



## Job Specification

**Job Title** – Children's and Families' Mission Enabler

**Hours** – 15 hours per week to include weekend and some evening work.

**Responsible to** – The Incumbent of St. Stephens Parish Church, Southmead.

**Context:** St Stephens, Southmead is a growing developing church with a heart for children and families in the local area. We are seeking to improve our provision for children and engage with more families.

**Role** – To develop in a creative way (together with the Team) the engagement of Southmead families who have primary school and pre-school aged children.

**Team** – Incumbent, Wardens, PCC, OLM, Trinity College Students, Church Members.

**Responsibilities** – The key responsibilities of this post are shown in bold below, however we recognise the need to adapt the post to the specific talents of the post holder.

1. To pray for the children and families of our church, schools and community.
2. To model Christian values and lifestyle to children and families
3. To manage your own diary and to set your own priorities, in negotiation with the supervisor/team.

### 4. Schools

- **To offer assembly provision, assist in the development of a christian ethos, and encourage links between church and Southmead schools.** You will play a key part in encouraging sustainable connections between the church and school, and will be involved with school services and visits in church.

### 5. Within the Parish

- **To provide and develop opportunities for children and parents to engage in the exploration of the Christian faith.** You will work with the team to develop our work with children and their families thus helping them to feel part of the church family.
- **To develop the work of the Sunday children's provision.** You will be expected to recruit and facilitate training for Sunday group leaders and to encourage them in their ministry; to develop a bank of ideas, activities and resources; to work alongside our Sunday group leaders to share ideas and best practice; and encourage others to join this valuable ministry.
- **To liaise with and support Ministers in All-Age Ministry.** You will be part of a team developing and reviewing our all age ministry.

- **To ensure the safety of our children by complying with policies relating to Child Protection and Safeguarding Regulations, and ensuring others to do the same.** You will work with the PCC member responsible for safeguarding, and may be asked to prepare reports on areas of concern, which may need to be shared with other agencies.
- **To liaise with those involved in the baptism of children, encouraging and welcoming baptism families into church and assisting with preparation and follow up visits.**
- **To develop work with the families of children in church and the community.** You will be expected to initiate and facilitate ideas that will meet the current needs of families e.g. parenting courses and adult literacy.
- **To work as an integral part of the church team developing the vision and strategy for Children's and Families ministry.**
- **To represent the Children and Families Work to PCC.** You will be an ex-officio member of the PCC. You will be the voice for children and families at meetings and gatherings, ensuring that their interests and needs are properly represented.

### Our responsibility to you

- **To provide you with a support group** with whom you can confide, who will support you professionally, spiritually and personally. At least one member of your support group will also be a member of the PCC, who will represent your interests to the PCC and should the need arise, liaise between you the PCC and Incumbent.
- **To provide a budget** to facilitate your work, as agreed by the PCC.
- **To ensure you have opportunities for your continued spiritual development, and training as deemed appropriate.** To encourage your personal spirituality, worship and bible study, and to ensure you look after yourself in terms of relaxation, holidays and days off.
- **To provide you with opportunity for regular reflection on your work and plans for the future.** This will be achieved through you accessing supervision, appropriate peer group networks and contact with our diocesan adviser for work with children.

## **Person Specification**

This is a list of the qualities that we are ideally looking for:

### **Experience of**

- Bible teaching.
- Working with Children.
- Leading Christian Ministry to children.
- Building relationships with parents.
- Working in schools.
- Managing a budget
- Leading volunteers.

### **Skills and Abilities**

- Approachable and easy to get on with.
- Good organisational skills.
- Well motivated, able to work both independently and as a part of a team.
- Able to relate to children and families and volunteers.
- Computer literate.
- Driver with access to your own vehicle.
- Ability to play a musical instrument and accompany worship with children would be useful but not essential.

### **Attitudes**

- Mature Christian faith.
- Desire to see children and families come to faith and grow as Christians.
- Good sense of humour.
- Flexible, 'Can Do' ethos.
- Reflective practitioner and a Problem Solver.