

**Job Description**  
**Children and Families Minister, St Martin's Church**  
**(half-time)**

**PURPOSE**

The Diocese of Southwell and Nottingham has a clear vision for mission and discipleship, expressed as “Growing Disciples Wider, Younger, Deeper”. This post will in part enable us to invest in this vision, and to fulfil the call of Jesus to enable others to follow him.

The purpose of this role is to build relationships with parents/carers and children so that the gospel of Jesus Christ becomes a living reality in their lives; that they know God's love for themselves and grow in their relationships with God, each other and creation.

The post holder will therefore develop connections both within the church and in the local community, leading by example in following Christ, and drawing others into serving God. As leader of the team of volunteers engaged in children and families ministry, you will be involved in thinking strategically about how we nurture faith and fulfil our church vision, and will work collaboratively with those volunteers. You will be responsible for overseeing the ministry to children and families in partnership with the Vicar and leadership team.

**WHAT WE OFFER**

A growing and developing ministry amongst children and families, particularly those of pre-school and primary age. We have a thriving toddler group with an excellent local reputation, looking to expand into an after-school group for older children. Our Messy Church has been successful in building relationships with a few families and there is scope to review and develop this area of ministry, as we seek to be more intentionally missional and grow connections with unchurched families.

Our local primary school is welcoming of church involvement and there is plenty of scope to explore further engagement with them. Members of the church are involved in the school parents' prayer group.

There is scope to encourage the early-teens in the church to explore their faith alongside others in the local area, including engagement with Generate events. Church families would like to see their children's faith develop and are willing to be involved in that process, growing their own faith as they do so. We are looking to run the Parenting for Faith course in the near future.

Opportunities to reimagine intergenerational worship, and to grow the team of children's ministry volunteers.

Regular supervision and review. Access to training and peer support through the diocese, and encouragement to attend this.

Pastoral and spiritual support and an expectation that you will attend to your own learning and spiritual growth within working hours. Released time and reasonable funding for an annual retreat. Good Biblical teaching and a wealth of experience of prayer amongst the church.

## ROLE DESCRIPTION

**Responsible to:** The post holder will be responsible to the Vicar and PCC

**Place of work:** The normal place of work will be the Parish of St Martin's Sherwood. There will be the opportunity to work from home, particularly when engaging in administrative and preparatory work.

**Hours:** 20 hours per week. There is the need to work flexibly including most Sundays and occasional Saturdays.

**Salary:** £10,500-12,000 pa depending on experience, plus reasonable work-related expenses. Funding is initially available for a period of four years.

**Holiday:** Holiday allowance will be the equivalent of 5 working weeks per calendar year, in addition to bank holidays (maximum 5 Sundays). Annual leave shall be arranged in consultation with the Vicar.

**Pension and Sick Pay:** The PCC has a legal obligation to automatically enrol the post holder into an occupational pension scheme. (You are entitled to opt out under the Pensions Act 2008). Arrangements for sick pay are in accordance with the Government's statutory sick pay.

**Period of Notice:** The period of notice will be one month, in writing.

## SPECIFIC RESPONSIBILITIES

- Cultivate positive relationships with the children/young people and their families who belong to, or come into contact with, St Martin's church
- Nurture the Christian faith of children and young people connected to the church
- Work collaboratively with existing families ministry team - including Sunday groups, Messy Church and weekly Jolly Tots toddler group.
- Explore and create the possibilities of new ways of engaging with children and families, to enable them to encounter the transforming love of God
- Establish links in local schools, and with appropriate community groups in Sherwood
- Explore ways to collaborate with other local churches, for the good of the children/young people of Sherwood
- Work with children's ministry volunteers to enable, equip and encourage their ministry and training
- Pray with and for the team of leaders, and the children/young people and families
- Represent the needs of the children/young people and their leaders within the life of the church and encourage their involvement in the wider life of St Martin's
- Take a lead in leading/planning intergenerational worship
- Contribute to the evolving vision and strategy for children, young people and families: work with the vicar and children's ministry team to communicate and implement this.
- Attend worship on a regular basis at St Martin's church and be a participant member of the church community
- Invest in your own spiritual growth by finding opportunities for rest, retreat, and celebration
- Attend regular supervision and appropriate training to further personal development
- Follow child safeguarding and risk management procedures at all times

- Provide appropriate information about children and families ministry for the church website and social media. In liaison with the group leaders and PCC treasurer, manage the finance and administration of children's ministry, keeping records as appropriate. Ensure careful use of premises and equipment

## **SAFEGUARDING**

The post-holder will comply with Diocesan and Parish Safeguarding Procedures, and will undertake to ensure that all Children's Ministry team members are trained in good practice (with the support of the Parish Safeguarding Officer).

## **PERSON SPECIFICATION**

There is a genuine occupational requirement for the post holder to be a Christian.  
The post is subject to an enhanced DBS disclosure.

- Vibrant and articulate Christian faith
- Passionate about ministry with children, young people and their parents/carers
- Able to work as an effective team player, with volunteers and as part of the Staff Team
- Good at building and maintaining links in the local community
- Good communication skills, being able to listen, talk, and relate with children and with their parents/carers
- Able to be self-motivated and to work independently
- Able to set and apply relational boundaries
- Awareness of appropriate confidentiality and able to apply this
- Willingness to live and work within the context of the Anglican church
- Knowledge of current good safeguarding practice
- Strong organisational, planning and time management skills
- Sound IT skills and knowledge of social media used by children and families.
- Creative and imaginative in delivering children's ministry

## About St Martin's Church

St Martin's Sherwood is a growing church for all ages, of around 100 adults and 15 children, who believe in the transformative power of God's love, experienced through his Son Jesus and by the power of the Holy Spirit.

We are a Church of England parish of about 16000 people located two miles north of Nottingham. Belonging to the family of the Diocese of Southwell & Nottingham, our Sunday services represent a broad range from Common Worship Holy Communion to more informal Communion and intergenerational services, monthly charismatic worship, and occasional contemplative prayer services.

We have historically been a church with large number of families. Having gone through a fallow time, this is now growing again with a congregation that enjoys being intergenerational and is keen to engage with local families and children.

**APPLICATION FORM: ST MARTIN'S, SHERWOOD**

**Children and Families Minister (20 hours per week)**

Full Name: .....

Address: .....  
..... Postcode: .....

Date of Birth: ..... Telephone: .....

Email: .....

**Please send your CV along with a letter expressing**  
a) **how you fulfil the requirements of the role, and**  
b) **what you would bring to the role.**

Name of current church.....

Name, address, telephone numbers and e-mail addresses of two referees, one of which is your church leader:

1. ....  
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2. ....  
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**Please return to:**

Rev Bridget Baguley, St Martin's Church, 12 Trevoise Gardens, Sherwood, Nottingham NG5 3FU  
OR:  
by email to: [bridget.baguley@cantab.net](mailto:bridget.baguley@cantab.net)

by 12 noon on Friday November 2, 2018.  
Interviews will take place on Sunday November 18, including children's group activities.