youth Administrative Assistance

- The Children and Youth Administrative Assistant helps with aspects such as rosters, resource creation, purchase and maintenance, facilitating mail-outs of newsletters, assistance with event preparation and pack down, and other things in liaison with the associate pastors.
- Provision for payment up to 20 hours per term, currently this role is being done voluntarily.