



St Mildred's, Lee, Diocese of Southwark
Job Description
Children & Families Minister
(Part-time)

Job Title:	Children and Families Minister
Accountable to	St Mildred's Parochial Church Council
Reports to:	Vicar
Starting Salary:	Salary is £26-28,000 pro rata (£13,867-£14,933) and is paid monthly in arrears and reviewed annually. A pension of 5% of gross salary will be provided. Appointment is subject to proof of eligibility to work in the UK and a full DBS check. A house is not provided with the post.
Starting Date:	Ideally the successful candidate would start as soon as possible, whilst respecting their existing commitments.
Holiday entitlement:	Annual leave is 25 days a year plus bank holidays (pro rata). Our expectation is that the majority of these weeks would be taken in school holiday time.
Training entitlement:	The PCC will agree a per annum budget towards ongoing training once the training needs of the person in post is established.
Hours of Work:	Part time (20 hours/week; negotiable) including evening and weekends. Designated work hours preferable.
Normal Place of Work:	Church and home.

Overall purpose of the post:

To oversee our children and family work (preschool to school year 6) alongside our volunteer leaders.

Principal duties:

- Overseeing, developing and initiating children's (and families where appropriate) outreach opportunities.
- Running Christ-centred, biblical, prayerful and fun children's (and families where appropriate) activities.
- Building teams, developing and training (or identifying training) for volunteers to undertake the work.
- Working with other church staff members and volunteer leaders regarding the provision of church ministries.
- Leading and preaching at church services where appropriate, especially the monthly all age service.
- Building good relationships with local schools by regular involvement through assemblies, lunch clubs, and other activities (where possible).
- Engaging the families of children in disciplining their children and in pastoral care.
- Arranging for children to attend appropriate events in outside our church (e.g. conferences, holiday clubs / national camps etc. and fun activities)
- Facilitating the transition of children from the children's ministry into the youth ministry.
- Developing your practice of Christian leadership and children's work through further training.
- Liaising with uniformed organisations linked to the church.
- Ensuring the church's safeguarding policy is implemented with regard to children.
- Managing the income and budget of the children's work.
- In the future the role may develop to include the management of interns.
- Such other reasonable duties as the PCC/Vicar may from time to time require.

Person Specifications:

Essential

These experiences, skills and qualities are essential requirements of the post:

- A committed Christian.
- Committed to growing in knowledge and love for Jesus as he is revealed in the Bible.
- Spirit-filled with an active and growing devotional life.
- Demonstrating a developing Christian character.
- Experience of leading in a church-based children and family ministry.
- Committed to learning as well as teaching.
- Committed to, and enthusiastic about, children's ministry and outreach.
- Ability to manage and train a variety of people including volunteers.
- A good communicator at all levels.
- Ability to teach the gospel to children and families.
- Ability to relate well to a range of people and situations.
- Strong administrative and organisational skills.
- IT skills strong enough to communicate with young people in ways relevant to them.
- Fun, yet sensitive and respectful.

Desirable

- Ability to be involved with ministry outside of children and youth work.

Other matters

- In accordance with Southwark Diocesan requirements, St Mildred's PCC has adopted the Diocesan Safeguarding Policy
- Regular supervision and pastoral support is to be provided.

The post is subject to an enhanced criminal record check from the Disclosure and Barring Service and two references.

Date: February 2022

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