



# CHILDREN'S & FAMILIES WORKER

# Job Pack.



# Vision.

**At St Michael's We Believe In The Saving Life Of Jesus And That God Loves All People. Therefore, We Want Everyone To Feel That Church Is For Them. For Those Unfamiliar To Church, It Can Be A Daunting And Confusing Place. So We Are Seeking To Build The Right Team To Help Us Create a Community Constantly Looking To Welcome Others In. By Looking To Jesus We Are Experiencing Hope, Strength And New Beginnings And We Want To Share That Joy With Those Around Us.**



# Overview.



**St Michael and All Angels (SMW) is a dynamic and growing evangelical church within the Church of England, based in Westcliff-On-Sea. On a Sunday we will have between 30-60 under 18s in attendance across our services. SMW together with its church plants of St John's Southend and Christ Church Southend form a network of churches that collaborate on a variety of gatherings and events. The purpose of this role is to lead and have oversight of the children's ministry in the church. The Children & Families Worker will also contribute to Sunday All Age or children led services.**

**The Children & Families Worker will be an integral member of the staff team, accountable to the PCC and Vicar for developing and supporting the existing Children's ministry at SMW including Sunday Club during our 10:45am service, messy church outreach events, midweek groups and summer holiday clubs by overseeing, leading, inspiring and building our current volunteers and by pioneering new initiatives for children and families within the church. The children's ministry relates to young people between the age of 0 - 11 years old as well as supporting the transition to secondary school and working with supporting parents.**

**This position is full time however part time applicants are also considered.**



## Children's & Families Ministry.

- Continue to grow and maintain our children's community at SMW, encourage children to grow in their faith, knowledge of the bible and being a lifelong disciple of Jesus.
- Lead, oversee, coordinate and take responsibility for regular children's ministries, including Sunday Club, messy church events, summer holiday club and other midweek programmes.
- Set a termly Sunday Children's programme, and create a safe, and stimulating environment for children to encounter God, pray and learn the bible.
- Coordinate with the volunteer Sunday Leaders in the planning and delivery of the teaching programmes and rotas.
- Continue to recruit, train, support and develop the existing group of Sunday Club team leaders, volunteers, and helpers. (including, termly meetings, internal and external training programmes, or events etc) through whom responsibility can be delegated and shared.
- Lead, oversee, coordinate the volunteer team for messy church events and holiday clubs, and deliver at least one event per term.
- To recruit, build, train, support and maintain teams for messy church events and holiday clubs, through whom responsibility can be delegated and shared regarding the planning and preparation of these events.
- Develop and implement local outreach through our links with primary schools in the area, holding assemblies and hosting schools to visit the church.

# Three Jobs

## **Ministry Continued.**

- **Work alongside our Youth Pastor to ensure a cohesive approach to all of our ministry with children and young people and to help new initiatives.**
- **To initiate, develop, oversee, and support mid-week children's work.**
- **Work closely with the service leaders and clergy to arrange all age services for Easter, Christmas, Mother Sunday and other specially selected dates.**
- **Develop appropriate relationships with parents and children and liaise with the pastoral team in providing pastoral care for families where needed.**
- **Build relationships with and communicate regularly with parents/carers, inviting them to events and gatherings as appropriate.**

## **Administration.**

- **Oversee the effective administration of children's ministry, including maintaining accurate registration records and information on ChurchSuite (training provided).**
- **To maintain and work alongside the Safeguarding Officer as a Safer Recruitment Supervisor in promoting and applying SMW Safeguarding policy and procedures and Safer Recruitment.**
- **Source resources and materials to be used in activities and manage the storage and provision of craft supplies and toys, including ensuring the teams are setting-up rooms and events and packing away in an orderly manner.**
- **Manage and work within the children's financial budget and any other relevant budgets.**
- **Ensure all children ministry activities are well organised, properly administered, and relevant risk assessment, SMW procedures and forms are completed and adhered to.**
- **Provide an overview of the ministry to the PCC, reviewing, evaluating, and reporting on the ministry through quarterly reports, one being an APCM report.**
- **To work with the Comms Team to ensure effective use of SMW social media, visual communication and website to promote children's & families work.**



SMW  
KIDS  
Let every grateful



**BREATH**  
**CRY**  
**HALLELUJAH**  
**TO THE KING OF**  
**CALVARY**



## **General.**

- **To contribute fully to the broader mission of SMW.**
- **Actively engage in midweek staff meetings, staff development times, Sunday church and other midweek church services and events as directed by the Vicar.**
- **Pursue ongoing professional development through networking and attending at least one conference per year.**

## **Personal Specification.**

- **A committed, evangelical Christian - in love with Jesus.**
- **A self starter who can use their initiative.**
- **Good character, integrity, a consistent personal devotional life and open to the gifts of the Spirit.**
- **Experience of working with children, ideally in a church or in a similar setting.**
- **Qualification or training in Christian children's ministry is desirable, but not essential.**
- **A heart for children, teaching them the bible and encouraging them to flourish in their faith.**
- **A gifted communicator who can teach the Bible in a relevant, engaging and creative way.**
- **A proven ability to lead and inspire teams and evidence of being a team player.**
- **Competent in Microsoft Office and ability to work with other IT systems.**
- **Ability to relate to children in a relevant way whilst remaining appropriately professional.**
- **Ability to create and sustain teams of volunteers and initiate new programmes.**

# Personal Specification Contin.

- Ability to create and sustain teams of volunteers and initiate new programmes.
- Ability to be organised, and work under pressure.
- Strong sensitivity to others.
- Creative approach to work with the ability to inspire creativity in others.
- Resilient, with a high level of determination & persistence.
- Friendly and approachable and an ability to appropriately build relationships with children and their families.
- An appreciation of worship within the Anglican context.

## Further Info & Requirements.

The role has an occupational requirement that the successful candidate must be a practising Christian under the Equalities Act 2010.

The Children & Families Worker will be required to be a congregational member of SMW and to fully accept, follow and lead others in line with the doctrine and teaching of SMW as a living and active faith as defined by the Vicar. Where we will support the Children & Families Worker with the development of their faith, we would also expect them to take responsibility for their own walk with Jesus (e.g through small groups in church or the network, a spiritual mentor, prayer triplets etc).

The Children & Families Worker will be required to read, understand and comply with the church's Safeguarding policy, privacy policy and the Staff Handbook. They will also have an induction, be required to complete Safeguarding training and retraining, and undertake any further training required for the role as directed by the line manager.



## Role Details.

**Report to:** The Vicar. We would expect to provide weekly line management and full support for the Children & Families Worker as part of our staff team.

**Accountable to:** The Vicar and PCC

**Role location:** Office based at SMW with computer and phone but some working from home may be allowed with line management agreement. You may be required to work at other locations on occasions.

**Type of role:** Employed

**Hours of availability:** Full time (37.5 hours per week. Part time applicants are also considered). Will require working on Sunday excluding annual leave (no more than 5 Sundays can be taken off per year). The normal requirement will be to work a 5 day week however flexibility in work times and days including some evenings will be required due to the needs of the church. There will be at least one 24 hour uninterrupted period of time-off per week. To be agreed with the line manager.

**Salary:** £23,000-£26,000 depending on experience. 3% contribution to a pension scheme of the church's choice.

**If you would like to apply for this position please complete an SMW application form and email the completed form to [hr@smw.church](mailto:hr@smw.church) no later than the 28th April 2024.**



41  
TRA 400



41  
TRA 400



41  
TRA 400



41  
TRA 400



41



41  
TRA 400

