



# Job Description

## Families & Children Minister, St Nicolas, Great Bookham

<b>JOB TITLE:</b>	Families & Children's Minister
<b>ACCOUNTABLE TO:</b>	Rector of Great Bookham and St Nicolas PCC
<b>LINE MANAGED BY:</b>	Member of the Ministry Team or a person designated
<b>LOCATION:</b>	The Parish of St Nicolas, Great Bookham, Surrey
<b>WORKBASE:</b>	Use of the Parish Office and the option of some home-working

**CONTRACT AND HOURS:** Three years, with a six month probationary period. This post is for three years initially. It is a full time post of 35 hours with 30 days paid leave. This role requires flexible working Hours across six days, to be agreed, with Sunday involvement (both morning and afternoon), active involvement at Christmas, Easter and for occasional evenings.

**ROLE SUMMARY:** To be a champion for families; to develop and maintain outreach and provision for families and children; to create opportunities for families to grow in their faith and in their connections to the wider life of the church.

### Key Responsibilities

- Engage on a relational level with families (parents, carers and children) to invite and nurture faith;
- Create opportunities for families to connect with each other and with the wider church family;
- Develop a clear pathway to Christian faith for families to follow as they engage;
- Take a lead and pioneering role in the strategic development relating to families and children within the context of the Church Development Plan;
- Be a catalyst of change to move the church towards a greater focus on Families and Children and to bring proposals to achieve this to the PCC;
- Strengthen our links with local schools, other community groups and ecumenical contacts;
- Inspire and grow the leadership and skills of volunteers in this ministry;
- Play an active part in the life and worship of the church;
- Participate within a team to re-imagine and develop engaging worship for all ages.

## Duties

### Church based:

- Develop a culture of prayer around families and children work
- Ensure the church provides a welcoming, resourced space for families with children
- Plan and lead special events e.g. seasonal, Services, activity based
- Work with and develop volunteers to provide and build regular provision for families and children
- Work with the BYP (Bookham Youth Project) Youth Worker to build bridging links into youth provision
- Provide pastoral support where appropriate

### Community based

- Maintain existing contacts with community groups, ecumenical links, and other key people and continue to develop these.
- Build on good relationships with local schools through assemblies, church visits and services.
- Represent St Nicolas in a professional, welcoming and caring way, reflecting the vision and values of the church and Christian faith.

### Safeguarding

- Attend all relevant safeguarding training, as required by the Church of England and Diocesan policy.
- Work with the Parish Safeguarding Officer to promote safeguarding awareness and compliance with practice and training for all involved in running or assisting in activities involving families and children, as required under the Church of England's safeguarding policies.
- Ensure that all involved in this ministry have appropriate role descriptions.

### Church Leadership

- Attend Ministry Team meetings as an active member.
- Attend morning and other prayer meetings regularly.
- Report to the P.C.C. on families and children's ministry.
- Address the wider church family both formally and informally as necessary.
- Develop and maintain effective working relationships with relevant others

### Administration

- Work with the Parish Administrator to ensure all information regarding families and children's ministry on any media platform is accurate and up-to date.
- Utilise social media, email and all Church communication links to keep families informed of upcoming events and to develop links with schools and families.
- Manage own time in a manner which is expedient and efficient.
- Ensure accurate registers of every group and records for each child are kept up to date and stored in compliance with Data Protection Guidelines.
- Liaise with treasurer regarding budget for families and children's ministry.

**The Families and Children's Minister will be valued and supported by:**

- Access to training and development opportunities;
- An office base with access to PC with internet;
- A budget for work and resources;
- Due consideration of proposals made to the PCC
- The discerning support of ministry team colleagues
- The prayer of the church family.

**Notes**

- There is a genuine occupational requirement that the post holder is a Christian.
- An Enhanced-plus DBS check is required for this post.
- An appointment is conditional on entitlement to work in the UK.
- Clergy would be expected to comply with all requirements for a Bishop's Licence

Further information about St Nicolas can be found on our website: [www.stnicolasbookham.org.uk](http://www.stnicolasbookham.org.uk)

# Person Specification

## Personal Attributes

The successful candidate will be able to demonstrate:

- A pastoral heart
- A discipline of prayer, Bible and wider Christian reading
- A gift for inspiring, equipping and leading others
- An eagerness to build relationships with both adults and children
- A capacity for vision and initiative
- An enjoyment of learning and new experiences

## Competencies and skills

- Confident in sharing the Gospel
- Able to respect matters of confidentiality and sensitivity
- Self-motivated, able to work flexibly and to prioritize
- Able to organise self and others
- Able to monitor and evaluate own and others' performance
- Up-front presentation skills to adults and children
- Capable IT skills, general office and clerical skills
- Competent understanding and knowledge of social media platforms
- Knowledge of child development
- Knowledge of safeguarding, with the capacity to demonstrate clear thinking and application in this regard

## Qualifications and experience

### Essential



- Experience of working strategically
- Experience of working with parents and children aged 0 -11.
- Experience of working with volunteers
- Experience of running church and/or community children's groups

### Desirable

- Musical gifts
- Qualifications related to childcare, teaching or working with children
- A relevant degree level (or equivalent) qualification