



NORTH EVINGTON  
FREE CHURCH

## NE tots Helper Role Description

NE tots is run by the church to be a warm welcoming and fun stay and play session for 0-5s and their parents/carers. The group ends each week with a singing time, and a story from the Bible is shared. Our vision is that through this group, we would be able to build relationships with many from the diverse local community, and that through the group, people would be blessed. We long they would see something of the love of Jesus through the sessions. NE tots meets every Thursday afternoon at NEFC during term time, 1.15-2.45pm, though helpers should be available from 12.30-3.15pm to ensure set up and set down time.

### Main Aims of the Role

1. To provide 0-5s and their parents/carers a fun and safe environment to play and relax in.
2. To interact with the children and parents/carers so that everyone entering into NE tots feels welcomed
3. To share the message of Jesus with parents/carers in a sensitive and culturally appropriate way if opportunities arise.

### DUTIES AND RESPONSIBILITIES

1. To help with the set up and set down of NE tots (please be available from 12.30pm to set up, and be free until 3.15pm for the set down and prayer time).
2. To be involved in chatting to parents/carers during the session, and engaging with the children
3. To act as a good witness for the church – including ensuring you dress in a culturally sensitive way
4. Each week various roles need to be filled (see below). These roles will be assigned on a rota, and you can discuss with the team leader about what roles you are most comfortable in. You can also let the leader know how often you are willing to be on the rota.
  - welcoming people into the building from outside
  - sitting on the welcome table inside (signing people in)
  - serving drinks/refreshments
  - planning and running a craft
  - leading the singing/story time.
5. To attend team meetings on a termly basis.
6. To work together as a team with the other NE tots volunteers.
7. To implement the church's safeguarding policies and procedures as appropriate including training as required.
8. To commit to praying for the group.

### SUPERVISION AND SUPPORT

1. Parents/carers are required to always be present, so NE tots helpers will not be providing sole care of the 0-5s present at the group.
2. NE tots helpers will be given face to face direction and instruction on their first times helping within the group and there will always be experienced helpers on the rota alongside newer members of the team.
3. Rachel Bawden and Gill Tingley are accessible and present for ongoing support and any queries about the roles.
4. Rachel Bawden and/or Gill Tingley will have responsibility for responding to any safeguarding issues/incidents.
5. There is a debrief after every session as well as termly meetings to discuss any concerns.

### SKILLS AND EXPERIENCE

1. Previous experience of working with this age group is not necessary.

2. Previous experience of working alongside different cultural and faith groups is not necessary, though helpers should have a willingness to learn, and a keenness to be culturally sensitive.
3. Good communication skills and ability to ensure a warm welcome to those attending is desirable.