

Children and Families Lay Minister - Holy Trinity, Cuckfield

Job Description and person specification

A part time fixed term post until May 2023 working with one other person already in post. This vacancy has arisen due to relocation of the previous post holder. Both posts are 10 hours per week all year round to be worked flexibly including some evening and weekend work as required.

Salary £6,727 pa. There is a possibility that that, subject to negotiation, the salary could be increased pro rata up to £13,514 pa if the successful applicant wishes to work up to 20 hours per week.

Holiday: 5 weeks pa. We would normally expect the post holders to work during all the major Christian Festivals.

Responsible to the Churchwardens or their designated representative as line manager and to the PCC as employer. The parish is currently in vacancy.

Job Title: Children's and Families' Lay Minister

FUNCTION OR PURPOSE

To introduce new initiatives to promote involvement of families, children and young people in church life.

- This to be achieved by
- working closely with the line manager in developing Holy Trinity's contact with and outreach to children, young people and their families and to help them grow in the Christian faith.
- By building relationships personally with families and children in the parish
- By providing leadership, co-ordination and facilitation for the church's volunteers working in this area.

It is important that appointees understand that the intended purpose of this role is to introduce new initiatives.

DUTIES may include in no particular order and not limited to these:-

Build relationships with families, youth and children in the parish and encourage their Christian formation and participation in church life.

Build and increase contact/interaction with the village primary school and Warden Park Academy

Consult families and young people about starting informal services and implement the result

Visit baptism families before and after

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Increase use of Social Media

Co-ordinate encourage and promote church involvement in village events

Increase public awareness of the charities that the church supports

Raise profile of church activities for families and YP

Introduce new initiatives for festivals and school holidays by developing and delivering fun activities and learning opportunities where children can discover and grow in Christian life.

Visit and liaise with groups in the village eg. Nurseries

Contribute “youth related” articles to the Parish Newsletter and Cuckfield Life

Ensure that the church website is up to date with family related events

Develop more creative advertising and a contemporary corporate style for Children and Families materials and handouts in tune with the church’s corporate style.

Measurable outcomes will be headcounting and feedback

Person specification

There is a genuine occupational requirement that the appointee be a practising Christian in the Church of England or another member denomination of Churches Together in England.

Some of the following might be essential and others desirable.

Experience

Working with children from birth to age 5

Working with children in Key stage 1 & 2

Working with children in key stage 3 & 4

Delivering services in a community setting, e.g. school or uniformed group

Working with families

Knowledge

Understanding of child development

Knowledge of current safeguarding best practice

Knowledge of good practice in Health & safety and the management of premises and equipment

Understanding of Church of England – worship, ministry and structures

Skills and competencies

Excellent pastoral skills with adults, children and young people

Presentation skills, able to deliver to young people, children and adults

Strong personal organisational skills

Strong vision, initiative, self-motivation and resilience

Ability to prioritise own and others work load

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Ability to monitor and evaluate own and others performance

Competent IT skills, general office and clerical skills.

Ability to make best use of website and social media to promote and develop the children's ministry.

Personal attributes

A team player who can work autonomously

Ability to inspire, equip and lead others

Ability to respect matters of confidentiality and sensitivity

A pastoral heart and passionate about children's ministry

Enjoy learning and developing with the role and is committed to their own personal development as a disciple of Jesus Christ.

Other

Hold a driving license and have access to a car

Enhanced DBS will be required before appointment

Diocesan Safeguarding Training to the highest current post-holder level (currently, C2) is an ongoing contractual requirement.

The appointees will take account of and be ready to collaborate with any Diocesan requirements of Lay Pastoral Workers where appropriate (e.g., training to their standards, licensing where required, etc.) that the Diocese may mandate from time to time.

If you are interested or would like further information please email

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