



**Creech St Michael**  
**BAPTIST CHURCH**  
www.creechbc.co.uk

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Taunton, Somerset TA3 5QQ

# **Youth Worker Job Application Pack**

## **Summer 2009**



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## Who are we?

Creech St Michael Baptist Church is a congregation of Christian Believers from all walks of life and a whole range of ages. We worship Jesus Christ: crucified, buried and risen again, and are an evangelical and gently charismatic body of worshippers, believing that God gives each member of his body gifts to be used for the building up of his people and his kingdom. We seek to enable people to express those gifts during our regular times of worship together and during other weekly activities.

We have approximately 190 members with a regular Sunday morning congregation of over 200.

We are members of the Baptist Union of Great Britain, and their basis of faith can be found on their website:

[www.baptist.org.uk](http://www.baptist.org.uk). We are also members of the Evangelical Alliance and agree to their basis of faith which can be found on their website: [www.eauk.org](http://www.eauk.org).

There are forty million people around the world who call themselves Baptist Christians, believing that Jesus Christ is the Son of God, that he died for every person and if we accept him into our lives he promises us eternal life with Him. But in the mean time He gives us the Holy Spirit to live within us, guiding us and helping us to live our lives as Christ-like as possible. As a local congregation we seek to care for and encourage each another, as well as looking outside of our Church community and into our local communities.

## What about Young People?

Many of the young people who come to activities of the church don't live in the immediate vicinity. Most of them have to travel in from surrounding villages or towns, so bringing them all together with a sense of unity amongst the groups can be a challenge. That said, many of them are dedicated to growing in their faith and learning more together. For those in school years 7 and upwards we've got a varied and lively range of activities on Sundays and throughout the week. **Sunday Morning Springboard Groups** are for those in secondary school years 7 to 11. They meet in the Centre & Village Hall on Sundays during the sermon time most Morning Services.

**Sunday Evening After 8's** is for anyone in senior school and happens after the Sunday Evening Service in someone's home for fun, chat, games and lots of eats! It's time to socialise and chill out with your mates.

Midweek activities include **Overload** for School years 7-9 and they meet in term-time on alternate Thursday evenings in the Centre from 7.00 – 8.30pm. Subs are 50p per week with opportunities for being 'crafty', playing on the PS2, hockey, pool, table-tennis as well as entertainment from the drama team. Sometimes they are out and about on a treasure hunt, swimming, bowling or visiting a place of interest.

**Noiz** for School years 10+ meets on Wednesday evenings during term time from 7.30 – 9.30pm. There's a relaxed, chilled-out atmosphere with pool, table-tennis, PS2 and other activities, as well as a creative look at how Christianity is relevant to teenagers today.

Social Get-togethers happen every now and then including sports nights at the Taunton YMCA, walks and games on the Quantocks, film nights and trips to the beach.

## What about Children?

Through a vibrant range of activities we aim to help develop children spiritually, physically and emotionally. On Sunday we have **COSMIC** (Children On Sunday Mornings In Church) which meets during the sermon time most Sunday Mornings. The children and their leaders leave the 10.30am Service after enjoying 25 minutes together with the adults and teenagers in Worship. School years 1-6 use Scripture Union's **LIGHT** material. Cosmic is broken into these groups: **Bubbles** - for Pre-school and Reception class aged children; **Splash** - for Years 1 – 3 Primary School aged children; **XStream** - for Years 4 – 6 Primary School aged children.

**Crèche** - our youngest children from new-born babies to 3 year olds meet in their own room beside the main worship area with a speaker for helpers to listen to the service.

Occasionally the 10.30am Sunday Morning Service is either an "All Age" Service or a "Megamix" activity instead of the normal COSMIC Groups. "All Age" Services provide an opportunity for the whole Church Family to worship together for up to an hour. On Megamix Sundays all the children are together in the Centre for the whole hour with fun and games to complement a Bible theme.

Midweek, **Parent & Toddlers** meet each Wednesday from 10.30am to 12 noon in the Centre. The health visitor holds a monthly clinic during these times too. **Kidzone** for School years 3-6 meet monthly, normally on the first Friday night of the month from 6.30 – 8.30pm. It is in the Church Centre, and activities include craft, organised games and outings. We also have a **Youth Alpha** for school years 6 that runs occasionally.

Our annual **Holiday Club** welcomes over 100 local Primary School aged children for a mix of themed fun, games and mad-cap activities for a week, usually in mid-August.



## Youth Worker Job Description

*For 5 years now we have employed a dedicated youth worker and during this period there has been significant growth, not only numerically but also in conversion and discipleship. We feel it is right to continue to develop this important work with someone who has the expertise, giftings & experience, to be able to build on what has already been achieved and help the church give further vision to the youth work in this village setting. The remuneration package will be in the region of £17k per annum, depending upon experience, and accommodation is also available.*

The post of Youth Worker will involve being an integral part of the ministry team, to work specifically with, and be supported by the Ministers (*Currently two full time ministers in post*).

The Youth Worker will be expected to accept the church's Basis of Faith and will also be required to promote & concur with the current child protection policies and guidelines. This will include obtaining the relevant Criminal Record Bureau disclosure.

The successful candidate will co-ordinate, develop and publicise all aspects of youth ministries, producing a plan of activities as well as leading a large team of volunteers. The role will also include involvement in the upper primary school ages to encourage better transition through the different age groups and life stages.

The Youth Worker will be expected to set a wholesome example amongst the youth & children in matters of speech, behaviour & in attitudes to alcohol, drugs & sexual conduct.

### Main Tasks

1. Inspire & lead our existing & experienced team of volunteers, supporting and encouraging them to develop their gifts, and to be a creative source of ideas and experience in regular team meetings.
2. Lead & co-ordinate our existing 11+ groups which are as follows:-
  - i. **NOIZ** (14+) meets weekly on Wednesdays – a group comprised mostly of Christian young people who wish to deepen their faith and share it with their friends.
  - ii. **OVERLOAD** (11-14) meets fortnightly on Thursdays – a lively & developing group with many non-churched youngsters & challenges. A priority group with potential.
  - iii. **SPRINGBOARD** (11+) meets on Sunday mornings – a group of young people from Christian families who are being nurtured to establish their faith in today's culture.
3. Seek to build open, supportive relationships with the families of the youth and children who attend activities at the church.
4. Build relationships and disciple all streams of the youth work.
5. Develop further opportunities for young people to meet & grow together, and explore giftings in mission, possibly in co-operation with other churches.
6. To have input into and participate in the wide range of church & children's activities including **COSMIC** (Sun mornings), **KIDZONE** (Fridays – monthly) & **HOLIDAY CLUB** (one week in Aug).
7. Working with other organisations and churches already involved, to continue and develop association with local Secondary Schools.
8. To have some involvement in the local Primary School, particularly the upper ages to encourage the better transition through the age groups and life stages.
9. Develop links with other youth workers in the area e.g. YFC Taunton & Bristol Youth Camps.
10. Seek to be involved in the wider community as time & opportunity allow.
11. Set aside regular opportunities to join with the church family in worship and to plan allotted time for prayer, study, preparation and recreation.
12. Maintain links with our young people at university.

### The Person

#### Essentials

- Some recognised Bible training
- Some relevant experience in working with Y.P.
- Mature in their faith
- Passionate to see Y.P. come to faith & be discipled
- Leadership abilities – inspiring, equipping, facilitating, encouraging & visionary.
- Organised but able to be flexible
- Culturally relevant & creative in their approach

- A team player who is self-motivated
- Able to speak to groups as well as individuals (e.g. take School assemblies or lead youth services)

#### Desired:

- Gifting in drama/music/dance
- Driving licence



# **Child Protection Information Pack**

*Policy and Guideline Documents  
for all Youth and Children's Workers*



As a church, it is our responsibility to not only share the love of Christ to the children and young people with whom we have contact, but to offer them a safe environment.

To this end, we commit ourselves to abiding by the Home Office Code of Practice, *Safe from Harm* and to the guidelines and procedures as provided by the Baptist Union of Great Britain's *Safe to Grow*.

The following policy and guideline documents are what we shall all aim to abide by and promote in all areas of work with children and young people.

They are for the protection of the children and young people, as well as those of us working with them.

Also included in this information pack is a copy of the Initial Concern / Incident Report Form. This is for any worker or volunteer to make a written record of any disclosure by a child or young person to them, or any incident that occurred on church premises that the Child Advocates (Ralph Bullock & Judy Fox) should be made aware of. These forms are kept on a clip board besides the first aid boxes in the church and centre. Please familiarise yourself with this form so you will know how to use it.

Also included is a copy of the Volunteer Agreement which you should have signed a copy of and returned to the church office. If you haven't yet done so, please contact the church office.

*Thank you for all your help in sharing the love of Christ to the children and young people of this community.*

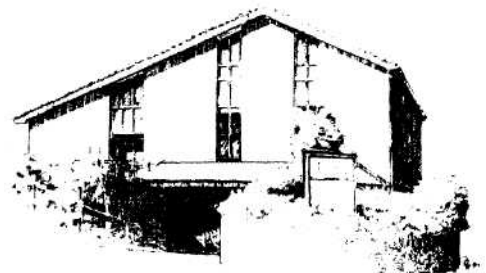


## Policy statement on children, young people and the church

This statement was agreed at the church meeting held on 13<sup>th</sup> May 2008

It will be read annually at the church meeting held in the month of June where progress in carrying it out will be monitored.

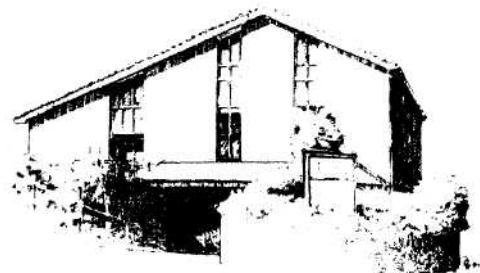
- As members of this church, we commit ourselves to the nurturing, protection and safekeeping of all, especially children and young people.
- It is the responsibility of each one of us to prevent the physical, sexual and emotional abuse of children and young people, and to report any abuse discovered or suspected.
- We recognise that our work with children and young people is the responsibility of the whole church.
- We undertake to exercise proper care in the selection and appointment of those working with children and young people, whether paid or volunteer.
- The church is committed to supporting, resourcing and training those who work with children and young people, and to providing supervision.
- The church is committed to following the Home Office Code of Practice *Safe from Harm* and adopts the guidelines and procedures published by the Baptist Union of Great Britain in its publication *Safe to Grow* (revised fourth edition 2004).
- Each worker with children and young people must know the recommendations, and undertake to observe them. Each shall be given a copy of the church's agreed procedures and Good Practice guidelines.
- As part of our commitment to children and young people, the church has appointed **Ralph Bullock & Judy Fox** to be their Advocates / Independent Advisors. Their names, addresses and phone numbers are publicly displayed.





## Child Protection Guidelines

- Groups should always have at least two adults present on the premises to ensure that the group is never left unsupervised.
- In a counselling situation with a young person, where privacy and confidentiality are important, another adult must know the interview is taking place and with whom. Another adult must be in the building, must be able to easily observe the meeting and the young person must know they are there.
- Leaders and helpers must avoid being alone with a child or young person where their activity cannot easily be observed. On church premises, this may mean leaving doors open, or asking another adult to remain nearby.
- When groups meet outside church premises, two adults must always be available; this is especially important when a group meets in a private house. A child or young person should not be invited alone to a leader's or helper's home without the presence of another adult.
- When providing transport for children and young people, leaders and helpers should try to ensure that there is more than one passenger in each vehicle. If this is not possible, the child or young person should sit in the rear of the car.
- Leaders and helpers must make sure another adult is present in the same room if a child has soiled themselves and needs to be cleaned.
- Children and young people should be treated with respect and dignity befitting their age, and leaders and helpers should take care with their language, tone of voice, how they use their bodies and how they dress. Leaders should avoid rough games, physical control and discipline, invasion of privacy, inappropriate touching, making comments that could be regarded as suggestive (even if made in "fun") and any scapegoating, ridiculing or rejecting a child or young person.
- Leaders should not let youngsters involve them in excessive attention seeking that is overtly sexual or physical in nature.
- An atmosphere of mutual support and care should be encouraged among those working with children and young people, so that any inappropriate practices can be discussed and amended.





## A Discipline Guide for Children's and Youth Leaders

The handling of bad behaviour is bit like international diplomacy - you don't launch the nuclear bomb until every other avenue has been exhausted! Many of you will have perfected these skills over years of working with children and young people. You may even have better, tried and tested methods please share them with us!

Please keep your activity group leader (e.g. Rachel Birch for COSMIC, Reuben Willcocks for KIDZONE & Youth Alpha, Brittney Strange for Overload, Noiz and Springboard) informed if a child's behaviour warrants a chat with the parents.

1. Always aim to have two adults in any situation, preferably a mix of male and female, especially when disciplining a child.
2. Try to avoid confrontation by raising eyebrows or looking concerned rather than drawing attention to a particular child's behaviour.
3. Mention the name of the child who will not behave, and ask him/her to calm down, look the right way or sit still.
4. Maybe try to involve the child by asking them to help you with some small area of responsibility. Quite often they will respond positively to this
5. Speak to the child after the session explaining why the behaviour was unacceptable.
6. Withdraw the child from others for a while during a popular activity, explaining why you don't feel you can trust him/her.
7. Monitor the child's behaviour, talking to him/her and setting targets before the session begins and saying what you think at the end.

**Items 8-11 must be the responsibility of the overall group leader or leaders in consultation with the other leaders.**

8. Speak to or write to the child's parents explaining the problems you are facing and explain that it could end in the child being excluded. Tell the child the same.
9. If a child has to be excluded during an event/activity/club rather than at the end, the parents will be contacted by the senior leader and asked to come and pick up their child. If the child decides not to stay and leaves voluntarily but without parental permission, the parents will be contacted immediately. If the parents are not contactable, the **Police** must be contacted to report that a child has left our care without parental knowledge.
10. Exclude the child for a week. If excluding them for longer then seek to visit him/her at home. Involve the parents as much as possible. The Ministers can be informed to provide support for all concerned.
11. It may be that the persistently badly behaved child needs to be excluded for a longer period of time or permanently in order to protect other children and to enable those other children to get the most from the group, and to protect the leader's authority in the eyes of the other children. Before this is done the Assistant Minister or Senior Minister of the Church must be involved. Such extreme action is at the end of our list but we remember that God is in control and the Ministers will seek to help the child in some other way, perhaps with the parents' requesting contact with a professional Christian Counsellor or trusted agency.

Prayer for the child, their parents and the other children affected should underpin all these stages.

It is suggested that this policy be reviewed annually by each group, with any suggestions for its improvement being submitted to the Youth Council.

Policy originally formulated January 1998  
Revised by the Youth Council in February 2005





## Reporting Suspected Abuse

### Types of abuse:

- Physical: Where children's bodies are hurt or injured.  
Emotional: Where children don't receive love and affection, may be frightened by threats or taunts, or are given responsibilities beyond their years.  
Sexual: Where adults (and sometimes other children) use children to satisfy sexual desires.  
Neglect: Where adults fail to care for children and protect them from danger, seriously impairing health and development.

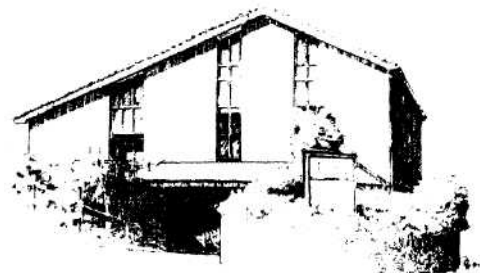
### If abuse is disclosed or discovered:

- Do not delay.
- Do not act alone.
- Do not start to investigate.
- Write everything down on an Initial Concern / Incident Report Form (located in clip boards near the first aid boxes in the church and centre)
- Consult with the appointed church Advocate / Independent Advisor immediately. If the Advocate / Independent Advisor is unavailable, or is involved in an allegation then the minister or any of the leadership team should be consulted.
- If the child is in immediate danger, call the police.

*Creech St Michael Baptist Church's appointed Advocates / Independent Advisors are:*

Ralph Bullock, 17 Ryesland Way, Creech St Michael, TA3 5TA. Tel: 01823 443892

Judy Fox, By Canal Cottage, Creech St Michael, TA3 5QD. Tel: 01823 443166





## Initial Concern / Incident Report Form

*This report form is for the purpose of recording any concerns or reports that need to be passed on to the Child Advocates. Once completed, please contact the Child Advocates immediately to discuss the next step.*

Name of worker .....

Name of child .....

Date and time of concern / incident .....

Nature of concern / incident .....

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*If need be, write any further information on a separate sheet of paper and attach to this form.*

Who have you spoken to about your concerns?

Child	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Name .....
Parent / Carer	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Name .....
Group Leader	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Name .....
Minister	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Name .....

In your opinion has this concern / incident been dealt with sufficiently without need of further action?  
 Yes  No

If yes, what action has been taken to resolve the issue? .....

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Signature of Worker:.....Date & Time.....

**For Child Advocate's Use Only:**

Is the Child Advocate happy that this concern / incident has been dealt with sufficiently without need of further action?  
 Yes  No

If yes, please just sign and date below.  
 If no, please indicate briefly what further action you intend to take ( *if need be, use a separate sheet for any further written information or action taken and attach to this form*).....

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Signature of Advocate:.....Date & Time.....



# Volunteer Agreement

Name of volunteer .....

Volunteer position/s .....

As a volunteer at Creech St Michael Baptist Church, you are part of a team which, together with the whole church, commits itself to the care and nurture of children and young people.

On behalf of the members of the church, we undertake to support you in your work, by prayer, by our interest and by providing resources and training.

Firstly you will be responsible to the leader of an individual ministry or group within the youth and children's work and then to the ministry team and church membership. Please make sure you know who you are responsible to and the lines of communication that are available to you for support and expressing concerns.

As part of that duty of care and nurture of the children and young people it is your responsibility to have read and understood the church's Child Protection Policy Statement, Child Protection Guidelines, Discipline Guide for Children's and Youth Leaders and the Reporting Suspected Abuse documents.

By signing this form you are agreeing to abide by the policies and procedures agreed by the church as stated in those documents, and declaring that you understand the nature of your role and that you have a responsibility to protect and nurture the children and young people you come into contact with.

Working with children and young people is a responsibility we shouldn't take lightly but also brings great rewards and we hope you enjoy your work.

Signed ..... Date .....

Signed ..... Youth Group Leader

Signed ..... Minister



**APPLICATION FOR THE POSITION OF YOUTH WORKER**

**1. PERSONAL DETAILS**

Surname .....

Forename(s) .....

Preferred Title .....

Date of Birth .....

Marital Status .....

(\* As relevant)

\* Name of Spouse .....

\* Names and Ages of Children .....

.....

\* Any dependent relative(s) .....

**2. CONTACT DETAILS**

Address .....

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..... Post Code .....

Phone Number .....

Mobile Phone .....

e-mail .....

**3. EDUCATION AND WORK EXPERIENCE**

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**4. RELEVANT EXPERIENCE AND QUALIFICATIONS IN YOUTH WORK/MINISTRY**

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5. CONVERSION EXPERIENCE (please tell us something of your Christian testimony)

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6. THEOLOGICAL PRINCIPLES (please give a brief statement of your core beliefs, which might include your understanding of Persons of the Trinity, the work of Christ in salvation, the ministry of the Holy Spirit, the place of Scripture, the nature of the Church)

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7. YOUR INTEREST IN THIS POSITION (please state briefly why you have applied and what you could bring to the position as far as you understand it at this initial stage)

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8. OTHER RELEVANT INFORMATION

a. Do you have any ongoing health (physical, emotional/mental) issues YES / NO

If YES, please give brief details

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b. Do you currently have a CRB (enhanced) disclosure? YES / NO

If NO, give details of anything which might hinder gaining such a clearance

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c. Do you agree to obtain a CRB (enhanced) disclosure via the Church and abide by the Church's Child Protection and Discipline procedures, documents of which are attached? YES / NO

9. REFERENCES Please give the names and full contact details of TWO people whom we may contact for references. They should have known you for at least TWO years and be able to tell us about your character and appropriateness for this position.

REFERENCE 1

Name (including title) .....

Address .....

.....  
..... Post Code .....

Phone .....

e-mail .....

Capacity in which they know you .....

Length of time they have known you .....

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REFERENCE 2

Name (including title) .....

Address .....

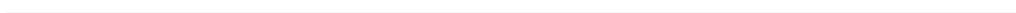
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..... Post Code .....

Phone .....

e-mail .....

Capacity in which they know you .....

Length of time they have known you .....



Please return the application form to: The Revd Gary Birch, Creech St Michael Baptist Church, St Michael Road, Creech St Michael, Taunton, TA3 5QQ by **31<sup>st</sup> July 2009**