

St Mary's East Leake

Seeking to Grow Disciples of Christ
with Compassion, Confidence and Courage

Children & Families' Minister Job Description

The Role: Children & Families' Minister

Contract: Two-year fixed-term appointment, with strong potential for extension up to five years, subject to continued funding

Hours: 35 hours per week, including Sundays and some evenings (although we are open to exploring part-time or job share arrangements)

Salary: £27,300 to £31,000 per year depending on experience (with 5% pension contribution)

Annual Leave: 25 days per year, plus public holidays. Timing to reflect ministry rhythms and major church festivals

Responsible to: Rev Tim Parker

Key colleagues: Youth worker, children's work volunteers, and Children, Youth & Families Oversight Team

Special Requirements: Willing and able to work flexibly, recognising that church life does not fit normal office hours. You can expect to work some evenings and weekends and to attend and participate in meetings/events

Probation: 6 months (followed by review)

The Children & Families' Minister will have three main areas of focus

1. Lead St Mary's existing ministry among children and families in line with the church's and diocesan vision.
2. To develop opportunities within the local primary schools to explore the good news of Jesus.
3. To draw in the wider church to play its part in ministry among children and families.

Specific Responsibilities

1. Lead and develop St Mary's current work with 0-11s and their families, which includes: Sunday groups, All Age Services, midweek toddler group, Holiday Club, and additional special events. *See Appendix A.*
2. Acting as a point of contact for new families, ensuring they are properly welcomed and integrated into the life of the church.
3. Lead, recruit, and train volunteers.
4. Be a visible presence within the community, proactively building relationships with parents/guardians and families, and encouraging others in the same.

5. Build upon existing relationships with the local primary schools and develop a pattern of regular engagement with them.
6. Liaise with the youth worker, particularly in relation to children transitioning to secondary school.
7. Engage with the church leadership and volunteers in developing the Children and Families' ministry at St Mary's, including Sunday afternoon missional outreach.
8. Be an active member of the leadership team, contributing to church life.
9. Ensure Diocesan safeguarding and recruitment procedures are complied with in collaboration with the Parish Safeguarding Officer.

Person Specification

Evidenced Key: A=Application Form, I=Interview, R=Reference, C=Certificate

Essential	Desirable	Evidenced
Personal attributes:		
A personal faith in Jesus Christ and a commitment to the authority of the Bible in all matters of faith and conduct		A, I, R
Initiative, passion and vision for reaching non-church families and children		A, I
Able to empathise with the challenges of family life and support parents and carers		I
A strong team player		I, R
Able to enthuse volunteers and the wider church in their ministry to families		I
A willingness to try new things and learn from others, both locally and nationally		I, R
Able to work sensitively with confidential matters		I
Comfortable leading up front and a strong communicator		A, I, R
A good understanding of child development, to include spiritual, educational, physical and emotional needs, and an awareness of neurodiversity		A, I

Essential	Desirable	Evidenced
Qualifications		
	A relevant qualification or experience in teaching or children's ministry	A, C
Skills		
<p>Able to build relationships with non-Christians and share the gospel meaningfully and engagingly</p> <p>Good pastoral skills with adults and children</p> <p>Gifted in training and discipling others</p> <p>Sound organisational and time-management skills</p> <p>Knowledge of and commitment to best practice in safeguarding</p>	<p>Confident IT skills, with knowledge of social media channels or willingness to learn how to use them</p>	<p>A, I, R</p> <p>I, R</p> <p>A, I, R</p> <p>A, I, R</p> <p>I</p>
Experience		
Involvement in leading children's activities	Experience of presenting to a range of groups and audiences	A, I, R
Other		
<p>There is a Genuine Occupational Requirement in accordance with the Equality Act 2010 for the postholder to be a committed Christian</p> <p>Should worship at St Mary's whilst working for the church</p> <p>All appointments are subject to acceptable pre-appointment checks, including a satisfactory Enhanced DBS Check</p>		

Support, Training and Development

The post holder will be a member of a supportive staff team, and the Vicar will act as his/her line manager. This will involve supervision meetings to support and develop their ministry in the church. For further support, we encourage members of staff to be part of one of the St Mary's Home Groups.

We are fully supportive of staff identifying and accessing appropriate training and development opportunities, including through the Diocese of Southwell and Nottingham, of which St Mary's is a part.

Appendix: Current Focused Mission & Ministry with Children & Families'

Weekly

Sun	Mon - Thu	Fri	Sat
<u>Mornings</u> 11am Contemporary family service with children's groups <i>Every 2nd Sunday of the month is an All Age Service</i> <u>Afternoons</u> (Planned) 4pm Missional Outreach Event		<u>Mornings</u> Minis: Toddler group (during term time) Minis+: Twice a term the minis joins together with the all age coffee morning	

Annually

Jan	Feb	Mar	Apr	May	Jun
Assembly in Schools		Easter Outreach Event. Assembly in Schools (Easter Theme)			BBQ and Bouncy Castle after All Age
Jul	Aug	Sept	Oct	Nov	Dec
BBQ and Bouncy Castle after All Age	BBQ and Bouncy Castle after All Age Holiday Club	Assembly in Schools	Light Party		All Age Christmas Service Uniformed Groups Carol Service Carols by the Crib Assembly in Schools (Christmas Theme)