

## **Job Description**

**Job Title:** Children, Youth and Families Minister (CYFM)

**Reports to:** The Vicar of St John's Church, Folkestone

**Employer:** PCC of St John's Church, Folkestone

### **Main Purpose/Mission:**

- To develop, lead and facilitate ministry, mission and discipleship amongst children and families in the church community, local schools, and the wider community of St John's parish.

**Church Attendance:** Attendance at weekly Sunday morning Worship at St John's Church is expected.

**Place of Work:** St John's Parish Office, St John's Church Road, Folkestone

### **Organisational Relationships:**

- The post holder is required to form good working relationships with the clergy and staff team, wardens, PCC, church community, school, and local community.

### **Duties and responsibilities:**

- To grow the numbers of children attending Sunday Fun
- To grow the numbers of young people attending our youth group.
- To lead and develop regular worship and mission opportunities for children and families in St John's parish and to enable participants to grow as disciples of Christ. These could include a toddler and parents/carers group, Messy Church, Sunday morning Church based groups.
- To organise and lead seasonal outreach events such as holiday clubs and Christingle services amongst others.
- To maintain and develop the existing strong links, with children and staff, in the local primary schools. This could be through regular assemblies, lunch clubs, Open the Book and other worship events (e.g. Christmas carol services).
- To grow, develop and oversee volunteer children's ministry leadership teams: providing training; facilitating collaboration, team work and vision; organising regular team meetings.
- As a member of the staff team attend staff meetings, meet with the vicar regularly, attend PCC meetings where appropriate, and help lead and share in other appropriate events.
- To engage in study, training, quiet days and retreats as appropriate and as agreed with the line manager.
- To pray for this work

### **Salary and Benefits:**

- Salary : £10,027 p.a
- Status: Part-Time (3 year contract)
- Hours of work: 20 hours/week – in agreement with the Vicar and PCC
- Annual Leave: Pro-rata 6.6 weeks (this includes Bank Holidays)
- Annual leave to include 6 Sundays
- Occupational pension scheme
- **An enhanced DBS check will be required**

**Genuine Occupational Requirement (GOR):** There is a need to be able to represent a church view, make a Christian response and reflect Christian values. Therefore there is a GOR for this post to be filled by a Christian.

### **Person Specification**

- **Knowledge**
  - Relevant training and recognised qualifications
  - Knowledge and experience of how an Anglican Parish church functions in the community
  - A good grasp of Health and Safety, Equal Opportunities and Anti-Discriminatory practice. Knowledge of relevant Child Protection and Safeguarding procedures.
- **Experience**
  - Experience of working in church leadership or Christian children's ministry.
  - Previous experience of working in child and/or family centred roles.
  - Experience of organising events and managing projects.
- **Skills and Abilities**
  - Good organisational skills with the ability to manage the administration and IT requirements of the post.
  - An ability to work with, motivate and build a team that contains differing styles and abilities.
  - Excellent communications skills with people from a variety of ages and backgrounds.
- **Other**
  - Clear and inspirational Christian faith with a commitment to personal spiritual growth and development.
  - Self starter and team player who demonstrates energy and enthusiasm in their work with children and families.