



## **Children's Minister Job Description**

### **Main Purposes**

- To partner with and support the Lead Children's Minister in overseeing and developing St Paul's ministry with children (under age 11), in line with our vision and values.
- To encourage and disciple children in their Christian faith appropriately.
- To support families in discipling their children.
- To recruit, equip and oversee leaders and helper for the ministry.
- To build links with the local community in order to share God's love with children and families.

### **Accountability**

The Children's Minister will be accountable to the PCC as employer though their line manager the Lead Children's Minister. They will work in close co-operation with staff and volunteers at the church.

### **Terms and Conditions**

- 30-40 hours per week, to be worked flexibly and including substantial evening/weekend work
- £23 000 to £28 000 (FTE), depending on experience with 5% matched pension contribution
- 5 weeks annual leave, and bank holidays
- Initially, the role will be for one year but may be extended beyond that
- The post requires an enhanced DBS disclosure

### **Duties and Responsibilities**

#### **1. Vision and Values**

- 1.1 To work together with the Lead Children's Minister and other Children's team staff in all relevant areas of St Paul's ministry, ensuring that the children's ministry consistently embodies the vision and values of St Paul's church
- 1.2 To work with the Lead Children's Minister to develop vision and strategy for the Children's Ministry at St Paul's in line with the church's vision and values.
- 1.3 To seek to engage the wider church community in prayerful and practical support of the children's ministry
- 1.4 To be a positive and appropriate role-model to children, their families and their leaders

#### **2. Sunday services and children's groups**

- 2.1 To partner with Lead Children's Minister in overseeing and managing the Sunday children's groups
- 2.2 To lead and teach sessions regularly in the different age groups, within a team framework
- 2.3 To develop responsibility for overall leadership of one or more Sunday group
- 2.4 To pray for and support the discipleship of children, encouraging them in their faith and the exercise of their gifts

- 2.5 To exercise active and prayerful pastoral concern and care for children, including building strong relationships with parents
- 2.6 To work with the Lead Children's Minister to recruit, support, train and equip the volunteer leaders and helpers for the Sunday children's groups, developing their skills and giftings
- 2.7 To take responsibility for the administration of some Sunday children's groups, including planning, rotas, monitoring resources and updating records
- 2.8 To join with the Children's team to resource and deliver appropriate worship for children as part of the Sunday morning services

### **3. Midweek Groups**

- 3.1 To oversee the weekly running of Tiddlies' Praise, our main toddler outreach ministry
- 3.2 To work with the Lead Children's Minister to oversee and develop other midweek groups where time allows
- 3.3 To work with the Lead Children's Minister to deliver courses to support parenting and family life, both within the church and in the wider community

### **4. St Paul's School**

- 4.1 To work with the Lead Children's Minister in developing our links with St Paul's school, including inviting children and families to appropriate church events
- 4.2 To plan and deliver school assemblies and other appropriate activities, eg. workshops, annual themed weeks or clubs
- 4.3 To work with the Vicar and Lead Children's Minister and the Youth team to deliver termly school services at church

### **5. Events**

- 5.1 To work as part of the team that plan and deliver our termly outreach events to strengthen links with the community (eg Light Party, Easter Crafts, Kennedy Square Summer barbecue)
- 5.2 To develop responsibility for running one or more of the annual events
- 5.3 To work with the Lead Children's Minister to develop and deliver other appropriate outreach opportunities
- 5.4 To support events which enable families to have fun together

### **6. Safeguarding**

- 6.1 To work with the Safeguarding Officer and others to ensure that St Paul's meets the requirements of relevant legislation, Church of England requirements and general good practice regarding the safeguarding of children
- 6.2 To maintain accurate safeguarding administrative records and files regarding children
- 6.3 To recruit team members for Ministries following Safer Recruitment procedures

### **7. General duties**

- 7.1 To be a fully committed member of St Paul's Church
- 7.2 To play a full role as a member of the staff team taking part in staff meetings, retreats, 'all-church' activities etc when time allows.
- 7.4 To work as part of the Children's team to maintain, monitor and create Ministry resources
- 7.5 To maintain good contacts' lists and accurate information on the church website
- 7.6 To provide reports of work as requested
- 7.7 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.
- 7.8 To undertake any other duties that may reasonably be required of this post holder.

**PERSON SPECIFICATION FOR POST OF ASSISTANT CHILDREN AND FAMILIES' MINISTER**

	<b>Essential</b>	<b>Desirable</b>
<b>Christian Experience and knowledge</b>		
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	
<b>Personal Qualities</b>		
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, flexible, 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	
<b>Skills / Experience</b>		
Three A levels or equivalent	X	
Degree and/or 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 build and equip 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
Good understanding of safe practice with children	X	
Good IT skills and the ability to organise your work and working environment.	X	
Ability to communicate with children, parents and church members, including 'up front'	X	
Ability to lead children in sung worship		X
Ability to demonstrate creativity	X	
Ability to write Children's Ministry curriculum for Sunday groups	X	
<b>Other</b>		
Willing to undergo enhanced DBS disclosure	X	
Physical ability to carry out the demands of the job	X	

