

# St Mary's Church, Bromley

## Sunday Club Volunteer Guidelines

|                                   |                                                                                                                                |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| <b>Written by:</b>                | <b>Sunday Club Committee</b>                                                                                                   |
| <b>Reviewed by (review date):</b> | <b>Sunday Club Committee (07/07/25 and 02/02/26)<br/>Safeguarding Team (11/09/25)<br/>Parochial Church Council (19/01/26))</b> |
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## Sunday Club Volunteer Guidelines

### 1. Introduction

These guidelines outline the roles for the Sunday Club volunteers:

- Sunday Club Leaders
- Sunday Club Helpers
- Sunday Club Co-ordinator(s)
- Sunday Club Committee members

Guidance in relation to safeguarding (including Disclosure and Barring Service (DBS) check), recruitment and training of Sunday Club volunteers is available in St Mary's Volunteer Policy and Procedures 2020.

### 2. Sunday Club (SC)

Aim:

- To accompany children, young people and their families on their journey with God

Objectives:

- To deliver engaging and relevant teaching and learning sessions in age-appropriate groups
- To use the approved teaching material
- To provide opportunities for prayer and worship
- To develop gifts and talents of the children and young people

Sunday Club sessions are held generally in school term time with additional special events during other times e.g. Easter, Christmas.

Sunday Club sessions are led by a Sunday Club Leader and assisted by a Sunday Club Helper(s) and overseen by the Sunday Club Co-ordinator(s).

Refer to:

- Appendix 1 for Sunday Club Leader role description
- Appendix 2 for Sunday Club Helper role description
- Appendix 3 for Sunday Club Co-ordinator(s) role description
- Appendix 5 for names of current SC Co-ordinators

### **3. Sunday Club Committee (SCC)**

Aim:

- To accompany children, young people and their families on their journey with God

Objectives:

- To develop children's and young people's Christian spirituality through the provision of Sunday Club
- To evaluate and plan for current and future children/young people activities within the Sunday Club
- To arrange for children to be prepared to receive Holy Communion
- To recruit, train and support volunteers for the Sunday Club

The Sunday Club Committee reports to the Parochial Church Council (PCC).

The Sunday Club Committee includes:

- Sunday Club Committee Chair(s)
- Sunday Club Committee Members

Refer to:

- Appendix 4 for Sunday Club Committee Chair & members role description
- Appendix 5 for names of the current SCC members

### **4. Transportation for Sunday Club**

The majority of Churches from time to time have a need to use some form of transport to enable adults and children to go on visits and offsite activities by the church.

Travelling to an activity can present a greater risk than engaging in the activity itself.

Therefore, St Mary's Safeguarding Team do not recommend or condone the transportation of adults or children for any Church activity.

This is separate to any informal arrangement made directly between adults or parents. In which case the Church should make it clear that it will not be involved in making these arrangements and will not have any responsibility for them.

The safeguarding of adults and children are paramount to the Church.

## APPENDIX 1

### SUNDAY CLUB LEADER ROLE DESCRIPTION

- Prepare and lead the Sunday Club session.
- Liaise with your helper prior to the session.
- Be reliable in attending these sessions unless circumstances prevent this. If unable to attend, the volunteer should let the Sunday Club Co-ordinator(s) know and if possible, arrange an exchange with another Sunday Club leader.
- Be responsible for the preparation of the room before children/young people arrive.
- Display the Sunday Club work on church notice boards on a regular basis.
- Ensure the register is completed and give out parental consent forms to the parents/carers of new children/young people.
- Be responsible for the clearing up of the room after church.
- Assist the children/young people to follow the service when back in church.
- Ensure essential training is completed and kept up-to-date e.g. Church of England safeguarding online training  
<https://safeguardingtraining.cofeportal.org/>
  - Basic Awareness Safeguarding Training
  - Foundations Safeguarding Training
  - Raising Awareness of Domestic Abuse Training
- Attend desirable training sessions e.g. first aid training; away days
- Prepare an occasional article for the parish magazine.
- Review the risk assessments for the Sunday Club.
- Attend your annual review with a member of the Sunday Club Committee.

## APPENDIX 2

### SUNDAY CLUB HELPER ROLE DESCRIPTION

- Be reliable in attending the sessions unless circumstances prevent this. If unable to attend the volunteer should let the Sunday Club Co-ordinator(s) know and if possible, arrange an exchange with another Sunday Club helper.
- Assist the Sunday Club leader during the club session.
- Assist the children/young people to follow the service when back in church.
- Help clear up after the session.
- Ensure essential training is completed and kept up-to-date e.g. Church of England safeguarding online training  
<https://safeguardingtraining.cofeportal.org/>
  - Basic Awareness Safeguarding Training
  - Foundations Safeguarding Training
  - Raising Awareness of Domestic Abuse Training
- Attend desirable training sessions e.g. first aid training; away days
- Attend your annual review with a member of the Sunday Club Committee.

### APPENDIX 3

#### **SUNDAY CLUB CO-ORDINATOR(S) ROLE DESCRIPTION**

- Be the authorised person/people in charge of Sunday Club.
- Act as the main point of contact & support for Sunday Club Leaders & Helpers.
- Organise and distribute the termly rota to Sunday Club Leaders and Helpers.
- Organise cover for the SC session if a SC volunteer cannot cover.
- Arrange suitable teaching and learning material for use in the Sunday Club and preparation for Communion.
- Ensure risk assessments for Sunday Club activities are reviewed regularly and / or carried out prior to all events.
- Ensure there are sufficient copies of parental consent forms for the leaders to give to new children and collate forms on receipt.
- Co-ordinate the storage of children/young people toys and craft objects.
- Follow-up with families of children/young people who have not attended for over a month via the Parish Administrator.
- Along with the Sunday Club Committee, evaluate and plan for the current and the future children/young people activities within the Sunday Club.
- Update Sunday Club information in the newsletter, on the website & social media.
- Send invitations for special events to children's families via the Parish Administrator.
- Co-ordinate training and away days.
- Discuss role descriptions with potential volunteers for Sunday Club.
- Organise volunteer induction sessions with six monthly and annual reviews.
- Ensure essential training is completed and kept up-to-date e.g. Church of England safeguarding online training  
<https://safeguardingtraining.cofeportal.org/>
  - Basic Awareness Safeguarding Training
  - Foundations Safeguarding Training
  - Raising Awareness of Domestic Abuse Training
- Attend desirable training sessions e.g. first aid training; away days
- Attend your annual review with the Incumbent.

## **APPENDIX 4**

### **SUNDAY CLUB COMMITTEE CHAIR(S) ROLE DESCRIPTION**

- Organise and chair Sunday Club Committee meetings.
- Prepare the agenda for the meetings and email for distribution.
- Raise matters arising at the Sunday Club Committee meetings with the PCC.
- Ensure risk assessments for Sunday Club activities are reviewed regularly and / or carried out prior to all events.
- Ensure minutes of the SCC meetings are written and distributed to SCC members, chair of the PCC and the Parish Administrator.
- Ensure the Sunday Club Volunteer Guidelines are reviewed in line with the review date.
- Ensure essential training is completed and kept up-to-date e.g. Church of England safeguarding online training  
<https://safeguardingtraining.cofeportal.org/>
  - Basic Awareness Safeguarding Training
  - Foundations Safeguarding Training
  - Raising Awareness of Domestic Abuse Training
- Attend desirable training sessions e.g. first aid training; away days

### **SUNDAY CLUB COMMITTEE MEMBER ROLE DESCRIPTION**

- Attend Sunday Club Committee meetings.
- Help arrange suitable teaching and learning material for use in the Sunday Club and preparation for Communion.
- Help with risk assessments.
- Help identify potential volunteers for the Sunday Club.
- Help co-ordinate training and away days.
- Ensure essential training is completed and kept up-to-date e.g. Church of England safeguarding online training  
<https://safeguardingtraining.cofeportal.org/>
  - Basic Awareness Safeguarding Training
  - Foundations Safeguarding Training
  - Raising Awareness of Domestic Abuse Training
- Attend desirable training sessions e.g. first aid training; away days



**APPENDIX 5**

**SUNDAY CLUB COMMITTEE MEMBERSHIP**

Names of current SCC members:

- Eucharua Asiegbu (Vicar)
- Nina Arcuri (Chair)
- Frances Boyden (Chair)
- Michael Clements
- Anne Yolland

**SUNDAY CLUB CO-ORDINATORS**

Names of current SC Co-ordinators:

- Nina Arcuri
- Frances Boyden

**APPENDIX 6**

St Mary's Church, College Road, Bromley, Kent

**REGISTRATION & CONSENT FORM**  
**for SUNDAY CLUB**

Please fill in with block capitals

**Part A – PERSONAL DETAILS**

Name of child \_\_\_\_\_

Date of birth \_\_\_\_\_ Year at school \_\_\_\_\_ School \_\_\_\_\_

Home address \_\_\_\_\_

Any information of which the leaders should be aware

\_\_\_\_\_  
\_\_\_\_\_

Name/s of parent/s \_\_\_\_\_

Phone \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Email \_\_\_\_\_

**Part B – MEDICAL / SPECIAL NEEDS / ALLERGY DETAILS**

Any medical / special needs / allergy (including food) details of which the leaders should be aware

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is your child registered as a disabled person? \_\_\_\_\_

PTO

## Part C – PARENTAL CONSENT

- I understand that my child (school aged) will be in the care of a nominated leader whilst at the Sunday Club session.
- I will be responsible for my child when he / she returns to church.
- I give my consent for my child to attend and take part in the Sunday Club session and any events on-site when I am not present.
- I understand that before an on-site event takes place an email or letter will be sent to me giving me details of the event.

### **Livestreaming during Church Services**

- ☐ I give permission for my child's image to appear in church services that are livestreamed and are loaded onto Facebook.

*Please tick to give permission.*

### **Photographs / video for church publicity**

- ☐ I give permission for photographs and / or videos to be taken of my child and used in publicising the children's and youth work at St Mary's via:
- ☐ Noticeboards on church premises
  - ☐ St Mary's Church parish magazine
  - ☐ St Mary's Church website, e-newsletter & newsletter
  - ☐ St Mary's Church social media
  - ☐ St Mary's Church additional promotional material e.g. Sunday Club flyers

*Please tick for which you give permission.*

### **Data protection**

- ☐ I give permission for the information on this form to be held by St Mary's Church.

(see *The General Privacy Notice – Non-Role Holders on the church website* [www.stmarys-bromley.org.uk](http://www.stmarys-bromley.org.uk): Home page / About us / Safeguarding and Privacy / Privacy)

Signed \_\_\_\_\_

Name (print) \_\_\_\_\_

Date \_\_\_\_\_

**APPENDIX 7**

St Mary's Church, College Road, Bromley, Kent  
**SUNDAY CLUB VOLUNTEER REVIEW FORM**

**Volunteer Name:** \_\_\_\_\_

**Volunteer Role:** \_\_\_\_\_

**Review Date:** \_\_\_\_\_

☐

**initial review**

☐

**6 monthly review**

☐

**annual review**

To help us both prepare for your review, it would be great if you could spend a few moments filling in this form, and then bringing this with you when we meet. It will form the basis of our chat.

1. What do you really look forward to when coming to your volunteering session?
2. What do you find challenging about your volunteering role/session?
3. How can the vicar and the church support you further as you volunteer?
4. How can the Sunday Club Committee support you further as you volunteer
5. Is all your essential volunteer training up-to-date e.g. safeguarding training?
6. What issues do you wish to bring to this review?
7. What can be improved on?
8. Would you like to continue as a volunteer?

**Signature of volunteer:** \_\_\_\_\_

**Signature of reviewer:** \_\_\_\_\_