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Description automatically generated**

Children’s Minister Job Specification (Full or Part time)

Role: Children’s Minister

Responsible To: Rev. Tim Lewis

Employed by: Combe Down Parochial Church Council

Responsible for: Overseeing the ministry to children in HTCD (0 -11)

The Role

To model and nurture faith in Jesus amongst our children; gather and equip volunteers to serve alongside you; and seek to reach out to children and families in the community with the message of Jesus.

(*If you are considering the role as 3 days a week, you would focus primarily on the ‘Looking in’ section. The ‘Looking Out’ would be shared with another colleague.)*

Being: the sort of person we’re looking for

* A growing Christian, seeking to walk in step with the Spirit
* Happy to own mistakes and try again
* Comfortable working alongside others
* Passionate to advocate for the voice of children in our church family
* Excited to teach children
* Willing to put in the unseen work of rotas and teams!

Looking in: the sort of stuff you’ll do in church

At Holy Trinity

* Resource and co-ordinate the children’s Sunday groups.
* Contribute towards regular inter-generational worship (at key points throughout the year)

For St Andrews (our sister church in the parish)

* Provide support to children’s team with planning and resources

Training/Inspiring Team

* Build and maintain a team of volunteers
* Offer equipping/training regularly

**Admin**

* Use Planning Center for rotas
* Construct and manage a budget
* Maintain records compliant with safeguarding requirements
* Keep first aid, food, fire safety and safeguarding and special needs awareness training up to date.

Looking Out: The sort of stuff you’ll do ‘outside’ church

1. Community (with other staff)

* Run St Andrews Toddlers at St Andrews
* Thankful Thursdays (parents and pre-school group) at Holy Trinity
* Run seasonal children and families’ events e.g. Halloween, Christmas and Easter.
* Run a summer holiday club

1. School Links

* Maintain close links with both Combe Down primary schools (one is our church school).
* Regular mid-week worship with Combe Down Primary (currently this is mainly using ‘*Open the Book’*)
* Build on the success of ‘Christmas Experience’ (and the other seasonal ‘experiences’) inviting primary schools into church.

Supporting: How we look after you

Accountability

The children’s minister is employed by the Parochial Church Council of Holy Trinity Combe Down and the line manager for this post is the Senior Associate Minister for Growth.

Training and Support

* A spiritual director will be encouraged.
* A budget is available for regular training/retreat
* Regular supervision meetings will take place together with an annual appraisal
* Lots of fun and support from a large staff team and a lovely church family!

Other Details  
Contract: Open-ended contract subject to a six-month probationary period.

Employer: The Parochial Church Council of Holy Trinity Combe Down

Annual Holiday: 5 weeks (pro rata where applicable). No more than 5 Sundays be taken as leave. Leave to be taken during school holidays where possible

Contractual Hours: Full time role 37.5 hours per week

Part time role 22.5 hours.

Both to include Sundays & staff meeting on Wednesday mornings.

Annual Salary: Full Time £25,000 - £28,000 depending on experience p.a. plus pension. Pro-rata for Part time

Disclosure & Barring Service: An enhanced DBS check is required for this post.

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