



JOB DESCRIPTION

Families & Children's Coordinator

Job title: Family & Children's Coordinator

Accountable to: St Anne's PCC

Reports to: The vicar; the Revd Canon Alison Cox

Salary: £20-25,000 pro rata; 15 hours a week at £11.50 an hour

Part time: 15 hours a week (some flexibility for evening meetings will be required)

Location: St Anne's church, school and hall; desk and computer base?

Contract: Three years from start date

Overall purpose of the post:

To meet the needs of both children and families on a spiritual and practical level; to support children and their parents in their journey of faith. To be an advocate for children at St Anne's and thereby help deepen our offer to young families.

St Anne's Church Vision:

This church is committed to growth and deepening connection with the community it is called to serve. After the pandemic and its enormous impact on our ability to mix households and gather together, we recognise the need to transform our ministry to children in our church, school and wider community.

Principal Duties:

1. To support children's ministry at St Anne's (Sunday School/ Sunbeams on Sunday; weekly toddler group; school services and collective worship; and our baptism ministry) by holding regular meetings, supporting current church activities and developing new ones.
2. To run Holiday Clubs at Easter and Summer with volunteer support.
3. To build relationships and provide appropriate pastoral support for parents.
4. To run appropriate learning experiences for parents and families on faith exploration, prayer and discipleship.
5. To make regular reports to the PCC.
6. To work in conjunction with the vicar and PCC.
7. To keep records and monitor and evaluate the work.
8. To attend St Anne's at least three Sundays a month and some of its social events in order to get to know the wider church and canvas their support.
9. To undertake training as required
10. Such other duties as the vicar may from time to time require.

An Enhanced Disclosure from the Disclosure and Barring Service will be required for the post-holder.

Note – this Job Description does not form part of your Contract of Employment.