

Parish of Hazlemere: Family Minister (1)

Role Description 1

This Role Description is non-contractual

This post is subject to Oxford Diocese Safer Recruiting procedure, including satisfactory outcome of appropriate enhanced DBS criminal records check; and to evidence of entitlement to work in the UK. There is a genuine occupational requirement for this role to be filled by a practising Christian in accordance with the Equality Act 2010.

Summary

Role Title: Family Minister

Reporting to: tbc

Role Overview: To support the spiritual encounter and development of children and their families so that they experience being the people of God and grow to fulfil the purposes of God for their lives

Employment: This is a part time (16-18 hours per week), three-year, fixed term post

Salary: In the region of £11-12,000 per annum depending on hours

Review: The role is subject to a three month probationary period, followed by regular reviews. This role is expected to be funded in part by external donor organisations therefore additional reviews may be required.

Location: Holy Trinity Church Office (Mon-Thurs and Wed evening as required), Manor Farm

Community Church, Holy Trinity and Church of the Good Shepherd (Sundays as required)

Core Responsibilities

Purpose: *To provide strategic and missional oversight for children and family ministry*

Community Based outreach

1. In collaboration with staff and volunteer leaders, help shape the strategic and missional oversight of our toddler group(s) and associated activities. This may include the development of evangelistic and/or parenting courses.

2. In collaboration with senior leaders, develop the fresh expression of church focussed on family mission (Lighthouse Sundays)
3. In collaboration with senior leadership, shape, resource and develop our seasonal and one-off family events in order to enable transition into one of our fresh expressions of church
4. In collaboration with the youth team, effectively support the engagement of children with and transition into our youth ministry

Resourcing Children's Ministry

1. Administer and resource Ocean Kids ministry to ensure suitable teaching resources are available and teams are released to serve at each centre
2. Develop and oversee a team of volunteers to resource session materials for Ocean Kids ministry
3. Oversee the recruitment, training and equipping of Ocean Kids volunteers to ensure consistency of ministry on Sunday mornings

What We Offer

- Friendly and supportive team environment where individuals are encouraged to use their gifting to shape mission and ministry
- Weekly prayer times for staff, annual away days and regular staff social events
- Regular line management catch-ups for support, direction and accountability
- Opportunity to undertake relevant training and retreats for personal development, learning and spiritual growth. Additional training in ChurchSuite and Expense Plus will be provided.
- An environment where ministry to young people is seen as strategically important to the life of the church
- Reimbursement of work expenses
- Enrolment in the occupational pension scheme in accordance with current legislation, with the option to opt out if desired
- Annual leave entitlement - 6 weeks plus bank holidays (or pro rata equivalent), including 6 Sundays

Working Specification

- All staff may be called upon to undertake other duties in support of the staff team
- All staff are expected to actively seek to identify, equip and resource emerging leaders
- A DBS and other safeguarding checks will be required. All Hazlemere Church staff undertake regular, compulsory Safeguarding training
- Staff will often be dealing with vulnerable people, confidential financial and personal information or issues of a sensitive nature
- Staff will also need to be aware of the data protection issues surrounding the role

Person Specification

Skills and Qualities

- A committed follower of Jesus
- genuine love for people and for reaching those on the edge of faith
- Excellent organisational skills
- Self-motivated and ability to work independently as well as part of a team
- An understanding of the importance of working within current safeguarding guidelines
- The ability to communicate with and build relationally with adults and children
- Experience of working with volunteers
- Have a Christian faith and a passion to see children grow and develop their own spirituality
- Experience of working within a budget
- Flexibility to work a variety of hours including evenings and weekends

Experience

Essential

- Experience of working in family ministry in a christian context
- Experience of overseeing, supporting and growing a team, with the ability to communicate vision
- Experience of managing a budget

Desirable

- An understanding of the Church of England
- An understanding of the theological aspects of family ministry