**St Paul’s Church, Leamington Spa**

**JOB DESCRIPTION FOR THE POST OF CHILDREN AND FAMILIES’ MINISTER**

**Main Purpose**

* To oversee and develop St Paul’s ministry with children (under age 11) and families, in line with our vision and values
* To encourage and disciple children in their Christian faith, in an age appropriate manner
* To support families as they raise their children
* To recruit, equip and oversee leaders
* To build links with the community to share the love of God with children and families

**Accountability**

The Children & Families’ Minister will be accountable to the PCC as employer though their line manager the Vicar. The person will work in close co-operation with staff and volunteers at the church.

**Terms and Conditions**

* 27 hours per week permanent contract, with an optional temporary extra 13 hour maternity contract until April 2019.
* Circa £27.5k, depending on experience, plus up to 5% matched pension contribution
* 5 weeks annual leave, plus bank holidays
* There will be a probationary period of 6 months
* The post requires an enhanced DBS disclosure

**Duties and Responsibilities**

The following areas will be within the scope of the post, which focuses on children under 11 years of age and families. The Children & Families’ Minister will be responsible for deciding with their line manager the prioritisation of these.

1. **Vision and Values**
   1. To develop and communicate a vision for working with children under 11 in line with the overall vision and values of St Paul’s
   2. To develop, communicate and implement a strategy for working with children under 11
   3. To represent the needs and views of the children and their leaders within the life of St Paul’s and to encourage their involvement in the wider life of the church
   4. To work with the clergy to develop and deliver all-age church services
   5. To work with the Youth Minister to ensure effective co-ordination and continuity of work with children, young people and families
   6. To seek to engage the wider church community in prayerful and practical support
2. **Discipling children**
   1. To be responsible for the work with children at St Paul’s, including oversight of all the COSMIC groups and other activities
   2. To encourage children in their faith, including ensuring they are taught the basics of the Christian faith.
   3. To engage in regular and frequent hands-on teaching and session-leading within a team framework (NB. The post holder should not necessarily be a leader in any particular group)
   4. To pray for and support the discipleship of children, linking in with their parents, including preparing them for baptism and receiving communion
   5. To exercise active and prayerful pastoral concern and care of children, including the building of good relationships with parents and leaders, and referring them to specialist help when appropriate.
   6. To be a positive and appropriate role-model to children, their families and their leaders
3. **Building up and supporting leaders**
   1. To recruit, train and develop leaders to work with children in each of the groups and activities
   2. To support and equip leaders in developing their skills and gifting
   3. To plan, co-ordinate and supervise groups and activities to ensure :
      1. that they are adequately resourced
      2. the appointment of suitable groups leaders and helpers
      3. the selection of suitable teaching materials and appropriate activities
      4. there is a planned programme for each group, with a mixture of spiritual, emotional, biblical and social development.
   4. To work with the Safeguarding Officer and Youth Minister and others to ensure that St Paul’s meets the requirement of relevant legislation, Church of England Requirements and general good practice regarding the safeguarding of children
   5. To line-manage other staff and interns working with this age group.
4. **Supporting families**
   1. To offer pastoral support to parents in relation to their children’s welfare
   2. To oversee events which enable families to have fun together
   3. To oversee courses to support parenting and family life, both within the life of St Paul’s church and in our wider community
   4. To encourage families in their Christian walk together
5. **Developing links with St Paul’s School**
   1. To build on and develop links with St Paul’s school, including inviting children and families to appropriate church events
   2. To plan and carry out school assemblies, lunchtime clubs, and other appropriate activities
   3. To work with the Vicar to deliver termly school services at church
6. **Reaching out**
   1. To develop new and alternative opportunities for children to learn about and experience the love of God (e.g. after school clubs, activities at different times of the weekend), linking in with our community support work
   2. To have oversight of Tiddlywinks (church based mums and toddlers)
   3. To organise appropriate events and activities to strengthen links with the community (e.g. Light & Bright party, Christmas/Easter celebration, Holiday Club)
   4. To develop relationships with uniformed and other relevant organisations, to engage more children in meaningful contact with the church.
7. **General duties**
   1. To be a fully committed member of St Paul’s Church
   2. To play a full role as a member of the staff team taking part in staff meetings, retreats, ‘all-church’ activities etc.
   3. To maintain good contacts lists and accurate information on the church website
   4. To manage the children and families’ budget
   5. To provide reports of work as requested
   6. To continue personal development through reading, appropriate training events and suitable courses of study; to keep abreast of developments relevant to children’s work in churches.
   7. To undertake any other duties that may reasonably be required of this post holder.

**PERSON SPECIFICATION FOR POST OF CHILDREN AND FAMILIES’ MINISTER**

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|  | **Essential** | **Desirable** |
| **Christian Experience and knowledge** |  |  |
| Committed and baptised Christian, involved in church activities | X |  |
| Willingness to work within the authority structures of the Church of England and to become a full member of St Paul’s | X |  |
| An evangelical Christian who is prayerful and open to the renewing work of the Holy Spirit and one who holds to traditional church beliefs and teaching in matters of faith and conduct | X |  |
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| **Personal Qualities** |  |  |
| A heart for children and a vision for Christian children’s ministry | X |  |
| Able to handle, with competence, a demanding and varied workload | X |  |
| Well motivated, able to take initiative, to plan and carry out work without close supervision | X |  |
| Good inter-personal and communication skills: able to work with a diverse range of people | X |  |
| Positive team member, assertive when necessary | X |  |
| Excellent self-management, time management and prioritisation | X |  |
| A heart for bringing unchurched people to faith, and developing them into wholehearted disciples of Christ | X |  |
| Complete confidentiality and trustworthiness | X |  |
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| **Skills / Experience** |  |  |
| Three A levels or equivalent |  | X |
| Relevant training/qualification in children’s work |  | X |
| Experience of children’s ministry in a church setting |  | X |
| Demonstrable Biblical knowledge and the ability to share it with children | X |  |
| Proven ability to teach, train and disciple children with a wide range of backgrounds and church experiences. | X |  |
| Proven ability to lead, build and equip effective volunteer teams. | X |  |
| Proven ability to engage and enthuse the 0-11 age group and to gain the confidence of their parents | X |  |
| A comprehensive understanding of the issues which affect children and families | X |  |
| Experience leading non-churched people to faith. |  | X |
| Experience of establishing good working relationships with community stakeholders |  | X |
| Good understanding of safe practice with children | X |  |
| Good IT skills and the ability to organise your work and working environment. | X |  |
| Experience engaging the wider church community in issues and strategy to do with children |  | X |
| Ability to communicate with children, parents and church members, including ‘up front’ | X |  |
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| **Other** |  |  |
| Willing to undergo enhanced DBS disclosure | X |  |
| Car owner / driver |  | X |
| Physical ability to carry out the demands of the job | X |  |