

**ST MARY'S 0 – 18s MINISTRY**  
**JOB DESCRIPTION & PERSON SPECIFICATION FOR**  
**CHILDREN'S AND FAMILY WORKER**

<b>Role Title:</b>	Children's and Family Worker
<b>Employed by:</b>	Parochial Church Council of St Mary's Luton (PCC)
<b>Based at:</b>	St Mary's Church, Church Street, Luton, LU1 3JF
<b>Hours*:</b>	A part-time role for a maximum of 12 hours per week (by negotiation) including Sundays and some evenings.
<b>Annual Leave*:</b>	25 days per year (pro rata) including the days of office closure between Christmas and New Year, plus 8 statutory Bank holidays.
<b>Salary:</b>	£26,000 per annum (pro rata). Payable monthly in arrears and subject to annual review.
<b>Pension:</b>	There is a contributory pension scheme to which eligible employees will be automatically enrolled. Employer's contribution 4%, employee's contribution 4%.
<b>Period of Contract:</b>	A fixed term contract of 3 years following a six-month probationary period, thereafter renewed annually at the discretion of the PCC.
<b>Reviews:</b>	Developmental reviews at 3, 6 and 12 months, and annually thereafter.
<b>DBS / Right to work:</b>	This role is subject to an enhanced DBS check and the right to work in the UK.
<b>GOR:</b>	Please note that this role has a Genuine Occupational Requirement for the candidate to be a practising Christian.

**JOB SUMMARY:**

St Mary's Church, Luton wishes to appoint a Children's and Family Worker with a passion and calling for working with pre-school and primary age children to oversee the discipleship and development of the children's ministry within our church (age range 0-11 years). He/she will participate as a full member of, and be supported by, the Ministry Team.

\* see further information in the section entitled Outline of the Terms and Conditions of Employment

September 2023

The role is currently vacant so we seek to fulfil the position as soon as possible. It is a part time role with the prospect of increasing to full time as the work and funding increases.

As we are in the centre of Luton, the right candidate must be prepared to work amongst a variety of social, cultural and spiritual backgrounds.

The current team are in touch with approximately 35 children who attend the church with their families.

Our Core Themes for the children's and youth work at St Mary's are:

1. Building relationships with God;
2. Building community;
3. Experiencing love / unconditional positive regard;
4. Building relational and emotional skills.

All activities within the children's and youth work should focus on at least one of these themes.

The Children's and Family Worker should be able to move the children's ministry forward, not relying on work that has been carried out in the past, but to develop their own strategic vision for their time at St Mary's. If you are the right person for this role then we want to work with you to achieve your vision.

The Children's and Family Worker is also responsible for recruiting and managing a team of volunteers, encouraging and enabling them to fulfil their roles within the children's ministry.

### **CHURCH AND COMMUNITY BACKGROUND**

St Mary's is a Church of Many Nations, Loving God, Loving Luton and Following Christ. It is a beautiful Grade 1 listed medieval building that has stood for over 900 years. We are fully engaged in the centre of Luton and seek to be led by the Holy Spirit, inspired by worship and community.

Our church family has a mix of all ages and backgrounds, worshipping and serving together as part of God's family.

We are seeking to grow our church, and developing the children's ministry is a key part of that vision. We are therefore seeking to appoint a Children's and Family Worker enabling people to work together, support each other and provide continuity for the church's children and young people.

### **SPECIFIC AND CORE RESPONSIBILITIES**

The Children's and Family Worker will be required to:-

- Lead and develop the existing Sunday morning children's ministry (Young Church), which takes place on the 2<sup>nd</sup> to 5<sup>th</sup> Sundays of the month. This includes encouraging children in their journey of faith, bearing in mind the increasingly diverse backgrounds our children come from

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- Exercise active pastoral care for children aged 0 – 11 and build relationships with their families within and beyond the church community
- Welcome and act as a point of contact for new families. This will include helping new families to integrate into the church life (e.g. possible coffee morning for mums / carers of young children) and to signpost pastoral or safeguarding needs where appropriate.
- Develop and nurture the team of volunteers and the community of families and carers around the children’s ministry. It includes actively recruiting and training additional volunteers and encouraging the community of volunteers who serve in the children’s ministry.
- Champion the vision for children’s ministry across the church.
- Be a part of the ministry team which includes participating in leading aspects of occasional Sunday morning services (usually All Age services)
- Provide basic administration for the children’s ministry. This includes the registration of children, ensuring the consent form process is followed, ensuring safeguarding processes are followed, communicating effectively with the young church team about various aspects of YC, arranging rotas to ensure all sessions are covered by volunteers, and having a robust overview of the rota of volunteers. It also includes communicating in good time to the wider staff team when it is not possible to cover a Sunday morning.
- Co-ordinate with the youth worker to manage the support the transition of young people in Year 6 into the youth ministry (usually at Easter each year)
- Liaise with and support the volunteers who run the creche facility (age 0 – 3) on a Sunday morning
- Liaise and support the team of volunteers who facilitate the visits to the church from local schools. This includes being the point of contact for schools’ enquiries and co-ordinating the availability and access to the church building.
- Organise and deliver either “holiday days” such as Light Night, or activities for children during holidays
- Using 3 hours per week, plan and deliver some form of mission i.e. outward facing children’s work. This could be an afterschool activity, or a visit to a local primary school
- Undertake safeguarding training to be aware of matters affecting children and youth. Record and report such matters as appropriate and following the church safeguarding policy.
- Undertake other training appropriate to this role (additional hours would be given for this, in consultation with line manager)

The responsibilities contained within this job description are indicative but not exhaustive. As the role develops the requirements of post may change. The post is subject to review in discussion with the post holder.

**FUNDING:**

This role, and any further outreach opportunities, can only exist as long as funding is in place. Therefore the Children’s and Family Worker (with support) is required to:

- Investigate and apply to funders so that working with schools can continue.
- Investigate funding for outreach projects.

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## **MINISTRY DEVELOPMENT OPPORTUNITIES**

There are also opportunities to become involved in areas of outreach, depending on (external) funding and time taken to fulfil the core responsibilities. Examples are:

- Establish a baby and toddler group (this was closed due to the pandemic and lack of volunteers).
- Provide support for parents with young children such as a discipleship course during the day including creche facilities.
- Messy Church.
- After school / homework club in the community for primary age children.
- Holiday clubs.

## **PERSON PROFILE**

### **Qualifications, Skills and Knowledge:**

- GCSEs in Maths and English with a Grade 4 or above.
- Any other relevant qualifications relating to children's work.
- Ability to be self-motivated and also work well in a team.
- Excellent communication and organisational skills.
- Knowledge of safeguarding policy and practice.
- Knowledge of GDPR policy and practice.
- A creative, enthusiastic and empowering leader.
- Good communication and presentation skills with experience of speaking and presenting.
- Competency in administrative and IT skills relevant to the duties listed.
- Full UK driving licence.

### **Experience:**

- Experience working with children, preferably within a church context or similar position.
- Working with children from differing backgrounds, cultures, beliefs and abilities.
- Planning, teaching and carrying out activities and events for children or young people.
- Working with, inspiring and supporting volunteers.
- Good social media and IT skills.
- Maintaining appropriate policy risk assessments and managing portfolios.

### **Personal Qualities and Values:**

- Have a Christ-filled life with a heart for children and families and releasing children as disciples.
- A committed Christian and member of a body of a recognised church in accordance with the Equality Act 2010.
- Motivated by a genuine desire to serve God and others.
- A high level of interpersonal skills, able to demonstrate self-awareness and emotional intelligence.
- Able to mix easily with and have a relational attitude towards adults and children of all ethnicities and backgrounds.
- Has a can-do attitude.
- Models an innovative and creative practice.

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- Commitment to personal and professional development.
- Ability to respect matters of confidentiality and sensitivity.
- Able to exercise sound judgment and make decisions within levels of delegated authority.

## **OUTLINE OF THE TERMS AND CONDITIONS OF EMPLOYMENT**

### **Conditions of employment:**

The conditions of employment are standard for all St Mary's members of staff and a copy of those conditions will be supplied on request. This job description and any subsequent revisions, along with the letter of employment, will form the basis of a contract of employment.

The Children's and Family Worker will be expected to be a full member of St Mary's Church during their time of employment and support the vision of the church.

### **Hours of work:**

The part-time post is for a maximum of 12 hours a week (days of work by negotiation).

Sundays are to be worked as a normal working day with at least one full day and two full evenings a week taken as time-off (these to be agreed in advance with your Line Manager). It is possible for this role to develop to provide further groups and/or outreach should funding be obtained. The Children's and Family Worker would have the freedom to form a vision for outreach, with the help of the Support Team.

Given the vocational nature of ministry at St Mary's the actual start and finish times and days worked will be determined by the needs of the post. For the avoidance of doubt, this may mean needing to work additional hours at busy times such as church festival periods (Christmas and Easter etc) and on statutory public holidays.

There is a regular staff meeting each Monday morning, at which everyone is required to attend.

### **Probationary period:**

An initial period of 6 months' probation will be applied with monthly reviews and terminable on one week's notice during the probationary period.

### **Annual Leave:**

The annual leave year runs from 1<sup>st</sup> January to 31<sup>st</sup> December.

You will have 25 days of annual leave per year (pro rata) which will include the days of office closure between Christmas and New Year, plus 8 statutory days.

Given the requirements of ministry, where statutory public holidays fall during key festival periods such as Christmas and Easter, the Children's and Family Worker may be required to work but days will be taken in-lieu of this at other times of the year.

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Unused annual leave may only be carried forward in exceptional circumstances and at the discretion of the Vicar.

**Time for Christian Work Outside of St Mary's & Conferences:**

When agreed in advance, the Children's and Family Worker is entitled to take up to 5 additional days per annum for conferences or retreat days outside of St Mary's.

**Line Manager:**

The Children's and Family Worker will be line managed by our experienced Youth and Community Minister, who will be responsible for agreeing priorities for the role and personal objectives. A personal development plan will be agreed and reviewed during the probation period, and then at an annual review and reviewed again bi-annually.

**Support Team:**

A Support Team will be in place for the benefit of both the Youth Minister and Children's and Family Worker. The Team will be made up of people from the church including, for example, a mentor, fundraiser, team volunteers, education adviser etc. This Team will be able to provide support, advice and creative ideas to enable both persons to be able to settle into their respective roles, the church community and provide continuity to the 0-18s ministry as a whole.

The Support Team will also assist the Children's and Family worker in making grant applications so that the post of Children's and Family Worker can continue, as well as ensuring that any outreach projects are put into practice and developed.

**Work schedule:**

- Young Church takes place each Sunday morning (with the exception of the 1<sup>st</sup> Sunday, which is an All Age Service).
- Some evening work may be expected, both for children's groups and church meetings.
- There may be occasional work on Saturdays if a family event is scheduled.
- Monday morning staff team meetings.
- Time allocated for administration and preparation, supervision and appraisals.

**Training:**

In consultation with the Line Manager, the Children's and Family Worker will be encouraged to attend appropriate professional courses.

**Confidentiality:**

Given the nature of this work, the successful applicant must abide by the agreed procedures contained in PCC's Behaviour Policy for the protection of the children's and youth teams and the young person involved.

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**Health and Safety:**

Given the nature of this work, the successful applicant must abide by agreed procedures under the Health and Safety at Work Act (1974) to protect staff, volunteers and visitors to the Church. These procedures will be explained as part of the induction procedure.

**Criminal Record:**

Owing to the nature of this position, the Children's and Family Worker will have no record of offences involving children and young people. Employment will be subject to continual DBS clearance and satisfactory references.

**Child Protection:**

The Children's and Family Worker must abide by the procedures set out in the PCC's Child Protection Policy and any guidance set by St Mary's Safeguarding Officer.

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