

Children's Minister

Christ Church Gipsy Hill

Vacancy Information Pack

Closing Date: 2 December 2024

Interview Date: 5 December 2024

Dear Candidate,

Thank you for your interest in the role of Children's Minister at Christ Church Gipsy Hill.

This is an exciting opportunity to join our leadership team. We have recently welcomed a new Vicar, Revd Jenny Dawkins, and are looking ahead with expectation to join in with all that God has prepared for us in the coming season.

Our priorities at Christ Church are:

Many nations

- To continue to grow in our Spirit-led life as a multicultural, multi-lingual church, reconciled as one body in Jesus Christ.

We have a significant ministry among Farsi speakers and others who are seeking asylum and housed locally. We are excited about the faith adventures God is already taking us on as we seek to grow as disciples together. As with the early church, this richly diverse environment brings great joys and some challenges! We are looking for someone who will enjoy the privilege and challenge of this environment, and will seek to grow in trust, humility and wisdom as we discern God's ways together.

Many generations

- We are grateful to be a multi-generational community, and, following Christ's call to His disciples to learn from younger generations (Matthew 18 2-4), we want to continue to invest in our ministry among children and young people. We are seeking to recruit a Children's Minister, are ready to develop in new ways, and pray that, under God, our ministry with younger generations will will grow spiritually and numerically, reaching more of our younger community with the good news of God's love in Christ.

Salt and light in our community

- We want to see the gospel of Christ change lives and, filled with the Holy Spirit, to make a difference in our local community. Our weekly Open Door meal is one current expression of this, along with our hosting of a group for people with dementia, toddler groups and participation in local community events. We want to seek God's ways and discern God's plans as we seek to love Gipsy Hill well. We're looking for someone who wants to use their gifts to equip the whole church for faith adventures not only inside, but outside our doors.

If you would like to apply for this role, or would like an informal discussion about the role, then we would be delighted to hear from you. Please send your CV and a covering letter explaining why you are good fit for the role via email to vicar@gipsyhill.org.uk.

Yours sincerely,

Revd Jenny Dawkins
Vicar

Job Description

| | |
|----------------------|---|
| Job Title: | Children's Minister |
| Salary: | £30,000-£34,000 per annum pro rata (depending on experience) |
| Employer: | Christ Church Gipsy Hill |
| Hours: | 28 hours a week, including the mornings of Tuesday, Wednesday, Thursday and Sunday. Other hours to be arranged as agreed. |
| Contract: | Three month probation. To start as soon as possible. |
| Reporting to: | Revd Jenny Dawkins |
| Background: | <p>This is an opportunity for a Children's Minister with a passion for enabling children from a variety of backgrounds to encounter, explore and share God's love in Christ. They will enjoy the active support of a leadership team committed to doing what it takes to invest in children and younger generations, including adapting and changing where necessary. They will work with dedicated volunteers, and will minister in a prayer-fuelled, faith-filled environment in which holy experimentation and fun is not only welcomed but encouraged and nurtured.</p> <p>This role will suit someone who has a heart for ministering in multi-cultural communities, and who is excited by the opportunity to pioneer excellent children's work within this setting, including our Farsi-speaking community.</p> |

Job Purpose:

The purpose of this role is to work as part of the Church leadership team to build on firm foundations to lead brilliant children's ministry at Christ Church.

We enjoy the commitment of a team of volunteers, including a Time for God intern, who lead Sunday groups and support weekday provision and we are grateful for a regular community of children and young people who form a valued part of our congregation. Our Ministry Assistant has a particular focus on youth work and leads our Sunday youth group as well as a weeknight youth group.

We are now excited to be seeking to recruit a leader to join our staff team and bring vision and oversight to our children's ministry. This includes Sundays and weekdays, with church families and the wider community. As the Psalmist writes, "One generation shall praise Your works to another, and shall declare Your mighty acts" (Psalm 145:4) - we want to join in with this vision at Christ Church.

The role of a Children's Minister is to lead work with children from 0-11, equipping, encouraging, and nurturing volunteers across our groups on Sundays and throughout the week. This role will also line manage our Ministry Assistant in their youth work, thus having an oversight role across all our children's and young people's provision from 0-18.

As part of our ministry with the Farsi-speaking community (including many in the asylum system), we have the distinct and joyful privilege of holding a monthly Farsi fellowship. This meets at 4pm on the third Sunday of the month and is a service followed by a (delicious!) meal, and on occasion, a disco. We long to see a fun, happy, safe and faith-building space for children at this fellowship. Envisioning and resourcing a space like this will take prayerful discernment, great listening skills, imagination, flexibility and creativity, as well as a confident grasp of good safeguarding practices.

A leader with experience of, or a heart to grow in working with children who have English as a second language, and/or who are very new to church life, will find this a rich, challenging, and rewarding environment in which to pioneer.

You will work alongside the Minister, Pastoral Minister and Youth Worker to encourage the volunteer team and raise others with a passion to nurture younger generations to love Jesus.

Within this area of great opportunity, we are seeking someone who will go at God's pace, seeking to discern not just what we *could* do, but what God is *calling* us to do in this season. The successful candidate will be supported to grow sustainable children's ministry, and encouraged to discern, prioritise and develop healthy rhythms of work and rest.

Key Relationships:

Vicar

Staff team, comprising Associate Vicar (Farsi ministry), Pastoral Minister, Ministry Assistant (Youth), Farsi Ministry Assistant, Operations Manager (Buildings and Office Administration) and intern (Children). We are also seeking to recruit an Operations Manager (Finance and Governance).

Key volunteers within the church community.

Key Responsibilities:

The role covers a wide range of responsibilities and tasks, which fall into the areas outlined below.

Leadership and Delivery

- To work with the Vicar to have a coherent and compelling vision for the discipleship of children and families, leading and overseeing a team of volunteers in order to implement that vision.
- Prepare for and lead children's sessions on Sundays, including developing curriculum, planning activities and nurturing the volunteer team.
- Develop and pioneer a dedicated children's space at our monthly Farsi fellowship.
- Help facilitate Playpen, our toddler group, exploring opportunities to develop this space.
- Explore opportunities to develop new weekday children's activities, especially those which reach children not yet connected with Christ Church.
- Work with the vicar and others to lead regular all-age services that are contemporary, Jesus-focussed and fun.
- To line-manage our Ministry Assistant (Youth).

Volunteer training and management

- Identify, recruit, train, monitor and nurture volunteer team and leaders.
- Administrate the running of team, including creating/ updating rotas for volunteer teams.

Safeguarding

- Ensure that safeguarding policies are followed and that robust safeguarding practice is fully embedded in all aspects of the children's ministry.
- Work with others to maintain an up-to-date register of volunteers training and DBS administration.
- Risk management, including preparing risk assessments for activities and events.
- Plan for and integrate children with additional needs.

Admin and General

- Oversee a budget and be responsible for the management of resources
- Communicate effectively and regularly with parents/ guardians/ schools and community leaders

Staff team

- Attend both regular and occasional staff meetings, retreats, conferences etc.

ABOUT YOU

Person specification:

You will be someone who is committed to discipleship to Jesus, with a desire to see children grow up in faith, love and hope as the Spirit is at work, and to see the church reaching out to be an agent of God's blessing in the neighbourhood.

You will be motivated to enable children of all backgrounds to encounter God in Christ, with a particular heart for serving in multi-cultural community settings. You will be ready to pray faithfully, love openly, discern wisely and throw yourself into what God is doing at Christ Church in this season.

You will be someone who is creative and practical, ambitious for what can be done over the long term, confident in taking the initiative - and underpinned by a prayerful love and warmth for other people both inside and outside the church.

Finally, you will be a cheerful team player who can build and nurture a team, raise new leaders, making room for the gifts and talents of others but who is also confident in bringing their own God-given contributions to the life of the church.

Essential

- A servant-hearted Christian wanting to grow in Christlikeness and to play a part in growing and discipling God's Kingdom.
- Experience working or volunteering with children.
- Self-starter able to work on own initiative.
- A good team builder, pointing out gifts and talents in people and enabling them to develop as leaders.
- A good teacher, able to spark curiosity about faith and teach children and families about the love of Jesus.
- Excellent communication skills - with children and adults of all ages
- Ability to plan and communicate events and activities with children, volunteers, parents and carers
- Ability to recruit, lead and train a range of volunteer teams.
- Experience in safeguarding and how to manage risk
- Good organisational skills, and ability to work to targets and meet deadlines
- A heart for ministering in multi-cultural contexts
- Computer literate with Microsoft Office and Google Suite packages.

Desirable

- Training in theology and/ or children's/families ministry
- Line management experience.
- Practical experience working in a church context
- Practical experience working with children who have English as a second language, and/or asylum-seeking/refugee backgrounds.
- Budget management experience.

We expect that the successful candidate will be or become an active, committed member of Christ Church.

The role requires applicants to demonstrate a commitment to safeguarding children and vulnerable adults of all cultural backgrounds and have a good awareness of relevant policies and procedures, statutory legislation and guidance. Candidates will be required to submit a self-disclosure check at interview and the role will be subject to a DBS check.

This post is subject to an occupational requirement that the postholder be a practising Christian under part 1 of Schedule 9 of the Equality Act 2010.

Outline of conditions

Salary: £30,000-£34,00 pro-rata (4 days a week)

Pension

You will be eligible to be enrolled into the NEST scheme established by the government for auto-enrolment pensions, and be subject to the terms of the scheme.

Probation

The appointment is subject to the satisfactory completion of a three-month probationary period.

Hours of work

28 hours per week. The role holder will need to be available to work key dates and events which could include Christmas and Easter services, and occasional evenings including, for example, light parties.

Training

We are committed to enabling learning across our staff team, and will discuss and resource appropriate training, including potentially formal accredited training, with the successful candidate.

Holiday Entitlement

You will receive pro rata 26 days annual leave per annum, increasing to 31 days after 2 years' service. There is also an entitlement to 8 national bank holidays. The leave year runs from 1st January to 31st December.

Sick Pay

Sick Pay is paid at full pay and half pay rates dependent on length of service, details of which are contained in the contract of employment.

Termination of Employment

During the three-month probationary period one week's notice is required on either side. Thereafter you will be required to give three months' notice should you wish to resign and will receive a minimum of three months' notice.

Appendix

Current activities with children and young people

There are currently around **30 children and young people** of all ages who are actively involved in the church, and a wider number who have a link with us, especially through our Playpen toddler group. We believe there is room to grow both numerically and in faith.

At present regular activities for children in church include:

- Diddy Disciples - a space for 0-5 year olds and their parents, running at every Sunday service. This is led by a dedicated team of volunteers.
- Sunday groups for infant, junior, and young people's age groups. These run on every Sunday except the first Sunday of the month, which is an all-age service.
- Playpen, a stay and play toddler group. This is currently run by our Pastoral Minister twice a week.

Regular activities for young people include:

- a dedicated Sunday group.
- a weeknight youth group.
- opportunities to participate in the regular morning service, including occasionally taking it over.

Seasonal events for children, young people and their families include:

- Summer Fun Day
- Children's nativity

We have recently had to pause our weekly After School Club for primary aged children, but would love to restart a similar group.

In recent years, a monthly Sunday afternoon service for younger children, Raise the Praise, has been part of the Christ Church pattern. We are open to exploring something similar in future.

Other events for which we see potential in the future include:

- light parties for 31 October.
- Seasonal activities including at Easter weekend.
- Messy Church or similar growing from one of the Playpen spaces.
- Working with local schools.
- Holiday Clubs.
- courses for parents, such as the Parenting for Faith course.