



CHILDREN AND FAMILIES MINISTER

Job Description and Person Specification



St Thomas with St Stephen

www.stwss.org.uk



Children and Families Ministry at St Thomas with St Stephen

St Thomas with St Stephen's is a lively Anglican church in a vibrant area of southwest London, serving Streatham Hill, Clapham Park and Balham. We are a diverse group of people from different backgrounds and our church reflects the population of the local area. Previously formed by two churches the parish is now all based on one site at St Thomas' and the St Stephen's site has been sold. This has given us a substantial sum to invest in mission, ministry and the future of our church.

The overall vision for Children and Families' Ministry is

- To be warmly welcoming and supportive of children and families.
- For children and families of all ages, life stages and backgrounds to meet with God, grow in a living and vibrant faith and share their faith with those in the community around them.

The purpose of the role is to lead and resource our work amongst children aged 0-10 and their families – within the church and the community, including, where possible, the local schools.

The core values of STwSS are:

1. Growing the Church
2. Developing Discipleship
3. Reaching the Community

We have a church Mission Action Plan and would then expect a separate MAP for Children & Families following these three values and developing the areas of the church plan that specifically relate to this area.



Why the Vacancy?

Our current much loved CFM, Britt is moving back to the USA this summer with her family. In her time with us Britt has done a fabulous job in bringing on board more volunteers and creating a wonderful Sunday morning team. Britt has also refocused our Sunday morning provision and introduced a new curriculum and these changes are all going really well. Britt will be much missed, but will be leaving the ministry in a good shape ready for our next team member.

Britt says....

"I cherish the opportunity and privilege it is as a Children and Families Minister to connect and bring people together, whether it be parents, carers, school leaders, or students. I love investing in the community and sharing Jesus whether it be on Sunday morning kids groups, the midweek groups we put on, school visits we host, or ongoing events for the Parish and broader community. I enjoy working as part of a passionate, supportive team with Christ at the centre and weekly morning prayers at the heart of our ministries. I love equipping and empowering friends across Balham and Streatham to find God present with them and pursuing them always. It has been a joy continuing to be a part of bringing the church to the forefront of the community."

The Team

You will be well supported by our staff team including Rev Sue our Vicar, Rev Sarah our curate, Judith our ordinand and Sam our Youth Minister. Sarah B runs The Hive (our community drop in café) and Lisa and Cynthia provide fabulous administration support. We have great churchwardens, a supportive and positive PCC and many members of the church family who volunteer with our children and families ministries. We meet together weekly as a staff team and take time to pray together. We work in a shared office and there is a real spirit of encouragement, collaboration, hope, expectation and a lot of laughter.



Primary Areas of Ministry Responsibility

- Kids' Church and Mini Church on Sunday mornings
- Little Bears (our midweek Toddler group) on Wednesday mornings in term-time
- Running our after school "Tea & Toast" on a Thursday
- Monthly attendance at Jolly Bears (community Toddler group) on a Thursday morning.
- Family faith resourcing and activities
- Family Celebration Services including Harvest, Crib Service etc...
- All In services
- Community events, e.g. Light Party, February Family Fun, Summer Holiday activities.
- Encouraging the whole church family to understand the importance and privilege of having children as part of our church family and so valuing them all.
- Working with our youth minister to support our parents and carers in the challenging task of parenting children and equipping them with the tools needed to share their faith in the home.
- Meeting with new families and their children when they join the church
- Pastoral care of our parents and their children, including mentoring and individual meetings as appropriate.
- Ensuring safeguarding policies and procedures are in place and followed for all our children's activities.
- Organising regular social events for our children and their families.
- Overseeing all our primary school visits for RE lessons.



Growing the Church

Kids' Church and Mini Church

- Develop and oversee the rotas and sessions for our 0-10s Sunday groups
- Oversee the recruitment, training and development of Kids' and Mini Church teams

Little Bears

- Work with the team to develop and oversee the rotas, material and services
- Encourage, enable and equip volunteer involvement from church members & others

Family Celebration Services

- Organise special children's services as appropriate, eg. Nativity, Good Friday
- Help plan and deliver occasional whole church celebration services
- Lead on the planning and delivery of our All In services
- Work with the vicar, service leaders and worship leaders to develop appropriate children's worship within the main Sunday morning services



Developing Discipleship

Family Faith

- Developing high quality programmes for all of our children's activities that disciple children of all ages.
- Supporting and equipping parents to feel confident to nurture their child's faith at home
- Hosting parenting courses as appropriate
- Enable opportunities to develop links with parents outside our main Sunday morning services, and opportunities to engage with the Christian faith
- Leading on appropriate support and pastoral care to families



Reaching the Community

- Lead on baptism preparation and build a team to support this work
- Work with the Youth Minister and to build relationships with our local schools
- Plan for, prepare and run our afterschool activity “Tea and Toast”.

Community Events

- Plan and put on high-quality community events – aimed at those who don’t usually come to church, eg Light Party, February Family Fun

General

- Participate in the life of the staff team and attend staff meetings, prayer times and away days.
- Be part of the church leadership team and share in the overall leadership of the church and wider church life.
- Represent children and their families within the church and report regularly to the Parochial Church Council and the annual meeting
- Maintain up to date information of children’s activities on the website
- Make quality flyers and posters for events, information boards and social media
- Manage finance and administration for the ministry and keep records as appropriate
- To make grant applications as appropriate
- Ensure safeguarding procedures are met for all children and families’ ministry activities
- Other responsibilities as may be deemed necessary by the line manager from time to time to ensure the effective development of the church’s mission



Person Specification

We are looking for a committed Christian who is passionate and experienced in working with children and families and is excited about leading this area of our church's life.

Faith & Character:

- A committed Christian with a deep, whole-hearted, and secure personal relationship with Jesus (there is a Genuine Occupational Requirement for this post, that the office holder is a committed Christian, fully in agreement with the vision and values of STwSS)
- Passionate about making and growing children as Christian disciples for a life of faith.
- Committed to sharing the good news of Jesus with children.
- Positive and works healthily in a team, both teams they lead and teams they are part of
- Willing to learn and able to take on board, and give, healthy critical feedback.
- In their personal spirituality, is committed to continual personal growth as a disciple of Jesus, maintaining life-giving patterns of worship, prayer, Bible reading and Church fellowship.

Experience:

- Experience of church-based children's work.
- Experience of leading and/or supporting teams of volunteers in church-based children's work.

Skills and Knowledge:

- Able to relate well to people of all ages, especially a proved ability to develop relationships of trust with children from both church and non-church backgrounds.
- Able to develop good working relationships of trust with adults, including volunteers, parents, educational professionals, and wider children's organisation.
- Able to teach children the truths of the Christian faith and to speak of their own faith in ways which are engaging, age appropriate, creative and relevant
- Able to teach and encourage adults in the Christian faith
- An effective organiser, able to prioritise tasks, both personally and with colleagues.
- Able to be self-motivated when needed to be and inspire and motivate others.
- Confident in their ability to work alone or in a team, taking initiative appropriately.
- Be able to maintain high levels of confidentiality.
- Good formal education, ideally to degree level or equivalent, preferably in the fields of teaching or children's ministry
- Competent user of IT including Microsoft Office and presentation software, able to get familiar with our ChurchSuite software and use Canva and social media.



Main Terms and Conditions

Reports to: Vicar

Liases with: St Thomas with St Stephen (STwSS) staff and volunteers

Base: Parish Office, St Thomas', Telford Avenue, SW2 4XW

Working hours: 37.5 hours a week. Weekly working patterns to be agreed, but to include Wednesday mornings in term time and Sundays. There is the possibility of reduced hours, but a minimum of 30 hours per week is required.

Remuneration: A salary of £24-29k per annum will be payable, dependent upon experience, with accommodation provided for a generously subsidised rent of £500 pm. If you do not require accommodation a higher salary will be provided.

Holidays: 5 weeks (25 days) including up to 6 Sundays, plus Bank Holidays (excluding Good Friday & Christmas Day when required which can be taken as "time off in lieu")

Training: There will be the opportunity for the right candidate to engage with formal training in the Diocese of Southwark in the areas of Children and Families' Ministry, Pioneer Ministry as well as Theological Education.

How to apply for this post – If you would like an informal chat about the role, please do get in touch with our vicar, Sue Cooke, on sue.cooke@stwss.org.uk to arrange a time to chat or to visit the church

To apply for the role please complete the online Confidential Declaration Form via [our website](#) and send the Application Form (available to download at stwss.org.uk/jobs) to Rev Sue Cooke by 5pm on Monday 20th May 2024.

Interviews will be held on June 2nd 2024.

Start date – As soon as possible

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