



Brereton, Rugeley and Armitage Benefice

St John the Baptist Church, Armitage

Children and Families' Coordinator

PURPOSE OF ROLE

To lead and grow the church's ministry for children and families by helping them to explore and deepen their faith in a supportive, engaging and creative environment. A key focus of this role will be to establish and run a church creche, supporting families with very young children as well as to establish school ministry.

JOB PROFILE

Reporting to: A named member of the PCC at St John's Church, Armitage and line managed by Rev'd Jules Smith

Hours: 18 hours per week

This role will require working flexible hours/days across the week and will include Sunday mornings, 9am-3pm Wednesday's (term time), attendance at one weekly prayer meeting (9-10am) and attendance at some fortnightly Thursday evening ministerial team meetings as well as time for planning and going into local schools.

Salary: £26,000 (FTE) based on 36 hours per week. Starting salary will depend on qualifications and experience.

Holiday: 90 hours per annum (effectively 5 weeks) plus bank holidays in the holiday year.

Location: Based at the office in St Augustine's, Rugeley, the Church room at St John's, Armitage and working at home

This post will be subject to a DBS check and a commitment to maintaining a safe and welcoming environment for children and families through attendance

at regular safeguarding training and adherence to the Church of England Safeguarding policies and regulations.

JOB DESCRIPTION

- Oversight of discipleship of the under 11s in the Church family
- Pioneering outreach through under 11s at St John's and primary schools in the Parish of St John's

KEY RESPONSIBILITIES

1. Establish and Lead Church Creche

- Set up and run a safe, welcoming creche during Sunday services for babies and toddlers
- Provide age-appropriate toys, resources and simple stories, songs with a Christian content
- Ensure that the creche is a place where parents feel confident and supported, allowing them to engage with worship

2. Children's Ministry Leadership

- Leading and planning of children's work on a rota for Sundays, midweek clubs, special events
- Create engaging and biblically rooted activities for children of a variety of ages as the ministry grows
- Oversight of Church Mice Parent, Baby and Toddler Group on a Wednesday
- Encourage children's participation in services and church life, giving them a voice, including special all age worship services
- Weekly attendance at staff prayer and planning meetings
- Commitment to being an active part of the worshipping community

3. Family Engagement and Support

- Development of Family Ministry through Church Mice Toddlers and All Age evangelism (Easter Egg Hunts/Holiday Clubs & Christingles)
- Collaboration with the Benefice Ministry Team in order to ensure a smooth transition for year sevens
- Development of relationship with Primary Schools in the parish and ministry to the schools & networking with other practitioners
- Organise family-friendly worship and discipleship opportunities such as 'Messy Church' or family prayer events
- To liaise with other children's workers in the church and local community
- Worship Leading / Preaching / Teaching opportunities with a focus in Children & Family contexts.

- To undertake such other duties and responsibilities from time to time as the Team Rector / MT see fit, that fall within the remit of the post.
- Support pastoral care for families in collaboration with the wider ministry team

4. Volunteer Recruitment and Team Building

- Recruit, lead, encourage and grow a team of volunteers to support the creche as well as the Children and Families Ministry, including:
 - Being conversant with the Diocesan Safeguarding policies and to ensure they are adhered to at all times.
 - Co-ordinating opportunities for training, understanding and implementing best practice in children and family ministry and model good practice to others.
 - Ensuring all volunteers are recruited in line with the Diocesan Safer Recruitment policy.
- To commit to personal, professional and spiritual development through training and retreats under the direction of the PCC and Team Rector

ORGANISATIONAL REQUIREMENTS:

It is a genuine occupational requirement that the employee in this role is a committed Christian.

St John the Baptist Church, Armitage is a middle of the road traditional Church, within the Church of England.

This role will require an enhanced DBS check.

3 months probationary period with a mid-point review.

ESSENTIAL AND DESIRABLE CRITERIA

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<p>Qualifications and experience of working with early years and primary age children and families such as BTEC, NVQ's</p> <p>Understanding of child development including those with SEND</p> <p>English and Maths GCSE (minimum Level 4/Grade C)</p> <p>Safeguarding training</p>	<p>Relevant qualifications related to children's ministry.</p> <p>Good life experience will also be considered</p> <p>First Aid experience / knowledge</p> <p>Training in pastoral care, counselling or parenting support</p>
EXPERIENCE	<p>To have good knowledge & experience of working with children and an understanding of children's culture</p> <p>To have run or assisted with the running of Sunday School, creche, Messy Church, Toddler Groups</p> <p>A proven ability to communicate effectively with the Early Years, KS1 & KS2 age range, not least with regard to matters of faith</p> <p>Working with families in a church, school or childcare setting</p> <p>To have pastoral skills & experience in the</p>	<p>To have taken assemblies & RE lessons / experience in a school setting.</p> <p>Experience of event planning/project management</p>

	oversight of the Early years, KS1 & KS2 age range	
SKILLS & ABILITIES	<p>Have a good level of written and oral communication skills and is comfortable to speak with children, parents, church leaders and schools</p> <p>A proven ability to build, lead and work with a team.</p> <p>A proven ability to work on own initiative.</p> <p>To be able to identify new opportunities / projects to connect with children and families within the church and the wider</p> <p>To have I.T skills & the ability to community</p> <p>Ability to apply theological understanding to children's culture and a commitment to ongoing learning in this are</p> <p>Have a good level of self-organisational and presentation skills, managing timetables, resources and events</p>	<p>To be able to develop links and interact with local schools</p> <p>To be able to manage an annual budget and keep a record of expenses</p> <p>Able to work with social media</p> <p>Able to lead or plan worship</p> <p>An ability to work with adults in a one-to-one capacity as well as in partnership in mission and ministry</p>

PERSON SPECIFICATION

	<p>A mature Christian who is committed to continually growing in their personal faith and relationship with God through the study of Scripture, prayer and a dependence on the Holy Spirit</p> <p>A passion for seeing the faith of children and families grow through gentle, kind and caring discipleship</p> <p>Actively living out their faith daily</p> <p>Agreement with Church of England's Christian Vision and Values</p> <p>A hunger to see the Holy Spirit move in power through the church</p> <p>To be reliable, enthusiastic, flexible & a creative thinker, using music, crafts, play and drama in their approach</p> <p>Willingness to work some hours during evenings and weekends</p> <p>Committed to being fully involved in the life of St John's, including the wider benefice</p> <p>Excellent time management skills and ability to demonstrate flexibility</p>
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