

Role Description and Person Specification

St Luke's Watford Vicar and PCC have set an Action Plan which states the priorities and goals which we feel God is leading us to achieve each year.

In 2023-24 we are focussing on:

1. Rediscovering and developing corporate worship and prayer
2. Growing our children, youth and family ministry through faithful bible teaching and the outward working of our faith.
3. Reaching out in obedience to scripture, to those on our estate and beyond with the good news of Jesus Christ found in God's living word

Purpose

To grow our children and family's ministry through faithful Bible teaching and the outward working of our faith by:

- Building, enthusing and equipping teams of volunteers
- Encouraging our children and their families to grow in depth of Christian faith and experience of God
- Providing opportunities for children and their families in the local community to explore the Christian faith
- Assisting families of every type with their needs and issues, and to help them encounter and respond to the love of Jesus Christ

Key Relationships and Context

- Based at St Luke's Church
- Responsible to the Vicar
- Liaising with the Youth Director
- Part of the staff team, expected to attend regular staff meetings and to be a worshipping and participating member of St Luke's.
- Supported by Children and Youth Working Group, and the Children and Youth prayer group
- Understand safeguarding requirements, and work with the church's Safeguarding Officer

Duties and Key Responsibilities

- To attend worship each Sunday, leading/supporting Sunday groups and helping lead All Age services
- Provide ongoing support, encouragement and supervision for team members
- Pray for the children in your care
- To have vision, participate in and build teams for regular outreach groups, an Annual holiday club and related shorter events throughout the year
- To build links with local primary schools through RE lessons, Assemblies and school visits to the church
- Attend meetings and appropriate training for your support and guidance
- Be aware of and comply with all relevant safeguarding requirements, know how to respond to and report any safeguarding concerns or allegations

Person Specification

Essential

- To have a strong Christian faith based on a good biblical understanding, as this is an Occupational Requirement for the post-holder in accordance with the Equality Act 2010
- To support and hold to the vision and mission of St Luke's Church
- To take an active and prayerful role in the ministry of St Luke's
- To enable receipt of an enhanced full DBS report before appointment can be confirmed

Desirable

- To be a **relationship builder** with children and families, both inside and outside of the church, and with schools
- To be a **catalyst**, bringing ideas, energy, enthusiasm and leadership to this area of ministry
- To be an **encourager**, in resourcing, training, supporting and developing leadership in children's ministry, and working with volunteers
- To be an **organiser**, managing their own time well, planning and arranging events in advance and ensuring resources are available
- To be a **resource** for parents and carers as they seek to care for children, and to exercise active pastoral concern
- To be an **advocate** for this area of ministry, helping children and families to play a part in the life of St Luke's, and encouraging church members to enable this to happen
- To be a **team player**, with an ability to delegate and communicate effectively with the team, ensuring a collaborative approach, and appreciating how this ministry fits-in with wider ministry of the church

Additional Information

- There will be a probationary period of 3 months. There will be a review after 1 month, 3 months, and then annually thereafter. Regular line management meetings will be given.
- The hours of work will be 30 hours per week. There is the opportunity to work an extra 7.5 hours to support the church administrator. There will be some flexibility in how hours are worked, but it will include Sundays, evenings and weekends. This will need to be agreed
- The salary will be £21,792 for 30 hours, £27,240 for full time (37.5 hours including admin support). This will be reviewed annually. Appropriate expenses will be paid.
- There will be five weeks holiday plus public holidays, to be agreed with the Vicar in advance. Time off in Lieu (TOIL) may be granted if there has been a requirement to work out of agreed hours.
- You will be able to take advantage of appropriate training opportunities

The Church of England is committed to promoting a safe environment and culture for children, young people and vulnerable adults. Anyone appointed to this role will be expected to work within the relevant safeguarding policies and procedures, and to complete all required safeguarding training.