

Sunday Clubs Committee

Terms of Reference

A permanent sub-committee of the PCC

Aim:

To accompany children and young people on their journey with God

Objectives:

1. To develop children's and young people's Christian spirituality through the provision of Sunday Clubs.
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 other children's and young people's events.

Responsibilities:

We undertake the following tasks:

1. Find suitable teaching and learning material for use in the Sunday Clubs & preparation for Communion.
2. Decide which adults to approach to become involved in our children and youth work.
3. Plan and lead events which will complement and develop the teaching and learning in the Sunday Clubs.
4. Review and update the Sunday Club Volunteer policy every two years.
5. Undertake risk assessments.
6. Conduct volunteer inductions and yearly feedback reviews and act on matters arising from these.
7. 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 Nina Arcuri
2. Administrator(s) – Anne Yolland, Jacqui Harney and Jill Spence
3. Alan Keeler

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 for planning purposes and meets more regularly, if and when required, for planning specific events. 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 occur 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:

£177.28 of restricted funding for Twinkles (as of Dec 2020).

£185.18 of restricted funding for Galactic Hobos (as of Dec 2020).

There is currently do not have a budget.

Review:

We will review these terms of references every two years.

Date: 03/02/2021