

Children and Families Minister

July 2025

A Employment details:

Job Title: Children and Families Minister

Employer: St John with St James PCC

Reporting to: Vicar Rev. Sam Sanya

Employment Term: Initial Three year contract with a possibility of extension.

Probationary period: Three months

Hours: Part Time 20-30 hours per week to include children's midweek activities with some evenings. Required to work Sundays. (A full time position is possible for the right candidate)

Salary: £14-24000

Holiday: 30 days including Easter and Christmas, annual leave (pro-rata).

The role is based at St John's Church and a commitment to regular worship here is assumed.

Pre employment checks will include.

- a DBS background check through the Diocese of London.
- Satisfactory References
- Evidence of right to work in the UK
- Occupational health check to establish whether reasonable adjustments are necessary

B Job Description

Title: Children and Families Minister

Role Purpose

At St John's our vision is one of Discipleship and Outreach – to Belong and Participate. The Children and Families Leader has a key role in fulfilling this vision amongst our younger members and their parents.

Specifically, this role is about making the love of Jesus known and growing the faith of children and families within our church and beyond.

The key elements of this role are:

Leadership

- Recruit, train, inspire and lead by example a team of volunteers, supporting and helping them to work together to provide strong children and families work.

This role has an Occupational Requirement to be a Christian, as permitted under Schedule 9, Part 1, of the Equality Act 2010

- Devise and plan programmes for a range of activities, reviewing them with the church leadership and gathering teams to help run the ministry.

Outreach

- Work with staff and volunteers to develop our mission and outreach programme to children and families.

Pastoral Care

- Developing relationships which enable the fruitful nurturing and growth of the Christian faith in children and families.
- Identify pastoral needs amongst this group and developing strategies for addressing them.
- Co-ordinate the programme for children which will cater as far as possible for their spiritual, social learning needs.

Safeguarding

- Ensure that Diocesan Safeguarding and recruitment procedures are complied with and that all those working with children are trained in good practice regarding keeping children safe.
- Work with the safeguarding team to ensure a safe environment for all activities among our children's activities.

Member of the St John's leadership/ staff team

- Be an effective team player and work closely with the Vicar and other leaders and staff members.
- Participate in fortnightly staff meetings and one-to-one meetings with line manager as appropriate.
- Participate in church life and events. Our Children and Families Leader is encouraged to take part in events for the church family and to be willing to step outside of their regular responsibilities to offer practical help and support to church-wide events.
- Assist in any other ministries that benefit the church as is appropriate and realistic.
- Ministers are encouraged to meet regularly with a Christian mentor (someone from within or outside St John's).

Specific Responsibilities

Children's Ministry

- Lead the St John's Kids Sunday team, working alongside the volunteers in a group on Sundays.
- Plan and organise Sunday teaching sessions for Sunday Kids groups.

- Work with the vicar on planning any Easter and Christmas events aimed at drawing in local community families.

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- Participate in both the planning and execution of our family services which run on the first Sunday of every month.
- Form and lead a team to plan and organise one-off termly events as appropriate such as Light Parties, Holiday Clubs, or social events.
- Work closely with the youth ministry team to ensure great transition for the young people into age-appropriate activities as they move into the teenage years.
- Develop a good working relationship with colleagues across St John's partner churches to support and resource each other in the children's ministry (this may look like sharing resources and teaching materials, organising joint events like Holiday Clubs, or simply meeting to support each other in similar ministries).
- Work with the Vicar to establish links with our local primary schools with a vision to support them and represent St John's Church through taking lessons, leading assemblies and hosting school visits.
- Lead the children's and families ministry in administrative and organisational tasks as is appropriate.

Ministry amongst the under fives

- Oversee the planning, preparation and execution of all the St John's under 5's Families groups. All these are brilliant opportunities to engage with children and families from our local community who may not otherwise engage in church life:
 - o St John's Tots – our toddler group for parents, carers, and their children (aged 0-4) which runs on Monday mornings.

We are open for the days and times of these groups to change based on the needs.

Ministry to parents

- Support and encourage families in their roles as the primary discipler of their children and equip them to raise their children for a life of faith This may be individual support or e.g. Raising Faith course or similar; explanation of children and communion; confirmation.
- Act as a point of contact and “friend to the family” of those with children at St John's, identifying those who are new to the church, helping them join our church.
- Ensure adherence of St John's children's and families' ministry to Child Protection, Health and Safety and all other relevant church policies.

Self-Care

- Deepen and develop one's own personal faith and commitment to Christ through participation in Christian worship and membership of a Christian community, taking time for personal prayer and study.
 - The PCC with the Vicar would support you in looking and financing relevant theological/skills developmental training.
 - The PCC and Vicar expect you to take and guard your time off and holiday.

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- The PCC and the Vicar would encourage you to prioritise personal prayer and study as part of your work.

C Skills and Experience Required.

We are looking for a committed Christian with a lively personal faith who has a heart for children's and family ministry and for helping children develop a personal, relevant, and life-long faith in Christ.

The successful applicant will have the following skill set:

- Leadership - Confident, inspirational and able to lead and manage a team
 - Organisational and administrative skills – ability to encourage and sustain volunteers.
- Innovative and creative – to develop new teaching materials and resources.
- Good communication skills – in both small and large group contexts.
- Strong team member skills – having a positive, constructive attitude which builds up the children's team and facilitates cooperation across our different ministries.
- Confident user of Microsoft Word, PowerPoint, Outlook and Excel
- Pastoral understanding and sensitivity
- An understanding of safeguarding children and young people
- Understanding and ability to maintain appropriate boundaries and relationships and emotional resilience

Evidence of Experience in:

- Working with children of different ages, backgrounds and abilities.
- Leading volunteers.
- Speaking / presentation.
- Preparing for and leading children's groups.
- Working in an Evangelical/charismatic context

Education and training

- Good standard of education – (up to A level or equivalent?)
- Relevant children's ministry qualification desirable
- Ability to articulate the tenets of the Christian faith
- Openness to relevant further training

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