



# CHESTER ROAD

## Baptist Church

### Role Description

<b>Job Title:</b>	<b>Children's &amp; Families Worker</b>
<b>Location:</b>	Chester Road Baptist Church, Chester Road, Sutton Coldfield, West Midlands, B73 5HU
<b>Accountable to:</b>	Minister
<b>Working Hours:</b>	We're open to between 0.5 FTE (18.75 hours per week) and 1.0 FTE (37.5 hours per week) by mutual agreement (including evenings & Sundays).
<b>Salary:</b>	<b>Band 5: £22,779 - £25,390 FTE</b> + contributory defined contribution pension. If we appoint an apprentice/ trainee, the role would be reworked and reflected in the salary offered.
<b>Annual Leave:</b>	25 days + 8 Public Holidays pro rata

**OUR VISION:** To see God's Kingdom come and His will done in Sutton Coldfield, north Birmingham, and beyond, as it is in Heaven.

**OUR MISSION:** Growing Community! Working with others to enable everyone within 5 miles and beyond of Chester Road Baptist Church to become disciples of Christ.

There are two equally important and inter-linked parts to this:

1. To enable 'non-believers' to become 'believers' in Christ (mission).
2. To enable 'believers' to become disciples of Christ (ministry).

In order that you are able to fulfil the requirements of this post, it is essential that you subscribe fully to our vision, mission, values, and beliefs, and worship regularly at Chester Road Baptist Church.



### Job Summary:

Growing community! Working with others to enable all children within 5 miles of Chester Road Baptist Church to become age-appropriate disciples of Christ.

### Key Duties:

*[We recognise fulfilling the following will be dependent on the actual time contracted and that it will be necessary to agree priorities and the phased introduction of responsibilities.]*

## 1. Programmes:

*You will lead by example, taking a significant role in the pioneering, development and delivery of the children's programme. You will:*

- ☐ Ensure the children's programme provides children with a dynamic and authentic expression of Christian faith.
- ☐ Ensure all children's meetings and events are well planned, engaging, creative, well-promoted, challenging, and potentially life-changing.
- ☐ Take an 'up-front' role in leading children's meetings and events (priority 5-11s) to include, but not be limited to, Sunday mornings (Crèche and Junior Church) and at least one other weekly club. This will involve presenting and speaking, powerfully articulating the life-changing Christian message of hope and love.
- ☐ Support and deliver appropriate children's content in morning services, such that children are engaged, included, and valued.
- ☐ Play an active part in the planning and delivery of occasional all-age services.
- ☐ Support and play an active part in the combined Boys/ Girls Brigade 5-11s programme.
- ☐ Take lead-responsibility for the development and delivery of an after-school children's club (weekly, term time), building a team of volunteers.
- ☐ Take lead-responsibility for the development and delivery of Messy Church, building a team of volunteers.
- ☐ Take lead-responsibility for the development and delivery of at least one children's holiday club a year, building a team of volunteers.
- ☐ Provide a link to the midweek Stay and Play group (run by a 3<sup>rd</sup> party).

## 2. Leadership and strategy

*Good children's work and ministry doesn't happen by chance. It requires prayerful strategy, team work, planning, co-ordination and communication. You will:*

- ☐ Work with others to develop the children's work and ministry strategy and plan, working closely with stakeholders (children, volunteer children's workers, parents/ carers, Minister and the Leadership Team/ Diaconate).
- ☐ Lead the core team of volunteer children's workers, developing their skills and enabling them to become effective leaders/ co-ordinators of teams.
- ☐ Pray regularly for children and volunteer children's workers, and enable others to do the same.
- ☐ Be responsible for and manage the children's work and ministry budget, income, and expenditure, ensuring ethical stewardship of finances, resources and use of buildings.
- ☐ Provide the Leadership Team (Diaconate) and Church Members Meeting with quarterly information.

## 3. Volunteers

*We neither expect nor want you to do this on your own. Our vision is far bigger! You will:*

- ☐ Build and grow a healthy team of volunteers, ensuring they feel a valued part of our church and the children's work and ministry.
- ☐ Actively recruit suitable volunteer children's workers from within the church community, in accordance with our *Safeguarding Children, Young People and Adults at Risk* policy and procedures.
- ☐ Work with the Safeguarding Co-ordinator to ensure all volunteer children's workers are reference-checked and Disclosure and Barring Service (DBS)-checked.
- ☐ Ensure volunteer children's workers are trained and developed to be even more effective in their work with children.
- ☐ Co-ordinate the effective and safe deployment of volunteer children's workers, ensuring adequate adult/ child ratios are maintained at all times, in accordance with our *Safeguarding Children, Young People and Adults at Risk* policy and procedures.

#### **4. Schools work**

*Children spend 30+ hours per week during term time at school. We are blessed to have good primary schools in the surrounding area. You will:*

- ☐ Build effective relationships with local Primary schools, such as Wylde Green Primary, Boldmere Infants/ Juniors, Court Farm Primary, Osborne Primary, Oasis Academy Short Heath, Yenton Primary...
- ☐ Negotiate and deliver assemblies, occasional class visits to Chester Road Baptist Church – prioritising what delivers maximum impact.

#### **5. Pastoral support**

*Whilst dynamic and well-led children's programmes provide an essential context for children's work and ministry, it is the quality of appropriate relationship between children's worker and child that is often the most life-changing. You will:*

- ☐ Lead by example in delivering relational children's work and ministry, developing appropriate relationships with children and their parents/carers.
- ☐ Plan home visits, with the aim that each child is visited at least once a year by a member of the children's ministry team.
- ☐ Provide 1:1 pastoral support for individual children in need of extra encouragement, support or intervention, whilst working at all times in accordance with our *Safeguarding Children, Young People and Adults at Risk* policy and procedures.

#### **6. Families**

*Whilst the primary focus of this post is on 0-11s, high-impact children's ministry also supports parents/ carers. You will:*

- ☐ Engage and communicate regularly with parents/ carers about the children's ministry.
- ☐ Create and take opportunities to introduce parents/ carers to the growing community of Chester Road Baptist Church.
- ☐ Identify and disseminate resources and events that will support parents/ carers.
- ☐ Offer additional support for those parenting/ looking after children with additional needs.

#### **7. General duties**

*To undertake any other duties that may reasonably be required of this post holder, as directed by the Minister, such as:*

- ☐ Attend and participate in staff meetings, including times of prayer.
- ☐ Participate in/ receive line management.
- ☐ Participate in training and ministry development
- ☐ Occasionally attend and participate in Leadership Team (Diaconate) meetings.



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### Person Specification

**Role title:** Children's & Families Worker

We know people don't come in boxes, but we thought it would help you to know what kind of person we think would thrive in this role at Chester Road Baptist Church. As you read, it might be that only some of the characteristics fit you. However, we would still love to hear from you if this role excites and inspires you!

	Essential	Desirable
<b>Christian spirituality</b>	A disciple of Christ with a commitment to, and evidence of, personal spiritual growth and ministry, and in agreement with our Christian values and beliefs.	
	Proven track-record of active and consistent involvement in your local church.	Member of a Baptist church
	Willingness to be an active member of Chester Road Baptist Church.	
<b>Leadership</b>	Proven track-record of recruiting and leading a team of volunteers	Proven track-record of leading & co-ordinating multiple teams of volunteers.
<b>Qualifications, training and professional development</b>	Level 5 or above qualification eg DipHE	A DipHE or above in Children's Ministry (or equivalent)
	English and Maths GCSE grade C/5 (or equivalent) or above.	A relevant professional qualification e.g. Qualified Teacher Status or Early Years Professional Status.
		CertHE or above in theology (or equivalent)
		On the list of Nationally Accredited Children's & Families Workers of the Baptist Union of Great Britain
<b>Personal qualities</b>	Well motivated, able to take initiative, to plan and carry out work.	
	Well-developed inter-personal skills with the ability to establish rapport with a diverse range of people and ages.	
	Good verbal and written communication skills.	
	Good IT skills and the ability to organise your work and working environment.	
	Organised and able to handle, with competence, a demanding and varied workload.	

<b>Children's Work &amp; Ministry experience</b>	Proven track-record of working effectively with children in a Christian/ church context.	Proven track-record of working effectively with children in both Christian and secular contexts.
	A dynamic and effective communicator.	
		Experience of delivering schools ministry e.g. leading assemblies, taking lessons, lunch/after-school clubs...
		Experience of delivering community projects.
	Experience of delivering training.	Experience of training and coaching volunteer children's workers.
	Good understanding of up-to-date safe practice & safeguarding with children, young people, and adults at risk.	Experience of delivering safeguarding training.
<b>Other</b>	A willingness to adopt a flexible working pattern, including regular evening and weekend work.	Experience of working evenings and weekends.
	Willingness to undergo DBS enhanced disclosure.	
		Full Drivers Licence
		Experience of driving a minibus

There is a Genuine Occupational Requirement in accordance with the Equality Acts 2010 for the post-holder to have a vibrant and active Christian faith. This post is exempt from the Rehabilitation of Offenders Acts 1974 and is subject to a DBS check prior to an offer of employment being made.