

St Matthew's Church, Kingsdown, Bristol

Living for Jesus – knowing, growing & going

Job Description – Children's, Families & Youth Minister

Role

We are looking for a gifted and experienced Children's, Families & Youth Minister to join St Matthews Church on a full-time basis to support our ministry (job-share welcome). Working in close co-operation with the Leadership team, the role will

1. lead a coherent continuous provision from children through youth (0-18) that nurtures individuals from first awareness through to a consolidated Christian faith.
2. seek opportunities to integrate all ages of the church family, encouraging adults in the church to explore faith from the perspective of the children and young people.
3. maintain and develop outreach to the parents of the children and young people in our extended community
4. coordinate and build on the team of volunteers working in this area

There will also be the opportunity to develop the role in discussion with the Leadership team to further support the Church in achieving its vision.

As a faith-based organization and place of Christian worship, our beliefs are foundational to everything we do. The post-holder will be expected to share these beliefs, join in the spiritual life of the church and work actively to support our ministry and vision.

Context

St Matthews is a thriving Anglican community in the Kingsdown area of Bristol, BS6 5TB. In a primarily residential area, the church provides a focal point for various community activities. Our premises are split into an upstairs worship area and a downstairs hall. These are used every day of the week and most evenings for a range of activities, including a busy church led Toddler group and a long-standing pre-school rated as 'outstanding'.

Our electoral roll is presently 150 with approximately 120 adults and 30 children regularly attending Sunday morning worship, across three Sunday Services.

We are currently in vacancy and anticipate commencing the process for appointing a new Vicar in early 2018. In addition to the to be appointed Vicar, our staff includes two part-time Ordained Local Ministers (OLMs) and an Administrator. Whilst in vacancy, line management will be provided by the PCC member responsible for overseeing Children and Youth work, with additional support available from the OLMs; Line management would revert to the Vicar following appointment..

Terms and Conditions

The detailed terms and conditions will be contained in the post-holders Contract of Employment.

This is a full-time role which involves evening and weekend work and national holidays such as Christmas and Easter. Annual paid holiday entitlement is 28 days per year (normally expected to be taken during school holidays) including not more than 6 Sundays. Leave should be arranged in advance with the Vicar, bearing in mind the particular demands of the role and major church festivals.

The salary will be £20-25k per year, negotiable depending on the skills and experience of the postholder. Remuneration will be reviewed annually in January.

The incumbent will be auto-enrolled in the pension scheme, with Peoples Pension, with contributions currently at 1% employee and 1% employer, rising to 3% and 2%, respectively, from April 2018. Further details are available from the Treasurer.

There will be a six-month probationary period with a three-month review point. An appraisal will take place to confirm completion of the probationary period and appraisals take place annually thereafter. During the probationary period one week's notice of termination of employment will be required on either side; thereafter one month's notice on either side will be required.

There will be opportunity for regular review of the duties and responsibilities of the post and discussion of development, common concerns and opportunities for training.

The post holder will be required to undertake an enhanced DBS check and must comply with the requirements of the Church of England Safeguarding Training Framework.

Job Title: Children's, youth and family minister

Responsible to: PCC

Supervised by: Vicar (PCC Lead during Vacancy)

Hours: Full time

Key Responsibilities

1) Support St Matthews's vision and mission

- a. Take a full and active part in the life of the Church
- b. Become a full and active member of the staff team
- c. Work closely and collaboratively with senior members/ officers of the church and voluntary teams

2) Lead the children's, youth and family ministry

- a. Strategically plan and manage the Youth and Children Ministry
- b. Take primary responsibility for the provision for children and youth from 0-18 (including through Sunday teaching for all ages in different groups)
- c. Develop and deliver midweek activities appropriate to target age range
- d. Oversee, support and develop the team of volunteers to ensure high quality ministry provision for all ages
- e. Act as a mentor to individuals, including volunteers, young people, and trainees
- f. Grow and develop outreach and support to the parents of the children and young people in our extended community, including exploring links with local Primary School
- g. Facilitate the involvement of young people in Sunday services
- h. Promote and develop leadership opportunities for both young people and adult volunteers
- i. Plan trips and residential camps for young people in addition to co-ordinating youth and children work during the annual church weekend away
- j. To run/coordinate annual events such as a holiday club or supporting church family weekend away.
- k. Ensure safeguarding policies are scrupulously maintained
- l. Work with the finance team to plan and budget for Youth and Children Ministry
- m. Communicate regular prayer and practical needs of this ministry to the Church, including through regular reporting to PCC
- n. Participate in regular management and supervision meetings

Person Specification

Requirement	Essential or desirable?	How assessed?
Personal Qualities <ul style="list-style-type: none"> • A committed Christian with a mature faith in Jesus (genuine occupational requirement that the post holder is a practicing Christian) • passionate about and gifted in children's, family and youth work • Ability to engage and inspire young people 	<p>Essential</p> <p>Essential</p> <p>Essential</p>	Via application
Qualifications <ul style="list-style-type: none"> • Relevant qualification 	Desirable	Via application
Experience <ul style="list-style-type: none"> • significant experience of working in similar role • experience supervising staff and/or leading volunteers , including supporting and training as necessary • experience of leading church ministry/mission, including variety from services to small groups • experience leading, managing and working as part of a team • 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p>	Via application, church reference and interview
Knowledge <ul style="list-style-type: none"> • knowledge of church worship/ ministry • knowledge of the Church of England – worship, ministry and structures 	<p>Essential</p> <p>Desirable</p>	Via church reference and interview
Planning skills <ul style="list-style-type: none"> • strong planning skills with ability to work autonomously and manage own workload • confident administrative and IT skills with commitment to own and follow through on details • excellent organizational skills, able to manage concurrent projects • experience planning and executing events 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p>	Via application and interview
Communication/Relationship Skills <ul style="list-style-type: none"> • excellent interpersonal skills • approachable to all ages, acting as a role model carrying authority and respect • strong relationship building skills with a broad range of people of all ages and backgrounds. • sensitive listener with experience of dealing with matters of confidentiality • good sense of humour • flexibility to work evening and weekend events as needed. 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Essential</p>	Via application, church reference and interview