

Children, Families and Youth Ministry Lead

Job Description, Responsibilities and Person Specification

Job Description

Job Title:	Children, Families and Youth (CFY) Ministry Lead
Salary:	£24k to £26k depending on experience and qualifications
Hours:	37 hours per week, with flexible working. A job share is a possibility
Reporting to:	Vicar/PCC
Probation:	26 weeks
Holiday:	5.6 weeks, including bank holidays

The purpose of this role:

- To resource, encourage and empower parents and carers within Holy Apostles in their role as the primary discipler of their child or young person.
- To encourage and oversee the spiritual growth of children and young people (0-18) at Holy Apostles Church.
- The CFY lead will develop and implement a new, coherent, age-appropriate curriculum to progress children and youth toward a confident, robust, and questioning personal faith.
- The CFY lead will equip our young people to lead and serve within the Church and beyond, enabling them to enjoy being fully involved in the life of their Church.
- Engage, equip, support, and release a growing team of volunteers
- They will grow the profile of children and young people within Holy Apostles Church, pray for and advocate for them.
- Responsible for outreach and engaging in the discipleship of church families and youth, and families and youth in our wider community.

We are at an exciting place at Holy Apostles to develop a new strategic vision for the next decade and beyond. We have many families with children in the Church and have grown a healthy and vibrant ministry in this area. The CFY lead (with the leadership team's support) will plan and establish the next stage of this ministry. An essential part of moving forward will be to assess which existing initiatives continue and which need to change or go. We do not expect the CFY lead to be equally skilled across the whole age range 0-18 and recognise that there will probably be a key age group to which they are best able to minister/work. However, we would envision the CFY lead playing to strengths when delivering sessions and supporting others in ministering to the other age groups. A job share, enabling the role to be divided, is also possible.

Holy Apostles' Context

Holy Apostles is a growing Anglican church in Cheltenham. The Church is "open evangelical" with an informal mix of worship led by band and organ. We explore the Christian faith through Bible teaching, worship, and prayer. Whilst the leadership strongly affirm the core of the Christian faith laid out in the Church's creeds, we also affirm a culture of questioning and wrestling with scripture which may lead to a range of views on many contemporary issues.

We emphasise the importance of relationships and run a network of small groups that meet together during the week. We also run Alpha courses for those enquiring about or just getting going in the Christian faith.

Our central aim is to see our community transformed with the love of God by knowing Jesus and making Jesus known. We try to give this shape with five key values:

- 1. God led.**

Actively seeking to know and follow what God is doing today because the labourers work in vain unless God builds the house. Ps 127.1
- 2. Spirit-empowered**

Expecting and making space to encounter God's presence in everything we do because the same power that raised Christ from the dead is living in us. Rom 8.11, and Eph. 1. 17-21
- 3. Open and inclusive**

Offering a generous, grace-filled welcome that values difference, encourages questioning, and enables honesty, integrity and transparency, because just as a body, though one, has many parts, but all its many parts form one body, so it is with Christ. For we were all baptised by one Spirit so as to form one body – whether Jews or Gentiles, slave or free – and we were all given the one Spirit to drink. And so the body is not made up of one part but of many... 1 Corinthians 12. 12-27
- 4. Fully engaged**

offering everyone opportunities for contributing as well as receiving, seeking after God's kingdom, not our comfort, and intentionally engaging in: Evangelism; Social Action; and Campaigning for Change, because each of us should use whatever gift we have received to serve others, as faithful stewards of God's grace in its various forms. 1 Peter 4.10
- 5. Always growing**

Growing in numbers, growing in depth of faith & knowledge, and growing closer together by nurturing robust, personal faith at all ages. Supporting families of all kinds in the struggles and joys of life, and working to connect in a genuine, diverse, caring relationship, because speaking the truth in love, we will grow to become in every respect the mature body of him who is the head, that is, Christ. From him, the whole body joined and held together by every supporting ligament grows and builds itself up in love as each part does its work. Ephesians 4: 15-16

Our Current Activities

We have All-Age Worship on the third Sunday of each month at the 10.30 am service, where the whole church family worships and learns together across all generations.

On other Sundays, we start in Church together, and then the children leave partway through the service to go to Sunday Clubs:

- Crèche is for children under 3 and a space for parents with babies who might be unsettled (although we have no problem with noisy babies staying in the service).
- MiniClub is for pre-school children aged 3 & 4 and takes place in the lower room at the back of the church.
- Sunday Club Infants is for children in school; reception - year 2, they meet in the back room of the Church Hall. They are escorted to the Church Hall by the Group Leaders.
- Sunday Club Juniors is for children in school years 3 to 5; they meet in the Church Hall.
- FROG is our youth group for years 6 to 9, which meet in the Hall Café.
- HAY is our older youth group which currently meets on a Sunday at 8 pm in the Church Hall.

- We currently have Messy Church at 4 pm once a month on the second Sunday of the month.
- We have a solid connection to our local Church of England Primary School, taking Open the Book into the school, regularly leading collective worship, and hosting events at key points in the year. In addition, we maintain a strong relationship with our local secondary school and, in the past, have helped deliver a Christian Union.

Specific Responsibilities

- Work with the vicar and PCC, to develop strategy and delivery for children, families and youth ministry both outside and within the church.
- Create and deliver programmes for the year directly and with volunteers
- Continue to develop strong parish-school partnerships.
- Oversee, recruit, train, equip, encourage, mentor, and support volunteers for the children's and youth groups.
- Coordinate, participate in and sometimes lead the monthly all-age and Messy church services.
- Get to know parents, carers and other church members, motivating them to assist or join teams where appropriate.
- Coordinate and offer resources and courses to support parents
- Coordinate and develop ways to engage with children, families and youth in our community that do not attend church.
- Develop connections with other CFY leaders in Cheltenham.
- Engage enthusiastically with parents and carers both outside and within the church, communicating effectively both directly and by appropriate use of social media.
- Report as required to the vicar, staff team and PCC on actions taken to fulfil this role.
- Liaise, collaborate and partner with other organisations as appropriate
- Undertake administrative duties to effectively fulfil the role, including budget management and financial planning.
- Take part in the weekly staff meetings
- Commit fully to the worship life of the church.
- Ensure safeguarding protocols are entirely in place within this ministry
- Undertake other duties as may reasonably be expected

Person specification

Attributes	Essential	Desirable
General	<ul style="list-style-type: none"> • We are looking for a committed follower of Jesus Christ with a lively, mature faith who seeks the leading of the Holy Spirit. With a commitment to children and young people's central place in the Church and a desire to foster their spiritual growth and formation. We are looking for someone excited by the challenges of working with children, parents and youth. • Good oral and writing skills & IT literate. • An ability to build, lead and motivate teams of volunteers. • An ability to ask for support and help when needed. 	
Qualifications and Training	<ul style="list-style-type: none"> • Education to 'A' level /equivalent or above. • Theological depth – a good understanding of God, His Scripture and the Gospel. 	<ul style="list-style-type: none"> • Specialist training in children's ministry or other appropriate childcare qualification. • A theological diploma or degree • Possession of First Aid certificate/willingness to be trained.
Experience	<ul style="list-style-type: none"> • Communicates clearly with a wide range of people. • Experience of working with children and young people. • Leading children's/youth ministry • Leading teams 	<ul style="list-style-type: none"> • Involvement in an Anglican context • Worked with children and/or young people in a church context.
Knowledge, skills and abilities	<ul style="list-style-type: none"> • Understanding of and respect for the development of children and young people's spirituality. • Trained in Safeguarding/willing to train. • Experienced in delivery of engaging All-age worship. • Committed to learning and personal development. • Lively and creative approach to communicating the gospel. 	<ul style="list-style-type: none"> • Awareness of church and school structures • Experience of working in a school • Understanding of Church of England governance. • Understanding of collective worship in schools.

<p>Personal</p>	<ul style="list-style-type: none"> • Friendly, caring, creative, enthusiastic, and energetic. Ability to work both independently and collaboratively with a wide range of people. • Good organisational skills and the ability to meet deadlines. • Good communication and interpersonal skills, able to instigate meaningful relationships. • Good networking skills. • Good role model with a deep and prayerful faith. • Self-starter motivated to take the initiative, seek creative solutions, and implement them. 	
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Other information

There is a Genuine Occupational Requirement for this post that the successful candidate is a practising Christian. This post carries the specific responsibility for promoting a Christian identity within our work with children and young people and requires a Genuine Occupational Requirement under the Equality Act 2010.

Shortlisted applicants will be asked to provide two written references, one from their current – or more recent employer and one from their current church leader. This post is subject to an Enhanced Plus DBS (Disclosure and Barring Service) Clearance in line with Church of England Safer Recruitment Practice Guidance. The successful applicant will also need to provide proof of right to work in the UK before taking up the post.

Gloucester Diocese has a network for Children’s and youth ministers. The successful applicant will use this network for ideas and support.

The time and cost of annual training for continuing professional development are included in this role.

The successful applicant will take two full days off per week. However, Sunday will be a typical workday.