

## **St Mary Magdalene with the Church of the Risen Christ, Wyken**

### **Job Description: Children & Families Worker (Part time)**

**Job title:** Children & Families Worker

**Location:** Risen Christ Church, Wyken

**Reports to:** Revd Sam Millard (Curate)

#### **Context**

Risen Christ Church is currently a small, parish church situated in Wyken, in an area of some urban deprivation in Eastern Coventry. The local community has a large population of young families. There are two primary schools (plus one Catholic primary school) and one secondary school in the parish, which we have relationship with. The average Sunday service attendance at Risen Christ, is approximately 40-45 worshippers, including children. Some attendees and their families have been worshipping at the church for many years and, whether they still live in Wyken or not, regard the area and the church as home.

Within the last 3 years, the Diocese has formed a partnership between Risen Christ and St Mark's Coventry, (a city centre resource church), along with significant financial investment from the Church of England Strategic Development Funding (SDF). *This job role was initially funded by the SDF for a set period of 5 years, after which funding will cease, we are now approximately 18 months into that funding.* In the Summer of 2022, St Mark's sent a small team to be "grafted" into the existing Risen Christ congregation with Rev Paul Pavlou as the Plant Leader. St Mark's will also continue to provide various forms of support for Risen Christ throughout the five-year process of revitalisation, ensuring that Risen Christ becomes healthy and resilient, thus able to move forward towards a positive future of growth and self-sustained community engagement.

#### **Key Duties**

##### **Leadership and strategy**

Life changing, inspiring and nurturing children and families' ministry doesn't happen by chance! It requires prayerful strategic development, teamwork, planning, co-ordination, and communication. To this end, you will:

- Pray regularly for children, their parents/carers and the volunteer workers.
- Take the lead on developing the children and families' ministry strategy and plan, working closely with stakeholders (children, volunteer workers, parents/carers, schools).
- Recruit and lead the core team of volunteers, developing their skills, have fun, build a sense of team and enabling them to become effective leaders/co-ordinators of teams.
- Be responsible for and manage the children and families' ministry budget, income, and expenditure, ensuring ethical stewardship of finances, resources and use of buildings.
- Attend and participate in staff meetings, times of team prayer and Sunday worship.

- Regularly provide reports with up-to-date information and analysis of the effectiveness of the children and families' work ministry, to support monitoring and strategic development. Reporting to be used to inform Clergy, PCC and SDF.

### **Programme**

You will take the lead role in the delivery of the Children & Families programmes.

- Ensure the children's programme on Sunday's provides them with a dynamic expression of Christian faith that enables them to fulfil their God given potential.
- Take an 'up-front' role in leading the children's meetings and events to include, but not be limited to, Sunday mornings. This will involve presenting and speaking, powerfully articulating the life-changing Christian message of hope and love.
- To organise rotas for the volunteers.
- To build upon existing ministries to further develop mission & discipleship with children and their families.
- To pioneer any new missional/discipleship initiatives as seen appropriate.
- To take a lead on school holiday initiatives for children & families.
- To build upon existing Messy Church services.
- To lead a monthly All Age Sunday gathering.
- Lead by example in enabling children to grow through engagement with the Bible, worship, prayer, giving and serving.
- To grow and work with the children's ministry team to facilitate the smooth transition of children approaching the end of their year groups, providing next steps in their discipleship.
- Ensure up-to-date and timely information is made available to young people, parents/ carers and the wider community about the youth programme gatherings and events, using for example, the website, email, SMS messaging and other appropriate means.

### **Volunteers**

Recruit, co-ordinate, support, and develop teams of volunteer workers. To that end you will:

- Actively recruit suitable volunteer children and families' workers from within Risen Christ church and beyond, in accordance with our Safeguarding policy.
- Train, develop and have fun with our volunteer children & families' workers to be even more effective in their work with our children and families.
- Co-ordinate the effective and safe deployment of volunteer children and families' workers, ensuring adequate adult/ young person ratios are maintained at all times, in accordance with our Safeguarding policy.
- Encourage and celebrate volunteer workers, making them feel a valued part of our church and its ministry.
- Work with the Admin & Operations Director and Safeguarding Officer to ensure all volunteer children & families' workers are reference-checked, Disclosure Barring Service (DBS)-checked and trained in child protection, in accordance with our Safeguarding policy.

## Pastoral support

Whilst dynamic and well-led programmes provide an essential context for ministry, it is the quality of appropriate relationship between you and the children, young people and their parents/carers that is often the most life-changing. To this end, you will:

- Lead by example in delivering relational ministry, developing appropriate relationships with children and their parents/carers – both planned and impromptu.
- Provide 1:1 pastoral support for individual children/parents/carers in need of extra encouragement, support or intervention, whilst working at all times in accordance with our safeguarding policy.
- Maintain up-to-date information about specialist counselling and other support agencies, and sign-post/ refer children as appropriate.

## Schools work

Young people spend 30+ hours per week during term time at school. You will be expected to develop and foster strong partnerships with the local schools. This may include delivering assemblies, lunchtime clubs, RE lessons and may include mentoring and pastoral support.

## General duties

To undertake any other duties that may reasonably be required of this post holder, as directed by the Church Leader.

### Person Specification:

<b>Faith &amp; Education</b>	<b>Essential</b>	<b>Desirable</b>
Personal walk with Jesus including a disciplined life of prayer, underpinning a lifestyle of integrity	✓	
Worshipping and serving in a charismatic evangelical church		✓
Passionate to see young people grow spiritually in the love and worship of Jesus Christ and in their love for one another and their community	✓	
Educated to degree level in children's work/teaching or equivalent practical experience		✓
<b>Experience</b>		
Experience of leading children's work preferably in a church setting.		At least 1 year
Experience of recruiting, training and leading a team	✓	
Experience of effectively engaging and discipling children	✓	
Experience of dealing with special needs, safeguarding issues, and behavioural issues	✓	
Budget management	✓	
Experience in providing pastoral care and ongoing discipleship to parents of children		✓
<b>Skills &amp; Qualities</b>		

Ability to engage and inspire children and parents/carers, build trust and gain respect	✓	
An open heart and a 'can do' attitude	✓	
Ability to communicate effectively with adults and children, giving talks as required	✓	
An ability to help people of lots of different ages, stages, backgrounds, and styles to connect with Jesus.	✓	
People skills, ability to build relationships and nurture team	✓	
Excellent organisational skills	✓	
Proactive and self-motivated	✓	
Strategic thinker	✓	
Flexible attitude	✓	
Ability to use MS Word, Excel and PowerPoint and social media platforms	✓	

The wider work in ministry means there is a genuine occupational requirement that the post-holder be a practising Christian. This role will require an enhanced DBS check.

### **Working requirements**

- 18.5 hours per week: the post-holder will agree a weekly working schedule with their Line Manager, in line with ministry requirements. As further ministries develop, working hours may include regular evenings and flexible adjustment of hours to support school holiday camps etc.
- The post-holder must be available to work at a selection of key events at Risen Christ Church, for example, Christmas services, Easter services and Annual Parochial Church meetings when required
- Salary £13,482.
- Annual leave: 25 days (12.5 pro-rata)
  - plus bank holidays (pro-rata)
  - plus three additional days between Christmas & New Year
  - plus two retreat days across the year
- Probationary period of 6 months