


# Roles and Responsibilities



Role	Description	Does this need to be done by a dedicated individual?	Could this role be combined with another?
<b>Overall Leader</b>	The person who has oversight of all aspects of the holiday club. They need to be totally clear on the teaching aim for the day and ensure that it is communicated clearly. They should delegate wherever possible to train others in how to work well with children. With few leaders available, they may fulfill multiple other roles!	Yes. One person needs to have overall responsibility and oversight.	The part of this role which introduces each slot and welcomes the children at the front in the Main Meeting could be given to another leader who prefers that element (see below).
<b>Holiday Club Leader</b>	The formal face of the holiday club, who gives clear direction whenever the group meets all together. They will give a warm welcome each day, and guide the children through the programme. On the first day, give a sentence of explanation for each section. On subsequent days say less, but be mindful of new arrivals. Rely on the repeated routine of each day and the theme tunes to introduce each section.		This might be the same person as the Overall Leader. This person needs to be different from the main characters in the drama.
<b>Small Group Leaders</b>	Each small group will have their own leaders. Normally, a group would have at least two leaders, with one acting as a Team Leader.	These are the heartbeat of the holiday club. Let them be dedicated to the children, building personal relationships. Aim for a ratio of at least 1:8.	
<b>Bookings Coordinator</b>	Generally you will want to take bookings in advance. For each child you need to know their name, school year, parents' names and contact details, any allergies or special needs, any friends they want to be in a group with. You also need to take payment if you are charging. The more that can be done in advance the better.	Yes. This role can be delegated to someone who is not helping during the week.	Yes. One of the leaders could take on this role, or a member of church staff.
<b>Registration</b>	Registers children at point of arrival.	This role is only needed for the first 30 minutes of the club.	Yes. Could be combined easily with other part-time roles.
<b>Drama Leads</b>	Two actors. They can be played by men or women by changing the names in the provided scripts.		Two of the leaders could do this.

<p><b>Sketch</b></p>	<p>A person with the ability to use a fat pen to ink over pre-drawn sketches with confidence &amp; flair.</p> <p><i>If you cannot find someone to draw live, videos of the sketches are provided at the following location: <a href="https://www.youtube.com/playlist?list=PLaE-V_q7LXB7S1JH0srHYDWLJu0bpv4Us">https://www.youtube.com/playlist?list=PLaE-V_q7LXB7S1JH0srHYDWLJu0bpv4Us</a></i></p>  <p><i>The Sketch could pretend to draw on a tablet whilst the video plays on a screen.</i></p>	<p>In advance someone needs to draw the sketches onto large sheets of paper, or white board. The sketches can be projected onto the board to make the pre-work easier.</p>	<p>Yes. Only needed for the sketch slots.</p>
<p><b>P/A team and Powerpoint Operator</b></p>	<p>If you have a live band, this person operates the mixing desk. If you use a CD player this person controls the player and its volume.</p>		<p>Yes. Use leaders. Good role for an 11-18 year-old.</p>
<p><b>Actors for Bible Story</b></p>	<p>Each day a different number of characters are needed. Actors just need the confidence to speak lines in public. Rehearse it once or twice in advance.</p>		<p>Yes. Use leaders. If you don't want to act this out you could find a DVD or YouTube clip to tell each Bible story.</p>
<p><b>Wakey Wakey Team</b></p>	<p>This person comes up with a short (2-3 minute), simple Aerobics style routine, and leads the children in that each day.</p>		<p>Yes. Use a leader. Good role for an 11-18 year-old.</p>
<p><b>Refreshments Team</b></p>	<p>Distributes refreshments to each group area while the children are in the Main Meeting Area.</p>		<p>Can't be a leader (because they are with children). Good role for 11-18 year-olds.</p>
<p><b>Starter Activities Coordinator</b></p>	<p>Provides each group with the materials they need and clear instructions about how to run the activity. Ensure that these are set up before the children arrive.</p>	<p>The preparation of these can be delegated to someone who is not helping during the week.</p>	
<p><b>Activities Leaders</b></p>	<p>There are two sides to these. Firstly the ingredients, components and materials have to be bought (and a practice take place). Secondly a leader is needed to run each activity each day.</p>	<p>The preparation of these can be delegated to someone who is not helping during the week.</p>	<p>Yes. A different leader can lead each activity each day.</p>



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