

## JOB DESCRIPTION

Job Title: Community, Children & Youth Lead

Responsible to: [The Leadership Team, you will be part of the Ministry Team](#)

Note: This role could form part of a job share or be fulfilled as 2 part time roles.

### Introduction:

We are a large community of Christians from the local area of Bookham, Effingham, Fetcham, Leatherhead and beyond. Our church family caters for all ages and stages of life.

We have an exciting new role to work within our local community. The role will have a twofold focus, to oversee our current children and youth work programme and to develop stronger connections between our existing community projects and our worshipping community.

For many years we have been known for our thriving children's work. Following Covid, we have significantly fewer children and families regularly attending our Sunday worship services. We continue to have a dynamic and dedicated team of volunteers and a desire to serve this age group.

The person coming into this role will be expected to prioritise our objective of attracting and welcoming more children and families into the life of our church.

The good news is that we are seeing many people connecting in different ways with the church throughout the week, e.g. through the Children's Centre, Friday Youth, Community Fridge, Community Space, our work with older adults and more. Our desire is to develop meaningful relationships with those individuals coming through our doors, offering pastoral support, a clear path into the worship life of our church and into a relationship with Christ.

Adopting a chaplaincy approach, as Community, Children & Youth Lead you will work to foster relationships that build bridges with our local community and offer opportunities for them to explore faith. You will also play an important role in leading our existing children's and youth teams as they seek to engage and disciple young people in our church and beyond.

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This new role presents an opportunity for a creative and motivated individual to bring their gifts to Bookham Baptist Church, and to shape our community engagement, children's and youth work in new and exciting ways to reflect the times we are in.

#### Main responsibilities:

- Lead on strategy and vision for community, children's and youth work.
- Lead, support and build our teams of children's and youth work volunteers.
- Work alongside the Operations and volunteer teams to oversee the smooth delivery of regular and seasonal youth and children's activities and events.
- Adopt a chaplaincy approach to engage with those who come into our building through our community activities, providing pastoral care and opportunities to explore faith.
- Maintain and build strong connections with the local community, linking to current projects within Bookham Baptist Church
- Build connections with our worshipping community. Develop bridge building activities e.g. Summer Activities programme, and work with volunteer teams to deliver courses/resources which offer an opportunity for seekers to explore the Christian faith.
- Engage in outreach in the wider community
- Oversee the outworking of community, children's and youth work at Bookham Baptist Church and ensure consistent and effective discipling and pastoral care.
- To be a part of the Sunday activities of the church

#### Working with:

- Wider Ministry Team
- Operations Manager
- Church Office Team
- Children and youth work volunteers, and youth workers from other local churches
- Bookham Baptist Volunteer base
- Children's Centre Coordinator

#### Accountability and Support

- You will be accountable to the Leadership Team
- You will receive regular line management, the opportunity to create a personal development and self-care plan, opportunities for training and the encouragement to access spiritual direction

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### Administrative Tasks

- To undertake relevant administrative tasks as necessary
- The appropriate management of all data and information including conducting all the necessary recruitment processes for new team members and the maintenance of appropriate safeguarding procedures
- Resource management –including ensuring that all groups have the access to the resources that they require
- Budget management for the youth and community ministries

### Way of working

- Live the values of the Church:
  - Seeking God and working things out
  - Growing Christ like together
  - Collaborating in God's mission
  - Enabling service and leadership
- Pray for the work of the Church and its various teams

### General

- Other occasional tasks as reasonably assigned by your line manager

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## Person Specification

Area	Criteria	Essential/Desirable
<b>Experience</b>	Experience of leading and developing young people in their relationship with Jesus and familiarity with facilitating the gifts of the Holy Spirit amongst young people	Essential
	Experience in connecting church to the wider local community through leading volunteer groups	Essential
	Experience with children / youth work both within church, schools and the community	Desirable
	Experience of managing budgets	Desirable
<b>Personal</b>	It is an occupational requirement for the person to be a committed Christian (Equality Act 2010). and take an active and prayerful role in the ministry of the Church	Essential
	Committed to beliefs, vision and values of Bookham Baptist Church (see website)	Essential
	Prayerful relationship with Jesus	Essential
	A leader who is passionate about the spiritual development of young people	Essential
	A person with vision who will recruit, inspire and build teams.	Essential
	Relational	Essential
	Pastoral understanding and sensitivity	Essential
<b>Skills, knowledge and abilities</b>	Youth and Community focused	Essential
	Excellent communication in church and community settings	Essential

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	Self-motivation and effective personal discipline, including excellent organisational skills.	Essential
	First Aid Trained	Desirable
	Conflict management – handling difficult conversations	Desirable
	IT: Confident user of MS office Software: Word, Excel, Outlook and PowerPoint, 365 and Teams.	Desirable
	Proficient in the use of church management databases, e.g. ChurchSuite, or else ability to pick-up and work with new systems	Desirable
<b>Other</b>	Has the right to work in the UK.	Essential

## Terms of Employment

### 1. Salary

In line with BU ministerial stipend (for accredited ministers), plus housing provision

Or £25-28.6k (depending on experience) for non-minister applications, housing option available

### 2. Hours of work

This is a full-time position at 42 hours per week. This will include some evenings and weekends and hours shall be flexible to reflect the nature of the work.

### 3. Annual Holiday

25 days per year plus bank holidays or in line with BU minister terms of appointment

### 4. Sick Pay

4 weeks or in line with BU minister terms of appointment

### 5. Pension

Workplace contributory pension scheme via The Peoples Pension which your contribution is matched by Bookham Baptist Church up to 5% of your salary.

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6. Probation Period

3 months

7. Notice period

4 weeks during the probation period and then 3 Calendar months after this.

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