

The Church of England Diocese of Rochester  
Parish of St Paul's Crofton  
Job Description



**ASSOCIATE LAY OR ORDAINED MINISTER/WORKER**

with responsibility for Youth, Children's & Families Ministry

**Employee**

**Employer** PCC of St Paul's Crofton

**Responsible to** Vicar

**Main Aims of the Role**

This role is a 70/30 split between 'Youth, Children's & Families', and the 'wider ministry of the whole church'

This role, whether lay or ordained, is expected to attend all leadership meeting as deemed appropriate including PCC as well as other sub committees.

*Youth, Children's & Families*

To lead St Paul's work with children, young people (aged from 0 to 18) and their families.

1. To nurture children, young people & families in their Christian faith and to encourage them to take an active role in the life and worship of the church, this will include baptism and confirmation preparation and services in relation to the office held
2. To provide and oversee a Youth & Children's programme at St Paul's that takes account of the spiritual and social needs of children and teenagers and that will appeal to those within the church and their friends (to include annual residential times away for Years 4-6, 7-9, 10-13)
3. To motivate children and young people to share their faith with their peers both within the church and in their community as they develop their spiritual ministry
4. To recruit, train, manage and motivate volunteer leaders (including young leaders) involved in Youth & Children's Ministry at St Paul's. This will include leading both team and prayer meetings within individual groups, as a whole team and within the whole church as needed
5. To be responsible for the operational procedures and activities (in particular safeguarding and other health and safety) of the Youth & Children's Ministry at St Paul's and undertake line management responsibilities for the Youth & Children's Worker/s, and supervision of volunteers with the support of your staff

*Wider ministry of the Church*

To assist the lead pastor in their role within the wider church and local community.

1. To lead our outreach work into both primary and secondary schools, through close connection and already established relationship and activities i.e. Open the Book
2. To assist in the discipling and nurturing of those in home groups, working with home group leaders and establishing effective communication and networks with what we do

3. To be actively involved in and help oversee the pastoral work at St. Paul's, including the review and monitoring of those being supported, undertaking tailored and specific support for families in need, and development of support with the team for those with children.
4. To reach out to those on the fringes of the church community and help them find their place both within the church and with God, whilst keeping the safety and wellbeing of those vulnerable paramount within your ministry
5. To lead acts of worship across all ages and traditions found at St. Paul's; from All Age Church Family Services, informal 'Prayer, and Praise', to BCP (1662) and/or Communion.

### **Main Responsibilities**

1. Assist the lead pastor through involvement in the Senior leadership structure, undertaking specific roles as required and providing auxiliary cover when needed.
2. To develop a distinctive personal ministry within the life of St. Paul's worshipping community focusing on Families and those connected to them, as well as the wider church family.
3. To support and manage the Youth and Children's Worker/s and Volunteers in maintaining regular and fresh youth and children's activities as part of PUSH@StPauls, Junior Church programme and various outreach activities including:  
  
Sunday groups, social activities, youth or children's events, mid-week toddler groups, residential weekends, training programmes and other events and activities as required.
4. To lead the secondary school age group on Sunday mornings and work alongside the Junior Church team to ensure continuity of provision across groups
5. To develop, maintain and refresh mid-week groups for Year 7 upwards, including but not limited to social programmes, cell groups, outings and activities. To also ensure a smooth transition for children to different groups and clubs as they get older.
6. To offer 'worship services' geared towards the teenage group and involving them as much as possible, both within the worship life of St. Paul's church (including as young leaders in other Youth & Children's Work activities, events, groups, and outreach) and at separate regular events.
7. To be responsible for health and safety, especially safeguarding, in all areas of Youth & Children's Ministry including risk assessments. And to be responsible for ensuring that accurate records are kept on all young people, such as name and contact details and including register of attendance. These records to be kept securely and in line with Data Protection regulations.
8. To report to the PCC on the activities or plans for Youth & Children's Ministry. To represent the needs and views of the church's young people to the Senior Leadership structure and PCC and church members in general. To develop the young people to be able to do some of this for themselves.
9. To develop strategies for the future growth of these ministries under the direction and in collaboration with the lead pastor, PCC and through the line manager.
10. To manage the youth and children's budget and apply for grants when available
11. To promote effective relationships with other local church Youth and Children's workers, and the Diocesan Network of Children, Youth and Family Ministers and Diocesan Advisers.

## **Personal Attributes and Strengths**

### Essential criteria

- Licensed as either ordained minister (Priest or Deacon) or lay worker, or other equivalent standing
- Proven and established experience of working with children or young people in a voluntary or paid capacity
- Ability to establish productive and positive relationships with children and young people
- Experience of helping children and young people to explore the Christian faith in creative and relevant ways
- Computer skills to use a variety of computer packages to input and retrieve information
- Verbal communication to speak to children and young people and adults, in a one-to-one basis and to larger groups through preaching, presentations and leading of meetings
- Written communication skills to provide information to children, youth and adults on organised events, update legal forms and provide reports as required
- The ability to discern, create, plan and develop youth and children's activities
- Flexible approach to working evenings and weekends as required
- Good time management and organisational ability
- A living and passionate faith in the Lord Jesus Christ
- A heart to learn more and develop your own relationship to the Lord Jesus Christ

### Desirable criteria

- Experience of leading acts of worship within an all age environment, involving both those in and outside of the church community
- Experience of leading children and young people to Christ and discipling them in their Christian walk
- Knowledge of Health and Safety issues, including Safeguarding, when working with children and young people
- The ability to utilise the resources within a community in imaginative and creative ways
- First aid certification
- Safeguarding training (including leadership and safer recruitment modules)

## **Genuine Occupational Requirement Statement**

Four of the main responsibilities of this post show that there is a Genuine Occupational Requirement (GOR) for the post-holder to be a communicant member of the Church of England, or of a Church in communion therewith or of a member Church of the Council of Churches for Britain and Ireland or of Churches Together in England, or of a member Church of the Evangelical Alliance

These aims are:

1. To minister to those in and connected to St. Paul's through the authorised forms of service allowed by Canon
2. To lead St Paul's work with children and young people (aged from 0 to 18); to nurture them in their Christian faith and to encourage them to take an active role in the life and worship of the church
3. To run a children's and teenage programme at St Paul's that takes account of the spiritual and social needs of children and young people and that will appeal to those within the church and their friends
4. To motivate children and young people to share their faith with their peers both within the church and in their community as they develop their spiritual ministry

As this post is an important post in fulfilling the Vision @ St Paul's, the post holder will, at times, be the public face of St Paul's, the successful candidate must feel able to support the Ethos Statement and uphold the teaching and the current guidelines of the Church of England.

This role is subject to us completing the Church of England Safer Recruitment process, including an enhanced DBS check.

A core part of this role is Connecting with our Community therefore it would be beneficial for the candidate to live locally or within close commute to enable them to carry out the role effectively.

To apply, please contact [office@stpaulscrofton.org.uk](mailto:office@stpaulscrofton.org.uk) for an application form, then complete and return.