

Role Description

Job title:	Families and Children's Minister
Line manager:	Vicar of St Peter's Muswell Hill
Direct reports:	None
Key internal relationships:	<ul style="list-style-type: none">• Staff team• Parochial Church Council (PCC)• Leaders of children's activities• Families and children within church family
Key external relationships:	<ul style="list-style-type: none">• Other local churches (especially Children's Ministry workers)• Local schools• Christian ministries for children and young people

(Please note that for clarity, consistency and conciseness – we use children throughout to refer to anyone under 18 – i.e. includes teenagers, 'young people' etc)

Main responsibilities

1 Managing and developing our programme of children's ministry – 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 ministries
- 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 ministry programme as agreed with Vicar and/or PCC
- Praying regularly for children involved in our ministry programme

2 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

3 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

- 4 **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
 - Leading school assemblies (in conjunction with Pathway)
 - Managing visits by local school classes to our church building
 - 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

- 5 **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

- 6 **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 'engage, evangelise, establish, equip and export' 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

- 7 **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']

- 8 **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

Person specification

Vision, values and character

Passionately supportive of St Peter's vision and mission, and willing to represent us and further that mission	Essential
Willing to lead prayer and biblical teaching, and participate in our Sunday services, children's activities, midweek home groups, weekly staff prayer meeting and other church activities	Essential
Committed to our Christian beliefs (as set out in the "Our beliefs" section of our church 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	Essential
Committed to exhibiting the 'fruit of the Spirit' and rejecting the 'acts of the flesh' as set out in Galatians 5	Essential
Committed to exhibiting characteristics of Christian leaders as set out, for example, in 1 Timothy 3 and Titus 1	Essential
Eager to see all people reached with the gospel of Jesus Christ and come to know his love and salvation	Essential

Temperament

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	Essential
Highly organised, great time management, able to prioritise, and can be relied upon to execute routine and delegated tasks without reminder	Essential
Takes initiative, overcomes obstacles and adopts positive, proactive approach to problem solving	Essential
Creative and innovative, likes to develop and improve things	Essential
Welcoming and friendly, takes an interest in others, is positive and helpful in dealing with others, even when under pressure or time is short	Essential
Eager to grow and benefit from feedback and training	Essential
Willing to work flexibly when needed, including working out of normal office hours	Essential

Knowledge and skills

Clear grasp of theological principles and biblical patterns for ministry to families and children	Essential
Ability to teach the Bible	Essential
Ability to lead, motivate, encourage and correct others	Essential
Excellent team-building, team-working and inter-personal skills	Essential
Excellent written and spoken communication skills	Essential

Excellent office IT skills (e.g. using Office 365)		Essential
Involvement in Christian summer camps		Desirable
Experience in planning and running events		Desirable
Working knowledge of graphic design and image editing and / or working knowledge of website content management and email marketing tools (e.g. MailChimp)		Desirable
Experience		
Experience in leading families' and children's ministry in a church context	2 years	Essential
Experience in training and mentoring others	2 years	Essential
Experience in engaging missionally with unchurched families and children in a local church context	2 years	Essential
Qualifications		
Formal theological training and/or training in Christian youth and children's ministry		Desirable
Degree level qualification or equivalent experience		Desirable
Full, clean UK driving licence		Desirable
First aid certificate		Desirable
Safeguarding training		Desirable
Other		

Additional Information:

You may be required occasionally to carry out other reasonable activities necessary to ensuring that the work of St Peter's Muswell Hill is carried out effectively.

There is an occupational requirement that the successful candidate be a practising Christian, committed to the upholding St Peter's statement of belief (as set out in the "Our beliefs" section of our church website)

St Peter's Muswell Hill is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment.

Any appointment to this role is subject to acceptable pre-appointment checks, including a satisfactory Enhanced DBS Check.

Satisfactory completion (and maintenance) of relevant safeguarding training is a requirement of this role.

Salary:

This is a full time role (but we would be open to discussing part time possibilities) and the salary will be between £32k and £45k depending on experience and training.