

HOLY TRINITY AND CHRIST CHURCH, STALYBRIDGE

JOB DESCRIPTION – CHILDREN’S PASTOR

Reporting to:	The Vicar, Holy Trinity and Christ Church or in his absence the Church Wardens
Place of Work:	Holy Trinity Church and St Matthews
Hours of Work:	28 hours per week
Salary:	£18,480 per annum
Holidays:	20 days per annum excluding bank holidays
Term:	3 years
Age Group:	0 to 11 years old

PURPOSE

Lead and oversee the children’s ministry and develop a vision in line with that of the church.
Nurture children to become lifelong followers of Jesus.
Provide pastoral care and support.
Build and develop links with children and their families.
Reach out to children from the wider community with the message of the gospel.
Help children to feel part of the church.
Coordinate, empower and equip teams to lead and work alongside children

RESPONSIBILITIES

Duties

- Have responsibility for/oversee the church children’s groups - Trinity Tots, Creche (Gems) , Kic Start and any other mid-week children’s meetings.
- Plan, lead and organise a varied and stimulating programme throughout the week to meet the spiritual and social needs of children as well as special one-off events. This will involve some evenings and weekends.
- Invite others with relevant gifts or experience to share with the children where appropriate.
- Be part of the team leading the monthly family service and be willing to undertake a variety of tasks including preaching.
- Assist with children’s worship during the service.
- Organise and run Messy Church. This currently happens three times a year but our hope is to grow this ministry.

Management

- Identify, recruit, grow and manage leaders and helpers across all the children’s groups encouraging them to develop their skillset and provide opportunities for team building and training.
- Be responsible for all leaders and volunteers involved in children’s work.



- Hold regular review meetings with leaders and helpers.
- Raise awareness of ministry opportunities within children's work.
- Have input into the spiritual and career development of any interns or trainees as and where appropriate.
- Liaise with those responsible for youth work to ensure a smooth transition from children's groups to youth.

Pastoral

- Provide pastoral support, as appropriate, for the children in your care, signposting and reporting any issues to parents or carers, where necessary.
- Help children develop and share their faith and prayer life.
- Commit to praying with leaders, and volunteers for the children.
- Encourage active participation of children and their families in the life and worship of the church helping them to grow in the Christian faith and become disciples.
- Have an affinity with children and an awareness of the issues they face in the 21st century.

Safeguarding/Health and Safety

- Ensure that young people's records are stored securely and kept up to date.
- Have an excellent awareness of both safeguarding and health and safety practices. Report any issues or concerns you may have and liaise with the appointed Safeguarding Officer to ensure all leaders/helpers have DBS clearance and have undergone all the relevant training.
- Have a knowledge of first aid procedures, keeping all the relevant documentation up to date.

External Links

- Have a mission focus and be outward looking with a desire to make Jesus known.
- Develop links and relationships with local schools and any other appropriate external organisations, offering help with such things as assemblies, clubs, lessons or chaplaincy.
- Provide annual events for schools at key points in the Christian calendar.
- Work with other churches and organisations to broaden horizons.
- Develop links with parents not connected with church to share the Good News.

Administration

- Be responsible for/have oversight of all administration in connection with the children, teams and parents ensuring good communication is maintained.
- Participate in line management and weekly staff meetings, keeping the team and church informed of how the work is going and represent the needs and views of the children's groups

- Be responsible for/have oversight of the planning, rotas, resourcing, booking-in and supervision of meetings and events and have a knowledge of or willingness to learn the church's IT system in order to carry out these tasks.
- Be responsible for publicity and the promotion of events.
- Manage and update all information relating to the children, liaising with those responsible for church news, the website and digital communication.
- Manage a budget and identify/apply for any relevant grants.
- Undertake any other administrative duties commensurate with the post.

General

- Have an understanding and declared acceptance of the duties of the post.
- Take a full and active part in the life and worship of the church, accepting its statement of faith and values.
- Live within or close to the parish.
- Have a full driving licence and access to a car.
- Abide by the churches policies and disciplinary guidelines.
- Undertake any relevant training.
- Undertake, when necessary, any tasks outside the normal duties.
- There is a genuine occupational requirement that the post-holder is a Christian and is happy to worship in a Church of England context.
- The nature of this job requires a high degree of confidentiality, tact and discretion.
- This post is also subject to an advanced DBS disclosure.