

Key Responsibilities, Job Description and Person Specification Family and Youth Worker Christ Church URC, Petts Wood

Full time 35 hours per week

Flexible working with expectations of evening meetings

Two Sundays a month to include the Messy Church Sunday (4th Sunday of the month)

Pattern of working hours to be agreed with the line manager

WHO ARE WE

A warm and welcoming church who values children, welcomes their active participation in church life and is excited to see the Holy Spirit work in our lives
A congregation of roughly 60 that prioritizes making worship relevant and accessible to our local families

A congregation who is enthusiastic for outreach and mission in the community
A community that celebrates diversity and inclusion and is a member of Inclusive Church and has conducted same-sex marriages

A congregation with a liberal theology

A community committed to safeguarding

We have a team of committed and faithful volunteers who work tirelessly in our children and youth ministry who are excited to develop and expand our family and children's work

KEY RESPONSIBILITIES

- Responsible for developing a plan to grow the Family and Youth work
- Maintain and increase the numbers of families and children in our church
- Supporting volunteers
- Enabling greater interaction amongst the different children and youth groups within the building and community
- Facilitating a supportive, welcoming and inclusive ethos at Christ Church
- Help and support the intergenerational nature of our church community
- Talk to children and young people about the big issues of life e.g. bullying and social media
- Foster passion for green issues and Eco-Church

JOB DESCRIPTION

- To be Convenor of the Children and Youth working group that meets quarterly
- Safeguarding Officer Role alongside a Deputy Safeguarding Officer
- Attend quarterly Church Meetings and report yearly on the family and youth work
- Attending Elder's meeting where relevant

- Help develop the prayer life of our children and young people

Sunday Services

- To offer the Children's address (co-ordinate with the preacher for this talk) twice a month

Church of Youth (12 children ranging from 5-16 years old)

- Attend Church of Youth and support volunteers
- To provide provision of lessons for teachers that are sick or on holiday
- Someone who can help provide sports/crafts activities for the first Sunday of the month
- Co-ordinate volunteers for Sunday's Church of Youth
- Convene Church of Youth meetings
- Someone who can incorporate new ideas and thinking in church children's work

Monthly Family Activities

- Plan (with volunteers) family fun events each month (dog walk, safari suppers, crazy golf, pamper days, breakfasts)

YACHT Youth Group (8 children ranging from 13-16 years old)

- Plan with volunteer group monthly Youth Group activities with the possibility of biweekly meetings
- Start a Junior Youth
- To work with the Minister to offer confirmation/membership classes

Messy Church (roughly 28-35 children per month)

- Help and support the volunteer team for our monthly Messy Church
- Finding ways to integrate Messy Church into the community and to do social activities together outside of the Sunday meeting

Uniformed Organisations (2 Brownie groups, Guides, Rangers and Girls Brigade)

- We are home to church run uniformed organisations so we would envisage a role where the Family and Youth Worker could be our liaison and facilitate good relationships e.g. Parade services and social evenings
- Facilitate a closer working relationship between the church and uniformed organisations to build stronger relationships

Toddler Groups (both groups have waiting lists and roughly 50 children between the groups)

- We host 2 toddler groups, so attending these and co-ordinating the bible story and being a 'chaplain' to the families where needed
- Develop relationships with our baptism families

Petts Wood Playgroup for Special Needs Children (a charity)

- Liaise with the playgroup and the church

Pastoral Care

- Along with the Minister and Pastoral Elders to care for the families in the church
- Enthuse and equip the volunteers

Synod Work

- Encourage and co-ordinate participation of Synod youth events (Youth Assembly, Greenbelt etc.)

Training

- To attend relevant training hosted by the Synod and other organisations
- Ongoing professional development

Work towards the URC's Children and Youth Friendly Award

Future work and new possibilities

- Junior Youth Group
- Work in the local school
- Youth Choir
- Youth Drama
- Youth Music
- Holiday Programme
- Camps
- Possibly to develop boys activities at the church
- Away Days for families

PERSON SPECIFICATION

It is a requirement that the person is a committed Christian, who is sympathetic towards the values of the URC as described on the national website under "What is the URC?" Link:

<https://urc.org.uk/about-us/what-is-the-urc.html> and who has a broad and inclusive theology

REQUIREMENTS	ESSENTIAL	DESIRABLE
Education and qualifications	Full Level 2 Qualification (e.g. 5 GCSE grades A-C or 4-9 including English) or the equivalent	
	A qualification in Youth and Children's work	
		A current First Aid or Mental Health qualification
Experience	Proven experience in working with children and young people	
		Experience in mission and outreach projects
	Previous experience of co-ordinating teams of volunteers	
		Experience in budget management
Knowledge	A basic understanding of the Christian Gospel message and the ability to apply biblical teaching across a range of ages	
	Knowledge of safeguarding principles	
		Experience of different styles of worship
Personal Attributes	Empathetic	
	A confident communicator	
	Be a committed Christian and sympathetic towards the values of the URC and Christ Church URC, Petts Wood's liberal theology	
Skills and Abilities	Basic IT Skills, i.e. use of Microsoft Word, Excel and Power point and e-mail	
	Confident on using different types of social media on behalf of an organisation	

	Be pastorally aware, understand confidentiality and when a referral is needed	
	Good listening skills	
	Confident in leading people	
	Personal organizational skills including time management, ability to prioritize	