

## **Leader of Children & Families Ministry Role Description**

<b>POSITION:</b>	Leader of Children and Families' Ministry
<b>PURPOSE OF ROLE:</b>	To develop, lead and implement the church's ministry to children (0-11 years), their families and carers in accordance with the church's strategy for ministry
<b>ACCOUNTABLE TO:</b>	The Rector (or in the case of vacancy, another suitable person identified by the PCC)
<b>EMPLOYER:</b>	Ashtead PCC
<b>SUPERVISORY RESPONSIBILITY:</b>	Volunteer adult and young leaders and helpers
<b>SUPPORT:</b>	Clergy and staff team Diocesan Advisor for Children and Families Spiritual Director (tba)
<b>RELATIONSHIPS:</b>	Rector; staff team; PCC; volunteer leaders; young people and their parents/carers; parish DBS validators; parish safeguarding officer; network of local youth leaders; Diocesan Children's and Families Advisor; local schools and groups
<b>MAIN AREA OF RESPONSIBILITY:</b>	To be both a minister (pastor, teacher, evangelist) and facilitator of ministry for children (0-11 years) and their families and carers in the parish

*(Please note that in the remainder of this job description, the phrase 'this area of ministry' refers to ministry to children aged 0-11 years and their families and carers)*

### **SPECIFIC DUTIES:**

- 1. Strategy**
  - 1.1 To develop, lead, implement and evaluate this area of ministry in accordance with the church's overall strategy for ministry
  - 1.2 To present to the PCC an annual reflection on this area of ministry
- 2. Ministry**
  - 2.1 To assume overall responsibility for the day to day management of this area of ministry

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- 2.2 To oversee the planning, organisation and delivery of children's ministry in Sunday services and throughout the week
- 2.3 To oversee the planning, preparation and delivery of monthly "Messy Church" leading a volunteer team
- 2.4 To provide pastoral support to children and young families and their carers in conjunction with the Pastoral Leader and clergy
- 2.5 To recruit and nurture staff and volunteer adult and young leaders, providing and enabling appropriate training and support
- 2.6 To work closely with the Leader of Youth Ministry and staff team to ensure an integrated ministry through the years that nurtures faith and discipleship
- 2.7 To maintain and develop relationships with pre-schools, primary schools and related organisations and groups
- 2.8 To offer and deliver assemblies and related initiatives (eg RE days, school clubs, to primary schools in the parish)
- 2.9 To assume responsibility for ministry in the pre-school years, including overseeing 'Little Flames' and 'the Ark' groups for pre-school children and carers
- 2.10 To work closely with the Leader of Youth Ministry in sharing responsibility for the planning and delivery of Family Services supported by a lay team
- 2.11 To participate in Baptism/Thanksgiving preparation sessions to families with the support of the Associate Minister and lay team
- 2.12 To review, maintain and develop initiatives and events in this area of ministry (eg "Flames Flix"; Holiday Club; Pumpkin Party; Light Party; Pathfinders Weekend)
- 2.13 To maintain and develop related ministry opportunities in this area (eg parenting courses)
- 2.14 To actively promote the inclusion of families in the life of the church, where there is a child or carer with a disability or special need, supported by a volunteer team
- 2.15 To be a member of and actively involved in the life and ministry of the parish

### **3. Administration**

- 3.1 Budgetary responsibility for ministry to children and families
- 3.2 Comply with parish/Diocesan safeguarding policy at all times. Attend training and to keep up to date with safeguarding policies and procedures.
- 3.3 To organise rotas and maintain appropriate and accurate records (eg attendance and registration forms; volunteers and DBS etc)
- 3.4 Ensure appropriate and regular communication with children, parents/carers, leaders and others as appropriate and in accordance with the parish communication and social media policies
- 3.5 To be responsible for the provision and care of all resources for this area of ministry

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### **4. Liaison**

- 4.1 To develop good working relationships with all, particularly with those who share in ministry (eg volunteers; staff team; Pastoral Leader; PCC; congregational groups; Parish Safeguarding Representative; Baptism and Thanksgiving Team, etc.)
- 4.2 To network and develop relationships in the local community particularly with schools; local council funded agencies and groups and members of Mole Valley District Council
- 4.3 To network, pray and develop relationships with local church children and families' workers and the Diocesan Children's and Families Advisor
- 4.4 To network and develop relationships in the parish, deanery, diocese, national church and also with others in the community and country as appropriate

### **5. Leadership and Management**

- 5.1 To be part of the senior leadership of the church and take an active role in the weekly staff meetings; pastoral meeting; morning prayer and day to day ministry of the church
- 5.2 To meet with the Rector for regular one-to-one meetings for accountability and support
- 5.3 To work with and develop those who serve in this area of ministry to help them fulfill their potential in the life and ministry of the church
- 5.4 To attend and participate in the ministry of the church as appropriate
- 5.6 To invest in yourself as a leader through approved training and development
- 5.7 To participate in the church's appraisal and development programme
- 5.8 To be a role model for Christian discipleship and leadership

**WORKING CONDITIONS:** 6 days per week (including Sunday) with one established day off  
Based in the Youth and Children's office in St George's church

**SALARY & BENEFITS:** Salary in the range of £22,000-£26,000 pa negotiable dependent on qualifications and experience.  
A contributory pension scheme, in line with statutory requirements  
A 3-bedroom house within Ashtead, for the better performance of your duties  
Ministry expenses will be fully reimbursed  
Reasonable moving costs will be agreed with the church prior to appointment

**HOLIDAYS:** 30 days – based on a 6-day working week. This includes no more than 5 Sundays in any given calendar year. Statutory holidays are in addition to this leave.

You will be expected to work on Good Friday and Christmas Day for which TOIL will be offered.

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**CONTRACT:** Permanent following satisfactory completion of a probationary period of 6 months and a full review at this point

**LICENSING:** This post requires licensing in the Diocese of Guildford.

**SPECIAL REQUIREMENTS:**

- There is a Genuine Occupational Requirement for the post-holder to be a practising Christian and a confirmed member of the Church of England, and to agree with the vision, values and ministry strategy of Ashted PCC.
- It is expected that the post-holder will regularly worship at St Giles' and St George's churches and will be a fully participating member in the life of the church.

**SELECTION CRITERIA** See overleaf

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### SELECTION CRITERIA

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>A degree (in any subject) or an additional 3 years' experience leading ministry to children and families</li> </ul>	<ul style="list-style-type: none"> <li>A theological/children's work qualification at degree level or higher</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>3 – 5 years' experience leading ministry to children and families</li> <li>A track record of successful team building and recruitment</li> </ul>	<ul style="list-style-type: none"> <li>Leading a growing ministry to children and families</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Thorough understanding of safeguarding policy and its application in a parish context</li> <li>A thorough knowledge of the Bible, with the ability to communicate nuanced ideas effectively to children and families in a variety of contexts (e.g. one to one; small groups; school assemblies; church services)</li> <li>an awareness of the barriers to inclusion for those with a disability and a commitment to making church life accessible wherever possible</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of issues particular to children and parents/carers</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Ability to communicate to a wide variety of audience types in a wide variety of contexts</li> <li>IT Skills, proficiency in MS Office</li> <li>Social media awareness</li> <li>Driving licence</li> </ul>	
<b>Behaviours</b>	<ul style="list-style-type: none"> <li>We are an evangelical Anglican church and expect the candidate to live a lifestyle commensurate with our beliefs and values</li> </ul>	
<b>Personal</b>	<ul style="list-style-type: none"> <li>A committed Christian</li> <li>Willing to undergo licensing in the Diocese of Guildford</li> <li>An enthusiastic, attentive, empathetic and wise 'people' person</li> <li>A self-motivated team player, able to inspire and empower others under accountability</li> <li>Creative thinker with fresh ideas to engage children and families and nurture discipleship</li> <li>Flexible and innovative, adapting to change</li> <li>Sense of humour</li> <li>A satisfactory DBS Check at an enhanced plus level</li> </ul>	<ul style="list-style-type: none"> <li>A baptised and confirmed member of the Anglican Church (if not currently then a willingness to become)</li> </ul>

Feb 2019