



Children & Families Leader – Job Description

We are looking for a Children and Families Leader to work with Holy Trinity Church, Hurstpierpoint.

We are a warm and welcoming congregation living and worshipping in a large and lively Sussex village. Our children and families work has been growing in recent times and we are now seeking a full time Children and Families Leader to join our team, to build on what is already in place and to pioneer new opportunities for mission and growth. Potential to develop beyond this is limited only by our capacity.

Starting date: ASAP

Hours: Full time = < 40 hours/week

Holiday: 5 weeks pro rata plus bank holidays

Salary: £25,000 plus pension contribution. Provision of housing may be possible.

It will be necessary to work some bank holidays but time off in lieu will be available.

Place of work: Across the parish of Hurstpierpoint – in Holy Trinity Church, schools and other centres. Some limited office facilities are available in our vestry.

Employer: PCC of Holy Trinity Hurstpierpoint. Line managed by the Rector of Hurstpierpoint

Purpose of role

You will be responsible for the leadership and development of children and families ministry at Holy Trinity Hurstpierpoint and outreach within our village community.

Background: Our whole-church 2020Vision process identified a need to further develop our children and families ministry, together with diversifying our worship. Covid times have meant the constant reconfiguring of church life – and out of this our 11am service/congregation was born – a lively service attracting a growing number of young families.

There is a relatively high proportion of young families in our parish, with 630 children in St Lawrence CEP School. The appointment of a new head teacher at St Lawrence a year ago means we have new opportunities to work there – including eagerness to offer Prayer Spaces in Schools and Open the Book.

The Rector will line manage the Children and Families Leader.

Key relationships

The Children's and Families Leader will be employed by the PCC of Holy Trinity Hurstpierpoint, accountable to and line-managed by the Rector of Hurstpierpoint.

Relationships with our Sunday congregations are an important part of developing this role. Attendance will be expected at our 9.30 and 11am Sunday services, where you will be leading on our children's work.

Other key relationships will include our ministry team, especially ordinand Tom Dare who leads our core team pioneering our 11am service/congregation, and our Director of Music Claire Levin with regard to children in our choir; administrator Lizzie Lamont; teams running Fairfield Toddlers (run by our MU) and the Sanctuary (a toddler group initiated by The Point, now transitioning to be run jointly by Hurst churches); St Lawrence CEP School head teacher Marianne Brand and the school's RE team.

Key Responsibilities

- To lead in our children's ministry with our 11am congregation and developing a children's work programme – working closely with our 11am core team and existing gifted and committed volunteers.
- To develop provision for children at our 9.30 service – a key relationship here being our choir.
- St Lawrence School – in collaboration with the Rector and others, mission and ministry in St Lawrence CEP Primary. This is likely to include leading Collective Worship, leading on offering Prayer Spaces in Schools and forming and leading an Open the Book team.
- Develop relationships with local church youth provision as children prepare to transition into secondary school.
- Offer the opportunity for children to grow in the Christian faith
- Develop an attitude of service in children in the church and in the local community
- Ensure the highest standards of safety and protection of children, young people and other vulnerable people within the community, working with the Church's nominees for Safeguarding.
- Ensure that all health and safety instructions are followed, and that care is taken to ensure safety for self and colleagues, reporting concerns immediately.

Outreach to Community

- Establish relationships and activities with local schools, primarily with St Lawrence CEP School, potentially with Hurst College and local nurseries.
- Develop our relationship with Fairfield Toddlers and The Sanctuary, both locally run events in the community for young families.
- Contribute to our presence at major village events: St Lawrence Fair, Hurst Festival including Super Sunday, High Street Christmas event.
- Establish relationships with other key community groups – uniformed organisations, other Hurst churches etc.
- Ensure there is good communication and publicity associated with events for children and families.

Strategy for Church growth

- Work collaboratively with the ministry team and congregation of Holy Trinity Hurstpierpoint.
- In partnership with the Rector, and in collaboration with the ministry team, PCC and core 11am team, continue to develop a strategy for mission relating to children and families.

PERSON SPECIFICATION

Essential:

- Demonstrate a passionate for serving, supporting and developing children as they come to know Christ and grow in faith.
- Able to work as a member a team and take the lead when necessary.
- Able to build and maintain positive relationships with people of all ages.
- Demonstrate pastoral care skills and able to relate to children and their parents/carers these will include non- judgemental listening & questioning skills.
- Able to inspire and encourage commitment from adult volunteers
- Self-motivated
- Able to use creative and innovative techniques to solve problems and develop initiatives.
- Able to work independently, while sharing information and contributing to our church's strategic goals
- Highly organised, able to prioritise tasks and meet deadlines
- Able to work efficiently and accurately under pressure
- Have good Biblical knowledge and ability to teach it creatively and effectively

Qualifications and Experience:

- Experience in children's and families ministry within a church and community context.
- Track record of developing content and events in children's ministry.
- Experience in leading a team of volunteers.
- Experience in building community links e.g. with schools, local authorities, and agencies
- A clean DBS Enhanced Level check

This post carries a Genuine Occupational Requirement under the Equality Act 2010 that the successful candidate is a Christian.

Desirable:

- Experienced in designing and delivering training to mixed groups
- Enthusiastic to explore and deploy all possible communication channels and social media
- Competent with ICT
- Full driving licence and access to a car. (Travel expenses are available)