



## **Job Description**

**Job Title:** Families and Children's minister

**Salary:** At least London Living Wage – dependent on training and experience

**Hours:** 24/32 hours a week (0.6/0.8 FTE) – We will consider a job share with the administrator role.

**Working Pattern:** Flexible working patterns will be considered.

### **Purpose of Appointment:**

St Peter's are committed to "Making and Maturing Disciples of the Lord Jesus Christ". The main purpose of this appointment is to lead the ministry of the church among children and families.

### **Context:**

St Peter's is a Church of England church. In 2022, the parish church of St Peter le Poer merged with Grace Church and have since been known as St Peter's Muswell Hill. St Peter's has two morning services, a 9:30am Holy Communion and an 11am morning service with children's activities. Across both services Sunday attendance is around 20 children and 80 adults.

The staff team currently consists of the Minister in Charge and a non-stipendiary Minister. The church is also actively recruiting an administrator.

The area in which St Peter's is established is mixed in terms of its social demographic. It displays an increasing diversity of population - an increasing number of those coming into contact with the church do not have English as a first language. There is a wide range of nationalities from Eastern European, Asian, African and Middle Eastern backgrounds.

### **Primary Relationships**

The Families and Children's Minister's main working relationships will be with:

- the Minister (directly responsible on a day to day basis to the Minister in Charge, Revd Philip Sudell)
- the staff team (e.g. attending the weekly staff meetings and participating in staff bible study and prayer)
- the Church Council
- Members of the church family especially children and families and leaders of children's activities
- Other local churches (especially children's ministry workers) and local schools
- Christian ministries for children and young people

### **Main Responsibilities**

The Families and Children's Minister's main responsibilities will be to:

#### **Managing and developing our programme of activities for children – for example:**

- Organising teaching slots for children in our 11am Sunday service
- Planning teaching and activity programme for normal weekly events
- Organising rotas for leaders and helpers for weekly programme
- Organising termly and annual events (e.g. family fun days, holiday club)
- Organising occasional social events for those involved in normal weekly activities

- Recruiting and training volunteer helpers for occasional / one-off events
- Procuring materials and resources as needed (e.g. teaching and craft materials, food, equipment)
- Organising publicity and promotional material
- Managing bookings (for bookable events)
- Liaising with parents and carers
- Expanding and/or improving our activity programme as agreed with Vicar and/or PCC
- Praying regularly for children involved in our activity programme

**Developing our team of leaders for children's ministry – for example:**

- Identifying needs and opportunities for additional leaders (e.g. skill gaps, plans for future growth)
- Recruiting and onboarding new volunteer leaders
- Holding regular team meetings for leaders to review, plan, prepare and pray together
- Encouraging and mentoring individual leaders
- Identifying training needs and organising relevant training (internally and/or externally provided)
- Praying regularly for leaders

**Discipling families within the church – for example:**

- Welcoming new families
- Building ongoing relationships with families
- Meeting with parents to encourage and help them, especially in their parenting
- Organising occasional events to help parents apply biblical teaching to family life
- Promoting other resources, training and events to help parents and families apply biblical teaching to family life
- Praying regularly for families

**Building relationships and awareness of St Peter's ministry in the local community – for example:**

- Promoting awareness of St Peter's Muswell Hill, and especially our welcome for families and children, in the local community (using for example, informal conversations, social media, distribution of printed materials, local media articles)
- Maintaining and developing relationships with local schools, managing visits by local school classes to our church building and leading school assemblies (in conjunction with Pathway)
- Organising / helping to organise additional outreach events / opportunities to meet members of the local community
- Building positive relationships with other local churches and children / youth workers
- Building and maintaining positive relationships with other local organisations, groups and services (e.g. library, social services, police) where appropriate
- Praying regularly for opportunities to meet people and make Jesus known locally

**Promoting ministry to families and children, within the church family – for example:**

- Explaining and promoting the importance and benefit of families and children's ministry and mission
- Highlighting the importance of, and providing opportunities for, outreach to local families and children
- Providing news updates and prayer points for the church family (e.g. Sunday services, monthly prayer meeting)
- Being an advocate for interests of families and children within the life of the church

**Developing our medium-term strategy for families and children's ministry – for example:**

- Providing twice-yearly updates to the PCC on families and children's ministry
- Evaluating how families and children's ministry is contributing to the church's desire to be 'Making and Maturing Disciples of the Lord Jesus Christ' and identifying areas for growth
- Suggesting concrete 'next steps' for immediate / shorter-term development in families and children's ministry and implementing if agreed

- Identifying resourcing and training implications for growth of the ministry with a 3- to 5-year horizon
- Working with other staff and the PCC to develop, update and implement a 3-year plan for development of families and children's ministry

**Ensuring that all aspects of our children's ministry are safe and compliant – for example:**

- Ensuring that those working with children are recruited, trained and managed according to the Church of England's Safer Recruitment guidelines
- Ensuring that all our activities comply with relevant policies (e.g. Safeguarding, Health and Safety)
- Ensuring that all our activities are appropriately risk-assessed and appropriate risk-mitigation implemented
- Meeting regularly with the Church Safeguarding Officer to review safeguarding practice in children's ministry, and to identify and plan any improvements
- Being an advocate for interests of children within the life of the church ['Children's champion']

**Carrying out other reasonable duties as required – for example:**

- Other reasonable activities necessary to ensuring that the ministry of St Peter's is carried out effectively

**Key Skills, Knowledge and Experience**

Experience needed is:

- Two years experience in leading families' and children's ministry in a church context
- Experience in training and mentoring others
- Experience in engaging missionally with unchurched families and children in a local church context.

The essential key skills and knowledge are:

- Clear grasp of theological principles and biblical patterns for ministry to families and children
- Ability to teach the Bible
- Ability to lead, motivate, encourage and correct others
- Excellent team-building, team-working and inter-personal skills
- Excellent written and spoken communication skills
- Excellent office IT skills (e.g. using Office 365)

The desirable skills and knowledge are:

- Formal theological training/and or training in Christian youth and children's ministry
- Involvement in Christian summer camps
- Experience in planning and running events

**Attributes**

The key attributes needed for this role include:

- Passionately supportive of St Peter's vision and mission, and willing to represent us and further that mission
- Willing to lead prayer and biblical teaching in appropriate contexts, and participate in our Sunday services, children's activities, midweek home groups, weekly staff prayer meeting and other church activities
- Committed to our Christian beliefs (as set out on our website) and to living and working in accordance with them, to recognising the authority of the Bible in all matters, and to maintaining your own discipleship of Jesus and being a good role model within and beyond church life
- Committed to exhibiting the 'fruit of the Spirit' and rejecting the 'acts of the flesh' as set out in Galatians 5

- Committed to exhibiting characteristics of Christian leaders as set out, for example, in 1 Timothy 3 and Titus 1
- Eager to see all people reached with the gospel of Jesus Christ and come to know his love and salvation
- Works effectively in a busy environment and when supervision or structure is limited, can cope with change and uncertainty, continuing to communicate and work well with others
- Highly organised, great time management, able to prioritise, and can be relied upon to execute routine and delegated tasks without reminder
- Takes initiative, overcomes obstacles and adopts positive, proactive approach to problem solving
- Creative and innovative, likes to develop and improve things
- Welcoming and friendly, takes an interest in others, is positive and helpful in dealing with others, even when under pressure or time is short
- Eager to grow and benefit from feedback and training
- Willing to work flexibly when needed, including working out of normal office hours

This role is integral to the ministry of St Peter's. It is important that the Families and Children's minister is able to represent the mission and values of the church in all aspects of the role and there is therefore an occupational requirement for the post holder to be a committed Christian, as permitted under Schedule 9, Part 1, of the Equality Act 2010.

### **Working hours and terms and conditions**

We envisage that this role is likely to need someone working four days a week (32 hours) which will need to include Sunday mornings. We are flexible as to how the rest of the time is worked out.

Full terms and conditions will be set out in the contract of employment and associated policies and procedures, but include:

- Paid holiday
- Contributory pension
- Enhanced sick pay

### **Training, development and support**

We are committed to training and supporting our staff, and there will be ongoing development and training opportunities throughout the year. The successful applicant will be encouraged to be proactive in finding appropriate external training opportunities, with funding available from the church councils.

### **Applications and interview process**

Applicants must already possess a right to work in the UK. We cannot sponsor visas.

The post holder will be subject to an enhanced DBS disclosure

To arrange an informal chat with the minister, Philip Sudell, and for more information about applying for the role, please email [serve@stpetersch.org.uk](mailto:serve@stpetersch.org.uk)