

St John the Evangelist, Coulsdon

www.stjohns.coulsdon.net

'Helping people to meet Jesus'

Children and Families Minister – Job Description



Job Title: Children and Families Minister

Hours per week: 24 hours per week, including Sundays and some evenings

Responsible to: The Rector of St John the Evangelist

Ministry Team: Rector, Assistant Priest, Reader

Context

St John's is an evangelical parish church dating from 1260 in a suburban 'village' setting south of Croydon, with a growing number of young families whose children attend the three local primary schools. Oasis Academy and Coulsdon College (sixth-form) are also located in the parish. We have up to 20 families regularly attending a Family Service on alternate Sundays, as well as a number of older children attending the weekly parish communion. We have a church-affiliated Scout group comprising about 60 youngsters, and with leaders who are regular church members. We are seeking to help parents nurture their children in the faith and, together with them, grow as followers of Jesus.

Role

To be creative in encouraging children and their families to be committed followers of Jesus, through corporate worship, children's groups, seasonal events and contact with parents. We are looking for someone who:

- loves Jesus and young families
- desires to see people of all ages grow in discipleship
- is able to lead lively informal intergenerational worship
- able to oversee, recruit, train and support volunteers
- will build on the strong links with our church school.
- would like to see the development of their own skills through ongoing training and a connection to support from the CYP Team at the Diocese, and other children and youth networks.

Responsibilities

The key responsibilities of this post are shown in bold below, however we recognise the need to adapt the post to the specific gifts of the post holder. You will work with the ministry team and other volunteers to set priorities and vision for the role, serving the church:

- **To take a regular turn in leading the 11.15am Family Service and other intergenerational worship.** Currently we have between 15 and 20 families regularly attending this service on the 2nd and 4th Sundays. We hope to be able to increase the frequency to every week.

- **To provide and develop opportunities for children and parents to engage in exploring the Christian faith.** In addition to Sunday services we wish to find ways of encouraging and equipping parents in their task of nurturing their children in the Christian faith as followers of Jesus.
- **To develop the provision of children's work at our 9.30am parish communion.** Following the departure of our previous Children and Youth Pastor, and the impact of the covid pandemic, our current children's work has shrunk and is depending on a small team to keep it going. However, there are willing people who will volunteer if there is good leadership and oversight to encourage and equip them.
- **To meet regularly with the Ministry Team.** Our meetings are an opportunity to review the life of the church, plan for worship, take note of particular needs in the parish, to develop vision and strategy, and to pray for the church.
- **To ensure the safety of our children by complying with safeguarding policies and ensuring that any others working with children do the same.** Our two parish safeguarding officers and the PCC make sure that as a church we are compliant with current safeguarding regulations and that we implement the Southwark Diocesan Safeguarding Policy rigorously.
- **To be involved with our baptism preparation sessions, and the welcome and follow-up of baptism families.** Pre-pandemic we were welcoming about 20 families for the baptism of their children. We are beginning to see families asking for baptism again, and this is a significant source of contact with the church.
- **To represent the children and families work to the PCC.** As a co-opted member of the PCC you will be the voice for children and families and ensure that their interests and needs are represented.
- **To build on the strong link with our church VA school.** Coulsdon Church of England VA Primary School is one of three primary schools in the parish. Many of our church families have children at the school, but some attend the other two schools. We want to continue to strengthen this link and explore links with the other schools.
- **To undertake any training that is required,** including Safeguarding training, and to keep skills and knowledge up to date through continuous professional training and development.
- **To ensure that the guidelines for Safer Recruitment are followed in the recruitment of volunteers.**

Our commitment to you

- We offer a prayerful, supportive and friendly environment within a church committed to serving the parish..
- To provide a budget to facilitate your work, as agreed by the PCC.
- To provide you with appropriate continuing professional development, oversight, support and encouragement.
- The provision of a pension through NEST
- Hours of work: 24 hours per week including Sundays, and some evening work. The allocation of hours to be by mutual agreement.
- 17 days annual leave, including bank holidays.
- Salary: £17,500 per annum (£25,521 full-time equivalent).

Person Specification

- Have a personal Christian faith and active in a church community
- Proven ability of working with children and families in a paid or voluntary capacity
- Proven ability of leading a team of volunteers.
- An awareness of the needs and issues affecting families today.
- Ability to establish positive and productive relationships with families
- Able to lead engaging and vibrant intergenerational worship. *(Training or coaching can be offered.)*
- Knowledge of safeguarding and child protection procedures. *(You will have access to all the diocesan safeguarding training courses).*
- Ability to work on your own and as part of a team
- Ability to organise yourself in order to manage your workload efficiently
- Computer skills to use a variety of packages to input and retrieve information
- Satisfactory Enhanced DBS check.

It is a genuine occupational requirement that the holder of this role is a practising Christian, whose lifestyle is in keeping with the ethos, aims and purpose of the church.

We are 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 will be subject to an enhanced DBS disclosure.