

## Appendix 3: Sample Role Description

JOB GUIDELINES FOR: Youth Leader		SAMPLE ROLE DESCRIPTION
Name of volunteer:		
Name of group: <b>Youth Department</b>	Age range: 16-30 years	
Person to whom responsible: <b>Designated Elder</b>		
<p><b>Youth Department</b></p> <p>The Youth Department plays a key role in developing our young people spiritually and holistically during their formative years and developing them into being fully integrated into our church family.</p> <p><b>The responsibilities of the Youth Leaders are laid out in the Church Manual;</b> they include (but are not limited to):</p> <ul style="list-style-type: none"> <li>• Developing a strong youth ministry that includes spiritual, mental, and social development of each individual.</li> <li>• Being alert to the particular spiritual and welfare needs of young people and planning programmes that properly address these.</li> <li>• Coordinating the work with other departments to ensure that all activities organised by the church protectively include young people.</li> <li>• Being responsible for the safety of all the young people who attend any function organised by the local Youth Department, taking action to maintain their safety and well-being.</li> </ul> <p><b>Duties to be undertaken:</b></p> <ol style="list-style-type: none"> <li>1. Arranging for regular programmes and events as agreed with the Church Board, including (but not limited to):               <ul style="list-style-type: none"> <li>▪ Sabbath programmes</li> <li>▪ Youth meetings, youth clubs, fun days, outings, local camps</li> </ul> </li> <li>2. Ensuring sufficient staff cover at all times.</li> <li>3. Engaging young people in active service and witnessing programmes and training them for Christian leadership.</li> <li>4. Providing nurturing and safeguarding activities and support to young people and young adults at risk.</li> </ol> <p><b>Ensure the safety of all young people in the church by:</b></p> <ul style="list-style-type: none"> <li>• Following the BUC code of conduct and the Keeping Our Church Family Safe policy and Procedures <a href="http://www.adventistinfo.org.uk">http://www.adventistinfo.org.uk</a></li> </ul>		
Signed: _____		Date: _____
(Responsible Person or Pastor)		
Print name: _____		
To be completed by the volunteer:		
I understand the nature of the work I am to do with the children/young people who attend this church programme and agree to disclosure checks where requested. I have read Keeping Our Church Family Safe and I understand that it is my duty to protect young people with whom I come into contact. I know what action to take if abuse is disclosed or discovered.		
Signed: _____		Date: _____
Print name: _____		
Note: These guidelines should be reviewed biannually (at the time of church officers' election). If the job changes substantially a new form should be completed. Copies should be retained by the volunteer and the Responsible Person.		
<b>Disclosure Clerk to complete:</b>	Date checks Applied for:	
DBS No: _____	Date received: _____	