The Parish of Horndon, Orsett and Bulphan

Role Description – Sunday School in a Tin helper

Role description reviewed and ratified at a PCC meeting on 22nd July 2025

This Role description must be given out during the induction process and signed for before commencing the role. A copy of the signed Role description to be retained centrally by the Parish and a copy given to the individual.

Signed …….. ……

Rector or Churchwarden Individual

Responsible to:
Responsible to the Sunday School in a Tin Coordinator and through them to the Rector

Person specification:

- To reflect the love of God
- To support the Ministry and Mission of the Church
- To uphold the Vision and Values of the Church and support the Rector.
- To maintain confidentiality and share any concerns with the Rector.

Safeguarding:

- To read and adhere to all aspects of the Parish Safeguarding Policy
- To complete a Parish Form, providing 2 references, and a Confidential Declaration Form before commencing the role.
- To undertake an enhanced DBS check if required.
- To complete on-line Basic and Foundation safeguarding training, must be retaken every three years.

Key roles and responsibilities:

- To deliver the Sunday School in a Tin session during the church service
- To check the rota to ensure you are available
- To arrange cover with another helper if necessary
- To request details of the content of the session from the coordinator, if you wish. (The sessions can be delivered with no preparation)
- To arrive in church 15 minutes before the service and check the resources
- To encourage children to join you in the session and, at the appropriate point in the service, when indicated by the member of the clergy, to gather the children in the designated area of the church
- To read the story, play the game, make the simple craft item and lead the prayer.
- To re-join the service (usually towards the end of taking of communion: encourage the children to go to the altar for a blessing)
- To support the children in presenting what they have been doing to the main congregation
- To tidy up after the service, noting any resource needs and reporting them to the coordinator