

JOB DESCRIPTION FORM

Job Title:	Children & Families Leader
Responsible to:	The PCC of St Mary's Church Leamington & line managed by the Vicar
Hours:	Part Time, 24 hrs per week. This includes Sundays and some evenings and weekends Holiday entitlement: 36 days inclusive of bank holidays annual pro rata i.e. a total of 23 days (173 hours).
Salary:	To be calculated per hour [between £23 000 - £25 000 depending on experience per year pro rata]
Contract:	Permanent 52 weeks per year Subject to a 3 month probationary period
Additional:	This role requires an enhanced DBS check

Job Context

The role of the Children and Families Leader (CFL) is to love and disciple our under 11s, overseeing the activities for them and their families in church and within the wider parish. The CFL is based at the church and is part of the staff team. The CFL works with the staff and volunteers of the church and is committed to worshipping with St Mary's.

The Children & Families Leader is responsible for the vision and strategy for the future development of children & families work within St Mary's Church. *The vision statement for children and families work is: Fostering a love of God, his Word and his Church in our under 11s.*

Job Purpose

- Build the church community by integrating children and families fully into church life
- Inspire our children to want to know, love and follow Jesus
- Enable children to discover their spiritual gifts and find opportunity to exercise them
- Teach and encourage children to live out their faith practically

Scope and Limits of Authority

- Manage the budget provided for Children's and Families

Areas of Responsibility

Sundays

- Responsible for Sunday childrens groups at the 10:30am service. These were previously:
Creche (0-2 years) – is parent led
Sparklers (2-4 years) – 6 children with 2 volunteers required each week (1:4 ratio)
Flames (Reception – year 2) – 10-12 children with 3 volunteers required each week (1:6 ratio)
Rockets (years 3-6) – 12 children with 3 volunteers needed each week (1:8 ratio)

Currently we run Sparklers and Flames in one room.

The CFL recruits and trains volunteers, sources and provides materials for leaders, oversees behaviour, liaises with parents, ensures there is adequate provision for any children with SEN and is aware of safeguarding procedures. The CFL is expected to be a part of at least one Sunday Group team.

- Responsible for coordinating All Age Services and leading the All Age Service Team. All Age services are on the 1st Sunday of every month, throughout the Summer holidays and on festival days such as Christmas and Easter. Thanksgivings also usually happen at All Age Services.
- Encourage children to use their giftings within the church community

Mid-week

- TLC+ (parent and toddler group) on Wednesday mornings in term time. The CFL is responsible for recruiting and supporting team members and should seek to be present at the meetings as often as possible to get to know local parents and support the volunteer team.
- Rockets Small Group
This is a midweek Small Group for years 3-6 which meets weekly during term time for an hour. There is currently a regular membership of 13-15 children who meet to play games, study the Bible and pray together. The CFL is responsible for providing the materials for leaders and communicating with parents. We need 3 adults.

One off events such as

- Summer Holiday Club – organising and running this
- An alternative to Halloween party for under 8s
- Seasonal or parish events – e.g. attendance at and help organising Maundy Thursday, Good Friday, Easter Saturday, Nativity
- Occasional Courses – e.g. parenting for faith
- Thrive Juniors – assisting a local biannual worship event for children under 11

Schools Work

We have recently had more involvement with local schools in the parish for both visits to the church and assemblies in school. This is a ministry we would like to expand and the CFL would be integral to this. The CFL could also liaise with local schools work charity Crossteach for input and support.

Training and input

The CFL is encouraged to attend training events that will support them in their work. Retreat days are encouraged as is reading books and magazines to do with Children's work.

Staff Team

The CFL is a member of the staff team and expected to attend weekly staff team meetings.

General

- Promoting the children and family work through appropriate media.
- Liaise with the Safeguarding Officer regarding child protection and safeguarding
- Responsible for recruiting, supporting and training all leaders and helpers
- Liaise with the Youth Leader to ensure a smooth transition from Children to Youth
- With the Staff Team, ensure support for families with new-borns/health issues when requested and give pastoral care to families
- Working with the Vicar, involvement in preparing children for baptism and communion
- Consider residential opportunities e.g. Ventures or New Wine United.
- Work alongside and in support of the other staff members of St Mary's Church where necessary
- Supporting Thrive Hubs and Juniors, linking with other church workers

PERSON SPECIFICATION

Personal Qualities

- A vibrant and committed disciple of Jesus Christ
- Committed to the values of St Mary's church and modelling them in public and private life, leading by example.
- Passion for working with children and families

Knowledge

- Knowledge of the Bible
- Knowledge of the importance of safeguarding children and vulnerable adults and the implementation of it
- Knowledge of risk assessment and health & safety procedures for children's groups and possible outings/trips
- Microsoft Office conversant

Experience

- Experience of working with and supporting children up to the age of 11 years, and their families in an appropriate way, with a track record of inspiring faith in them
- Experience of planning and running children's groups
- Relevant experience of safeguarding

Skills/Abilities

- Ability to see the big picture strategically; planning ahead for the next stage of Children & Families work
- Be able to demonstrate a passion for teaching the gospel to under 11's and communicate well with all ages
- Have an understanding of the support that Christian families require in order to bring up their children to have a living relationship with Christ.
- Ability to notice the need of and deliver appropriate pastoral care to children & families
- Ability to grow and lead teams of volunteers, being a leader, delegator and team builder
- Ability to create, build and sustain relationships with children and families
- Ability to stay calm, cheerful and focussed, prioritising work appropriately
- Strong organisation skills, self motivated with vision and initiative

Notes:

- There is a genuine occupational requirement for the post holder to be a committed Christian in accordance with the Equality Act 2010.
- This post is subject to an Enhanced DBS disclosure, satisfactory references and proof of eligibility to work in the UK.
- Pattern of work to be flexible by agreement across no more than 6 days per week: to include weekly team meeting and monthly progress meeting.