

Job Description – Children’s, Youth and Families’ Worker

Title:	Children’s, Youth and Families’ Worker/Minister, Lay or Ordained.
Hours:	Ideally full-time (37.5 hrs/wk) but part time also considered. Hours will necessarily include evenings and weekends, likely more in term-time, less in holidays.
Employer:	The PCC of St. Peter and St. Paul, Shepton Mallet.
Salary:	With JNC recommendations as a guide, salary would be according to hours and qualifications and experience.

Initially this is a 3-year position with the expectation it will become permanent. All terms and conditions will be set out in a contract of employment.

Purpose of the post

The Children and Youth Minister leads the Children and Youth ministry of St. Peter and St. Paul's Church. Supported by the church leadership, volunteer teams and wider church family, their purpose is to raise up faithful disciples of Jesus.

Ministry responsibilities

Leadership

- Lead, support and expand the volunteer leaders through a clear vision for discipleship and outreach in schools and community.
- Chair planning and/or training meetings at least once per term.
- Pray regularly for and with the volunteer leaders.
- Plan, resource and disseminate relevant teaching material to volunteer leaders.
- Ensure the church’s Safeguarding Policy is implemented and adhered to.

Discipleship

- Deliver Sunday morning, mid-week and holiday programmes, providing faithful Bible teaching from suitable material.
- Disciple children and youth that they grow in their relationship with Jesus.
- Provide pastoral support to children and youth and, where necessary, to offer the same to their families through the wider leadership team.
- Plan and organise regular socials and events for building friendships.

Outreach

- Maintain and develop contact with children, youth and families outside the church, build relationships and opportunities to share the good news of Jesus.
- Maintain and develop links with local schools through, for example, collective worship, Open the Book, services for Christian festivals, support staff in occasional RE lessons and out-of-class activities.
- Help children and youth share their faith in simple and suitable ways.
- Engage with community events e.g. The Lantern Festival, Collet Day etc.

Personal responsibilities

- Commit to growing in love for, knowledge of and obedience to Jesus Christ through, personal devotions, prayer, Bible study and participating on gathered worship.
- To communicate effectively with line manager, leadership team and church family.
- Be committed to personal and professional development.

Accountability

- Initially to meet fortnightly with the line manager for supervision.
- Annual review with line manager.
- Attend any relevant staff meetings and PCC meetings where required.
- Provide a termly report to the PCC and an annual report to the APCM.

Person Specification – Children’s, Youth and Families’ Worker

Faith and Quality of Mind

- A committed Christian, living and growing faith in Jesus as Saviour and Lord.
- A good knowledge and understanding of the Bible.
- The ability to think and reflect theologically about life for personal development and the pastoring and care of others.
- An approachable, caring and resilient nature.

Qualifications and Experience

- Experience in teaching the Bible to children and young people.
- A relevant qualification in working with children and young people. (Waived if the candidate has extensive experience working with children and young people.)
- Driver with own means of transport an advantage.
- Experience of working with children and young people with special educational needs would be an advantage.

Skills

- Leadership skills suitable to the role.
- Effective personal organisational and time management skills.
- The ability to relate well to adults.
- The ability to relate to children and young people (new-born to 18 years).
- The ability to communicate the Christian faith in vibrant, challenging and relevant ways.
- The ability to develop and maintain good working relationships and work collaboratively as part of a larger team.
- Adequate IT skills for the role.

Attitude to Work

- Able to use initiative and work independently.
- A pastoral heart for children and young people within the church and wider community.
- Willingness to work flexible and sometimes unsocial hours between 8:00 am and 10:00 pm.
- Willingness to undertake relevant training for personal development and the development of others.
- Ability to maintain confidentiality.

Reference Request Form

NAME OF APPLICANT	POST TITLE
	Children's, Youth and Families Worker

1. In what capacity do you know the applicant?
2. Dates of employment.
3. Job title.
4. Salary or rate of pay.
5. Reason for leaving your employment (if applicable).
6. Please comment on the applicant's experience to meet all requirements of the job description and how they meet the person specification. Please include any previous experience of working with children or adults experiencing, or at risk of abuse or neglect.
7. Do you know of any reason why the applicant would be unsuitable for the position?
8. Would you re-employ? (If no, please state reasons)
9. Has the applicant ever been subject to disciplinary or capability procedure? (If yes, please give details)

10. Is any disciplinary action pending against the applicant or are they subject to a disciplinary enquiry (if yes, please give details), or any evidence of concern that they would not be suitable to work with children and/or adults experiencing or at risk of abuse or neglect?

11. Total number of spells of sickness absence days in the last two years and total number of days over this period.

12. Any additional comments

SIGNED: _____ DATE: _____

NAME (PRINTED):

COMPANY/ORGANISATION: _____