

# **Sunday Clubs Committee**

*A permanent sub-committee of the PCC*

The Sunday Clubs Committee supports the following groups: Twinkles, Sparklers, All Stars, Galaxy, Galatic Hobos, Children's and Youth Council, Worship Band, Holiday Clubs and the Youth Group (name yet to be decided by the young people).

## **Aim**

Aim: To accompany children and young people on their journey with God

Objectives:

1. To help develop children and young people as disciples of Christ, through the provision of Sunday Clubs, so that they can be salt and light in the world.
2. To arrange for children to be prepared to receive Holy Communion.
3. To engage children and young people in the decision-making process at St. Mary's.
4. To recruit, train and support leaders and helpers.
5. To provide encouragement and assistance to the ministry of Twinkles.
6. To provide encouragement and assistance to other children's and young people's events.
7. To provide support for youth work ministry within St. Mary's.
8. To encourage and develop Christian leadership roles within the young people as they show interest and potential.

## **Responsibilities**

We undertake the following tasks:

1. Find suitable teaching and learning material for use in the Sunday Clubs and preparation for Communion.
2. Decide which adults to approach to become involved in our children's and youth work
3. Plan and lead events which will complement and develop the teaching and learning in the Sunday Clubs and Youth Group.
4. Review and update the Sunday Club Volunteer policy every two years
5. Develop the ideas coming out of the Children's and Youth Council
6. Make suggestions to the Twinkle ministry team
7. Make suggestions to the Youth work ministry team

8. Undertake risk assessments
9. Conduct volunteer inductions and yearly feedback reviews and act on matters arising from these
10. Plan, resource and where appropriate lead volunteer training sessions

## **Membership**

The personnel on this committee are:

1. Sunday Clubs Co-ordinator(s) - Frances Boyden and Anthia Page
2. Resource Co-ordinator - Liz Sykes
3. Volunteer Co-ordinator - Rachel Archer
4. Youth Co-ordinator - Jacqui Harney
5. Administrator(s) - Anne Yolland, Nina Arcuri and Jill Spence

The Chair of this committee is shared by the Sunday Club Co-ordinators. Members are recruited by the committee when a member steps down from office.

## **Frequency of meetings**

This committee meets termly. The agenda is circulated a week before the meeting to all members asking for items to discuss. There are always standing items of matters arising, forthcoming events and volunteers. Minutes are taken on a rotating basis by each member and then circulated within a week to all members via email. Communication between meetings happens via email and conversations at church. A copy of the minutes is sent to the incumbent for inclusion in the papers to be circulated to the PCC. A report is also sent, if required, detailing any decisions that need to be made by the PCC. This is done by the Chair of this committee.

## **Financial responsibilities**

£564.76 of restricted funding for Twinkles (as of May 2016)

£183.60 of restricted funding for Galactic Hobos (as of May 2016)

We currently do not have a budget.

## **Review**

We will review these terms of references every two years and also undertake a SWOT (strengths, weakness, opportunities and threats) analysis as part of this process.