The Parish of Horndon, Orsett and Bulphan

Role Description – Messy Church helper

Role description ratified at a PCC meeting on 14th August 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
Messy church leader and then to the Rector/churchwardens

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 and follow the Code of Safer Practice
- 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.
- Not required but recommended to take Domestic Abuse training every three years

Key roles and responsibilities:

- To attend planning meetings
- To reflect, during meetings, on how the previous session went and any suggestions regarding stories, changes or improvements
- To inform the planning team of your availability
- To source and prepare the materials and equipment and to give receipts with claim form to the treasurer for reimbursement
- To welcome families and chat to them
- To lead an activity, sharing and reflecting on the chosen Bible story and helping families enjoy their time at your table
- To join in with the worship, leading it as required
- To tidy up after the worship
- To offer mutual support
- To have a willingness to share your own ideas and limitations
- To liaise with the wider Messy Church network