

**ST PAUL'S
LEAMINGTON SPA**

**CHILDREN AND
FAMILIES MINISTER
INFORMATION PACK**



PAUL'S

Leamington Spa

THE CHURCH

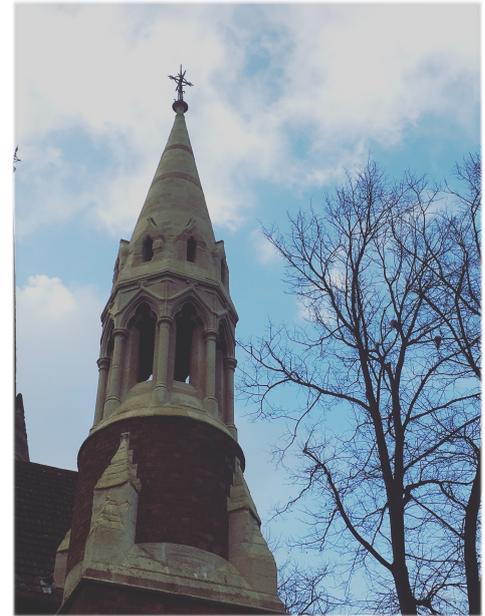
St Paul's is an anglican church near to the centre of Leamington Spa, which, itself, is in the centre of England. The parish has a wide variety of housing, from the very rich to the very poor, with plenty in between. Also in the parish are a few shops, several pubs, residential care homes, wardened flats for the elderly and our church aided primary school (St Paul's). There is a large secondary school nearby (outside the parish, but we are in their catchment area).

Most of the congregation live within a couple of miles of the church, either in the parish or in one of the adjoining parishes. A few people travel into St Paul's from further away.

The church is clearly evangelical, seeking to embrace the best of a conservative view of the authority of scripture, and a charismatic determination to "eagerly desire" spiritual gifts. It is normal on a Sunday to have different people talk about encountering God through the worship, the preaching and prayer ministry afterwards.

We are a small version of a large church, but still have a lot of work to do to be healthy in all areas! Our growth has been across all ages, and there is an expectation of further growth. We are genuinely an all-age church, with people from every decade represented well as shown below:

	Male	Female	Total 2018
Under 11	85	70	155
11-19	40	30	70
Students	20	30	50
20s	30	25	55
30s	50	55	105
40s	45	60	105
50s	35	45	80
60s	25	30	55
70s+	30	45	75
Totals	360	390	750



BACKGROUND TO ROLE

St Paul's is blessed to have a large number of families who engage with us through our various activities each week. Alongside our work with the school (see below) we regularly have over 100 children (under 11) join us for worship on a Sunday morning, and similar numbers of smaller children join us for tiddlies praise on a Tuesday morning.

For the last few years our department has been led by our previous Children and Families minister. Under her leadership we have reorganised the way we do our children's work on a Sunday morning and written our curriculum for these sessions. A number of our families tell us how appreciative they are of our children's and families work and the impact it has had on their children's relationship with God.

As the number of children has grown, we have added resources into this department, firstly with the appointment of Hannah Jones as Assistant Children's Minister and then more recently with the appointment of Ros Hardy, again as Assistant Children's Minister. Hannah is currently on maternity leave, and is due to return at Easter 2019, at which point we hope to have 3 permanent staff in the department. In the interim, Liz Garrett (a member of our church and local primary school teacher) has been supporting the ministry part time. Our previous Children's and Families minister left in September 2018 to take on the exciting role as lecturer in a local HE college.

The role as outlined below is not a small one, and the PCC recognise that the children's and families work is one of our most crucial areas of ministry in the church. We appreciate the weight and responsibility that this role carries and believe we have put in sufficient support structures and resources to enable the right person to flourish in this role.

We are looking for someone with significant experience in children's and families work or an associated profession to lead this department as we move forward as a church. Ultimately, we are looking for the person God is calling into this role, and so if you sense this is you, we really look forward to hearing from you.

St Paul's School

St Paul's Primary School in the parish is an aided C of E school, which means that the majority of the governors are appointed by the church. We have excellent links with the school, take weekly assemblies, have school services at church 4 times/year, and the children of many of the church families are at the school.

JOB DESCRIPTION

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 parents as they raise their children, and disciple them as followers of Jesus
- 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.

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 Value

- To develop and communicate a vision for working with children under 11 in line with the overall vision and values of St Paul's
- To develop, communicate and implement a strategy for working with children under 11
- 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
- To work with the clergy to develop and deliver all-age church services
- To work with the Youth Minister to ensure effective co-ordination and continuity of work with children, young people and families
- To seek to engage the wider church community in prayerful and practical support

2. Discipling children

- To be responsible for the work with children at St Paul's, including oversight of all the children's groups and other activities
- To encourage children in their faith, including ensuring they are taught the basics of the Christian faith.
- To engage in regular and frequent hands-on teaching and session-leading within a team framework (NB. The post holder should not necessarily be the leader of any particular group)
- To pray for and support the discipleship of children, linking in with their parents, including preparing them for baptism and receiving communion
- 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.
- To be a positive and appropriate role-model to children, their families and their leaders

JOB DESCRIPTION CONT.

3. To recruit, train and develop leaders to work with children in each of the groups and activities

- To support and equip leaders in developing their skills and gifting
- To plan, co-ordinate and supervise groups and activities to ensure :
 - that they are adequately resourced
 - the appointment of suitable groups leaders and helpers
 - the selection of suitable teaching materials and appropriate activities
 - there is a planned programme for each group, with a mixture of spiritual, emotional, biblical and social development.
- 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
- To line-manage other staff and interns working with this age group.

4. Supporting families

- To help parents to see themselves as the main disciplers of their children
- To offer pastoral support to parents in relation to their children's welfare
- To oversee events which enable families to have fun together
- To oversee courses to support parenting and family life, both within the life of St Paul's church and in our wider community
- To encourage families in their Christian walk together

5. Developing links with St Paul's School

- To build on and develop links with St Paul's school, including inviting children and families to appropriate church events
- To plan and carry out school assemblies, lunchtime clubs, and other appropriate activities
- To work with the Vicar to deliver termly school services at church
- To work with the RE & Collective Worship leaders at school to raise the standards of both

6. Reaching out

- 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
- To have oversight of "Tiddlies Praise" (church based mums and toddlers)
- To organise appropriate events and activities to strengthen links with the community (e.g. Light & Bright party, Christmas/Easter celebration, Holiday Club)
- To develop relationships with uniformed and other relevant organisations, to engage more children in meaningful contact with the church.

7. General duties

- To be a fully committed member of St Paul's Church
- To play a full role as a member of the staff team taking part in staff meetings, retreats, 'all-church' activities etc.
- To maintain good contacts lists and accurate information on the church website
- To manage the children and families' budget
- To provide reports of work as requested
- To continue personal development through reading, appropriate training events and

PERSON SPECIFICATION

	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	
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	
Resilient and able to work well under pressure.	X	
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	
Other		
Willing to undergo enhanced DBS disclosure	X	
Car owner / driver		X
Physical ability to carry out the demands of the job	X	

TERMS AND CONDITIONS

- Up to 40 hours per week permanent contract (we would consider an application for this role on a part time basis)
- £25,500 - £28,500 depending on experience, plus up to 5% matched pension contribution
- 5 weeks annual leave, plus bank holidays
- There will be a probationary period of 9 months
- The post requires an enhanced DBS disclosure

WIDER STAFF TEAM

We have a large and happy staff team led by our Vicar (Jonathan Jee). Alongside our Children and Families team we have a senior leadership team which includes the curate (Adam) ordinand (Ruth) Senior Lay Minister (Jan) and Operations Manager (John). We have a Youth minister (Kate) currently on maternity leave, and a maternity cover youth worker (Michael). Our ministry is supported by our wonderful office team (Mel, Caroline and Naomi) Housekeeping Team (Lizzie and Julia) and interns (Jem and Lydia). We meet each week as a large team to catch up, pray and worship together. We also go away each term for a staff quiet day together.

FURTHER DETAILS



We welcome informal conversations, please contact:

Jonathan Jee (Vicar) on 01926 772132 (jonathan@stpl.org.uk)

An application form can be downloaded from the church website (www.stpl.org.uk/vacancies)

Closing date for applications: Noon Wed 6th Feb 2019
Interviews: Sat & Sun 9th & 10th Feb 2019