



CHILDREN & FAMILIES MINISTER

JOB DESCRIPTION

Role: Oversees Children & Families Ministry at Holy Trinity Claygate (HTC)
Employed by: The PCC
Reports to: The Associate Vicar
Responsibility: Leads Children & Families Ministry and Mission in Claygate parish.

Objectives:

1. To connect children and families to God through regular worship and outreach initiatives
2. To energise, empower, develop and grow children and families leaders and volunteers
3. To expand Christian influence and mission within all parts of the Claygate community and to lead this ministry to those with babies, very young families, to our preschool and primary age school network
4. To be an active member of the Ministry Team

Responsibilities

1. Connecting Children & Families to God through worship and discipleship:

- Apply Purpose Values and Vision (PVV) to ministry activities.
- Develop engaging learning opportunities through prayer, worship and discipleship.
- Oversee the team that creates engaging intergenerational worship.
- Continually evaluate and then consolidate, develop, or adapt ministry activities.
- Lead and resource Sunday children's provision for our 9.30 worship gathering

2. Empowering and grow leaders & team members:

- Model ministry and provide training for staff, leaders, and team members.
- Work alongside our Pastoral Care Team offering support for families and team members.
- Create opportunities for spiritual growth and in developing practical skills.
- Encourage children in their active leadership development.
- Line-manage the Children and families assistant(s)

3. Expanding Christian Influence:

- Engage with families across various settings including our Jigsaw preschool.
- Collaborate with community organisations, especially schools.
- Create pathways and steppingstones ensuring that midweek outreach is fully integrated into the core life and worship of our church.
- Planning and running outreach events with your team (for example family film night, parenting courses, Shine party etc)
- Develop new outreach opportunities linked with the Way Maker churchyard vision.



4. Active Ministry Team Member:

- Collaborate with others, especially youth ministry, to realise our vision.
- Develop, with others, a culture of invitation welcome and integration.
- Promote cross-generational connections.
- Encourage baptisms and intergenerational participation with Holy Communion.
- Adapt, and manage ministry budget effectively.
- Present occasional reports to our PCC.

Safeguarding

Holy Trinity Claygate takes the safety of everyone within the church very seriously and expects that everyone will work within the church safeguarding policy. HTC expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with their Supervisor or Safeguarding Officer.

This role will require close working with the HTC's Safeguarding Officer to ensure that children and family activities are run in accordance with the policy.

Training and Development

- Commitment to team member development.
- Funding provided for training.
- Safety and development are integral aspects of this role.



PERSON SPECIFICATION FOR CHILDREN AND FAMILIES MINISTER

The Key Person Specifications

Committed Christian Faith:

Demonstrates a strong commitment to the Christian faith, aligned with the Purpose vision and values (PVV) of Holy Trinity Claygate (HTC).

Passion for Children's Ministry:

Exhibits genuine enthusiasm for connecting children and families to God through worship and discipleship.

Leadership Abilities:

High capacity leader able to bring visionary and innovative ideas, in line with PVV of HTC, [to lead our Children & Families Ministry into a new season].

Team Collaboration:

Ability to work effectively within a ministry team and wider church community, fostering a culture of collaboration and integration.

Essential Criteria

Experience in Children's Ministry:

Proven track record of leading and managing children's ministry programs, including worship and discipleship activities.

Effective Communication:

Excellent communication skills to engage with children, families, volunteers, and wider community.

Strategic Thinking:

Demonstrates strategic thinking in developing and implementing ministry plans that align with the objectives of HTC and contribute to positive Christian influence within the community.

Training and Development Commitment:

A teachable spirit and willingness to learn from others. Committed to ongoing training and development for team members, for the continuous improvement in ministry practices, safeguarding procedures, and personal growth.

Desirable Criteria

Theological or Relevant Professional Qualification:

Possesses theological or other relevant professional qualifications to enhance understanding and effectiveness in ministry.

Experience of Paid Children's Work:

Previous experience in teaching or paid children's work, demonstrating a depth of understanding and practical application in children's ministry.



Experience of Working with Schools:

Demonstrated experience in working effectively with schools, fostering positive relationships and creating opportunities for deeper engagement with God and His church.

Multimedia Skills:

Proficiency with multimedia tools to enhance ministry and engage children and families.

Full Driving License:

A full driving license to make some ministry-related activities more possible.



SUMMARY OF MAIN TERMS AND CONDITIONS OF EMPLOYMENT FOR THE CHILDREN AND FAMILIES MINISTER

Commencement Hours

September 2024 (or as soon as practically possibly there-after)

Full time role

This is a full-time role requires some evening and weekend duties, with a typical working pattern of Monday to Thursday, 9am to 5pm, and Sundays from 8:30am to 11am, with some flexibility. Additional commitments outside regular hours may occur, for which time in lieu will be granted. The working pattern and involvement in church worship are to be agreed with the Associate Vicar, ensuring at least one 24-hour period off each week. Weekly hours may vary due to the nature of the role.

Pay

A salary of up to £34,500 (dependent on qualifications and experience) is offered for this role. Agreed and receipted working expenses will also be reimbursed.

Pension

The PCC will make a pension contribution of 10% of salary.

Annual leave

An annual leave entitlement of 30 days.

DBS

The appointment is subject to the individual obtaining Enhanced Disclosure from the Disclosure and Barring Service.

Occupational requirement

This post has a genuine occupational requirement for the post holder to be a committed Christian.

Contract and staff handbook

A contract of employment will be prepared, which is to be read alongside our staff handbook, embracing these key items and other matters such as termination, sickness, disciplinary and other details.