



Children's Ministry Assistant

Here at HT, we're passionate about and committed to seeing children discover Jesus, flourish in a faith of their own, and develop a confidence in God that will last a lifetime.

If that's your heart too, maybe God is calling you to be the HT's Children's Ministry Assistant and facilitate our mission to reach the children and families of Cambridge with the Gospel.

A Bit About Holy Trinity Church

Overview: HT is a vibrant Evangelical Charismatic Anglican church with a large and growing church family of all ages and stages. We are situated right at the centre of the city and perfectly placed to reach students, adults and families alike.

Vision: At HT our vision is to see Cambridge reached and the world impacted with the good news and transforming power of the risen Lord Jesus.

Values: We believe that the description of the early church in Acts 2:42-47 is still God's heart for His church today and aspire to be a family that is committed to God's Word, delighting in God's praise, showing God's Love, empowered by God's Spirit and sharing the Good News. For more details see www.htcambridge.org.uk

HT Kids

HT Kids aims to work alongside parents to see children excited about following God and walking in the plans that He has for their lives. HT Kids aims to create a fun place for children where they feel at home and able to:

- Grow deeper in their knowledge of God and His love
- Grow closer in their friendships with each other
- Grow into all that God has in store for their lives

The Children: HT has a wonderful group of children, ranging from 0-11 years old. There are currently about 180 children connected to HT and we regularly have over 100 on a Sunday. The children come from across Cambridgeshire and from a range of schools and family backgrounds. There is a strong community and hunger for Jesus amongst the children and we regularly hear testimonies of them sharing their faith and discovering more of God's heart. HT Kids has seen a huge amount of growth over the last few years, and it is a really exciting time to be thinking about joining the team.

The Parents: The Kids Team also have a lot to do with the parents of the children at HT. From chatting on a Sunday to running Parenting Courses and Parents' Dinners, it is part of our role to get to know the parents as we work alongside them in the discipleship of the children.

What We Currently Do: The main events of the week are on Sundays during the 9.30 am & 3.45 pm services. The children are split into six groups in the morning and three in the afternoon, for a combination of games, teaching, small group time, prayer and downtime (involving craft and

snacks!).

Alongside Sundays there are outreach/guest events, socials (large and small-scale), leaders' meetings and trainings, extra discipleship courses to go deeper in faith and more.

Team: HT Kids is a team-based ministry. The staff team includes a Senior Children's Pastor, Two Children's Pastor (one for Infants and Babies, one for Juniors) and one Children's Ministry Assistant. The volunteer team includes 50 committed volunteers, including students, 20s & 30s, older members of HT, and Youth helpers. Each HT Kids group has a specific set of volunteer leaders who serve weekly, fortnightly or monthly.

Role Description

Ministry Assistants (MAs) are enormously important in the life of HT. This job description outlines a broad "wish list" and the precise work of the Ministry Assistant will be shaped around the giftings and experience of the successful applicant as far as possible. Training and supervision will be provided so while a proven ability and experience is necessary in the core competencies, it is not necessary to have previous experience of all the "desirable skills". Ongoing support and pastoral care are provided.

All MAs are expected to throw themselves into the general ministry of HT, helping and supporting whichever events or ministries are in need. Each MA will also have a specific ministry-focus, and their time will be managed by the relevant ministry leader.

The main responsibility of the Children's Ministry Assistant will be to work alongside the Senior Children's Pastor and the Children's Pastor for Infants and Babies to facilitate excellent children's ministry at HT. Below are examples of areas in which this MA might be expected to assist. The successful candidate will be able to demonstrate relevant skills or experience for many of these areas, as well as a "can do" attitude, with a willingness to get stuck in and learn quickly about new tasks.

Central Tasks: There is plenty of exciting ministry going on around HT, and so the Kids Ministry Assistant will also spend half a day per week on events and tasks outside of the children's ministries where required, to support the wider work of the church, whether with children, students, hospitality, Alpha Courses or practical setup and clean-up of key events. This is a brilliant opportunity to get a flavour and play a key role in all sorts of ministry in the church.

Supporting the HT Kids Team: God calls all sorts to be involved in children's ministry at HT, and so a key role of the Children's Ministry Assistant will be to support the Children's Pastors administratively and from time to time pastorally in recruiting, delegating and supporting the Kids Team so that they can do excellent kids work!

Administration: There is a lot of administration that goes alongside Children's Ministry, from keeping records of attendance and processing newcomers to keeping on top of emails. A large part of the role is behind the scenes administrative support, which is vital to ensuring the ministry runs smoothly and safely.

Practically Facilitating HT Kids Ministry: HT Kids has an action-packed yearly calendar! From planning and writing Sunday teaching series to filming extra videos; from small group socials to large-scale events at Christmas and Easter; from leaders training to pastoral meet-ups, the Children's Ministry Assistant will be responsible for putting the vision of HT Kids into action. They will be

involved at every stage – planning, designing publicity, practical and spiritual support, buying resources, recruiting team and lots more.

Safeguarding & Risk-Assessing: It is vital that HT remains a safe, transparent, and welcoming place for all young people. A key role of the Children's Ministry Assistant will be to become a master of safeguarding and risk-assessing for all HT Kids events, learning all the key guidelines, executing them well in the day-to-day, responding wisely to concerning disclosures and encouraging the Kids Team to do the same.

Leading Sunday Groups: The Children's Ministry Assistant will work with the children from babies to School Year 2. They will take charge of one or more of the Sunday age groups at HT Kids. They will be in charge of planning and leading the group, supporting the other volunteer leaders, and thinking & praying about how to take the group forwards.

Running Midweek Creches: The Children's Ministry Assistant will run the two midweek creches – New Creations and Connections – on Wednesday and Thursday mornings. They will work with the Midweek Creche leader to plan, prepare and lead the children.

Support You'll Receive: One of HT's strengths is an actively supporting and encouraging staff team – you'll be well looked after here. As well as meeting frequently with the whole staff team for Bible study, worship and prayer, you will meet once a week with the other Ministry Assistants for leadership training, and meet regularly one to one with the Children's Pastor for Infants and Babies who is your "go-to" supervisor and line-manager. HT might also encourage you to attend occasional resourcing events such as New Wine leadership conferences, to help fuel both ministry ideas and your spiritual life.

About You

Spiritual Requirements: You'll be a committed Christian and have a vibrant relationship with Jesus, with a robust spiritual maturity and pattern of personal spiritual disciplines. You'll have the character of a godly leader and a life that reflects that. You'll be completely on board with HT's vision and values and be excited about fully participating in the life of the church.

Education & Qualifications: You will have basic proficiency in Microsoft Office suite and be a competent IT user. It would be preferable for you to have completed A-levels to a reasonable standard.

Gifts & Abilities:

- Good grasp of Scripture and the ability to apply the Bible to everyday life
- Good communicator both 1-1, upfront and over digital media.
- Good people skills with a range of ages from 0-11 and with the Kids Team.
- Good organisational and administrative skills, and able to coordinate others.
- The ability to manage & prioritise tasks.

Experience (*ideal but not necessary – the key thing is to love Jesus and have a heart for children!*):

- Experience of playing an active role in a church community.
- Experience in a position of volunteer service or leadership in a church, school or Christian ministry.
- Experience leading a small group.

- Experience of organization and/or administration of people or events.
- Understanding of the vital importance of safeguarding.

Other Qualities:

- Passionate about discipling children and seeing them come to Christ
- A self-starter, forward-thinking and full of initiative
- Fun-loving and enjoy laughter
- Diplomatic, discreet and trustworthy
- Personally secure and emotionally resilient, able to keep calm under pressure
- Able to give and receive feedback
- Hardworking and prepared to work flexibly and on evenings as church events often require

Terms & Conditions

<u>Hours</u>	Full time (37.5 hrs a week), Saturday - Thursday with frequent evenings.
<u>Contract</u>	This is a one-year fixed-term position with the option, should both parties wish it, to extend for a further 12 months.
<u>Role Level</u>	Ministry Assistant.
<u>Salary</u>	£23,795 pro-rata.
<u>Pension</u>	HT offers a full 8% employer contribution to our NEST pension scheme.
<u>Start Date</u>	September 2025.
<u>Probation</u>	There is a 3-month probationary period during which the progress of the post holder will be reviewed prior to the confirmation of permanent appointment.
<u>Work Base</u>	Holy Trinity Church, Market Street, Cambridge, CB2 3NZ.
<u>Holidays</u>	36 days per annum (no bank holidays unless booked off).
<u>DBS</u>	<p>The appointment is subject to the individual obtaining Enhanced Disclosure from the Disclosure and Barring Service (and/or overseas equivalent if you have lived abroad).</p> <p>The HT Recruiting Ex-Offenders Policy is available to all applications upon request, please email operations@htcambridge.org.uk</p>
<u>Right to Work</u>	You must have the right to work in the UK
<u>Occupational</u>	This post has an occupational requirement for the post holder to be a <u>Requirement</u> Christian and to become a committed, worshipping member of HT.

Applying For The Role

To apply, please send a completed application form, with a cover letter, to cat.meakin@htcambridge.org.uk. Please note generic CVs will not be considered. Application forms are available on HT's website: www.htcambridge.org.uk/jobs. **The deadline for applications is 5 PM on Tuesday 4th March 2025.** Early applications are encouraged.