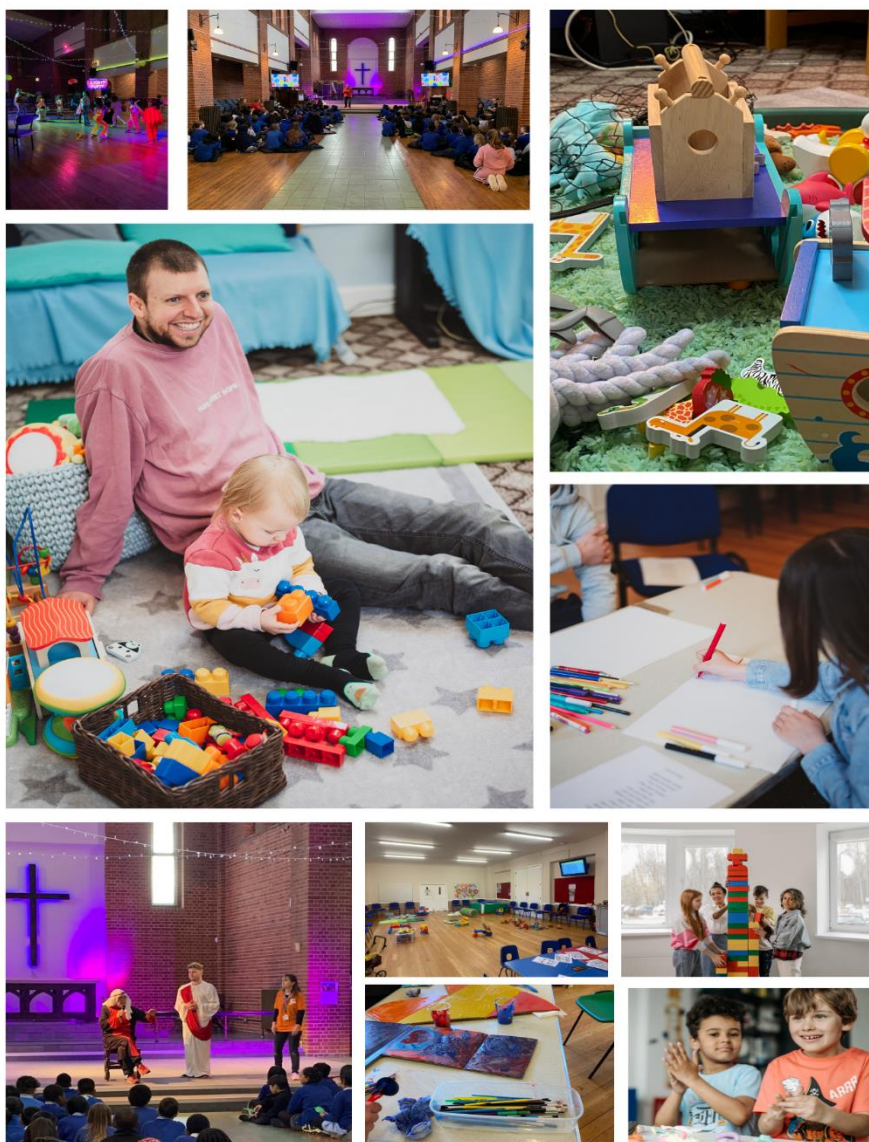




Reading
Gateway
Church



Children and Families Minister Job Description and Role Specification



Reading Gateway Church
Parish Office St Agnes,
292 Northumberland Avenue,
Reading RG2 8DE

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readinggateway.church

Charity No. 1128198

Position:	Children and Families Minister
Purpose of Role:	To be part of the Ministry team and hold responsibility for leading, developing and overseeing kids' and families' ministries across the Reading Gateway Parish.
Accountable to:	Line Manager: The Rector Pastoral Oversight: Pastoral Care Lead Policies and Training: Operations manager (when in post) Governance: PCC
Employer:	The PCC of Reading Gateway Church
Supervisory Responsibility:	Volunteer adults and young leaders from the church, and non-church helpers (e.g., parents)
Support:	Clergy & Ministry team Safeguarding Officer Health and Safety Officer Operations Manager (when in post) and Parish Administrator Diocesan Discipleship Enabler (Berkshire) Mentor or Spiritual Director (either existing, or we will work with the Diocese to find one)
Other Key Relationships:	Children and their parents/carers, the network of local children's workers in other churches, local schools, and Reach (Schools).
Main Area of Responsibility:	Children and families in the parish, and volunteers working with children and families
Specific Duties:	<ul style="list-style-type: none"> • Strategy <ol style="list-style-type: none"> 1. To develop, lead, implement and evaluate a Children & Families ministry across the Reading Gateway Parish in line with the Parish Vision & Values statement and the Kid's and Families' Vision and Values statements (both attached). This strategy will build upon the existing foundation of Kids' Church, Toddlers Group and schools' ministry. 2. Identify and assess new community outreach opportunities involving children and families. • Ministry <ol style="list-style-type: none"> 1. To oversee the planning, organisation and delivery of children and family's ministry in Sunday services and throughout the week, focusing on children up to the age of 11 and their families. 2. To ensure that there is a coherent programme of teaching that is inclusive and affirming, age-appropriate and culture-sensitive for the children who attend Sunday church services. 3. To recruit, manage, coordinate and resource the volunteer team to run the children's ministry across the Parish, including Kids' church on Sundays and Toddler Group on Wednesdays.

4. To plan, prepare and lead Family Services as required by the Rector e.g., Christmas, Easter etc.
5. To input into the worship and prayer life of the church with the aim of ensuring inclusive involvement for children and families, where appropriate.
6. To work in partnership with local organisations to engage the local primary schools in meaningful ways, whether that is in leading assemblies, help in leading RE lessons, being a mentor for a child, or other outreach activities.
7. To work collaboratively with the Ministry team to develop and deliver new forms of worship that are accessible to children and families.
8. To spend a good proportion of their time in community outreach, collaborating with other churches and other organisations.
9. To work collaboratively with the Ministry team in the running of community engagement events.
10. To promote actively the inclusion of families in the life of the church, where there is a child or carer with a disability or at risk of marginalisation for any reason.
11. To be a member of, and actively involved in, the life and ministry of the parish.
12. Assist with baptism preparation and follow-up for families bringing their children for baptism.

- **Administration**

1. To hold and manage a Children's and Families' ministry budget (currently around £4k).
2. To keep up to date with and follow all policies and procedures relevant to the post, in particular, those pertaining to safeguarding and health & safety, and to attend all training required by these policies; to liaise with the Parish Safeguarding officer and Health & Safety officer, as appropriate.
3. To ensure records on children and families who attend sessions run by the church are kept in accordance with our policies and procedures.
4. To organise rotas and maintain appropriate and accurate records (e.g., attendance and registration forms; volunteers and DBS etc) in accordance with our policies and procedures.
5. To ensure appropriate and regular communication with children, parents/carers, leaders, and others, in accordance with the parish communication and social media policies, and to promote and oversee following of these policies by volunteers.
6. To be the Safeguarding Lead for Children and Families.
7. To ensure the provision of all materials and equipment as is required by volunteers for the running of the children's ministry.
8. To provide written reports: to PCC twice a year; to funders, as required by the terms of funding grants as required in support of funding applications related to children's and families' projects.
9. To provide verbal reports: as a formal presentation to the Annual Parish General Meeting; informally, to the congregations as requested by the Rector; to external bodies as appropriate for liaison.

- **Leadership**

1. To be part of the senior leadership of the church and to take an active role in Ministry team meetings.
2. To meet at least monthly with the Rector for one-to-one meetings for direction, accountability, and support.
3. To meet at least monthly with the Pastoral Care Lead for pastoral support.

4. To meet at least bi-monthly with mentor / Spiritual Director
 5. To work with and develop those who serve in this area of ministry to help them fulfil their potential in the life and ministry of the church.
 6. To invest in yourself as a leader through training and development (to be approved by the Rector), for example attending events such as New Wine Kids Leaders' annual conference, as well as networking with other children's workers in the town and diocese etc.
 7. To model Christian discipleship and leadership in an inclusive church, by seeking to demonstrate the Fruits of the Spirit personally (Gal. 5:22-23), and to build up the expression of the Body of Christ in the church (Eph. 4:1-6; 2 Thes. 5:11).
- **Liaison**
 1. To develop good working relationships with all, particularly with those who share in ministry (eg volunteers, Ministry team, PCC, congregational groups, Parish Safeguarding officer etc.).
 2. To build on existing external relationships in the local community, and to further develop them, particularly nursery and primary schools, local council-funded agencies and church groups dealing with children and their families, local councillors, local community police officers and relevant charities.
 3. To network, pray and develop relationships with children's and families' workers in local churches and with the Diocesan Children's and Families' Advisor.
 4. To network with and develop relevant relationships outside the parish with New Wine, Youthscape and Greyfriars church in Reading (our Resource Hub).

Working Conditions: Ideally full-time (5 days per week - 37.5 hrs/wk.), however a part-time appointment would be considered for the right candidate. These hours can be worked flexibly but it would be expected for two of the days worked to be Sundays and Wednesdays. Some evening work is required, as appropriate, but this will not exceed two evenings in any week. The normal working pattern will be agreed with the Rector. It is recognised that this role requires the ability to work flexibly. Should additional hours be worked, time off in lieu may be taken on agreement with the Rector.

It is expected that all paid staff will contribute additional hours to their contract hours into the life of the church, in the same way that other church members contribute over and above their work hours.

Salary: Salary: £22,250 pa (or pro rata for a part-time position)

Housing: Housing will be provided for this post for the better performance of the duties.

Relocation Costs – Reasonable relocation costs will be covered.

Expenses We will pay legitimate expenses.

Pension: We pay a 3% pension

Holidays: 20 days based on a 5-day working week, comprising 7.5 hours per day (pro rata for a part-time appointment). Statutory public holidays are in addition to this leave.

Contract: This is a permanent post, following satisfactory completion of a probationary period of 6 months and a full review with the Rector and Pastoral Care Lead at this point. During the probationary period, the contract may be terminated with 1 months' notice; after satisfactory completion of the probationary period, the notice period is 3 months.

SPECIAL REQUIREMENTS:

This role attracts a Genuine Occupational Requirement (GOR) for the appointed person to be a baptised Christian, to be sympathetic with the creeds of the Church of England, under Part 1 Schedule 9 of the Equality Act 2010.

Selection Criteria (Please see next page)

Selection Criteria		
	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> A qualification relating to children's, youth or families' ministry or equivalent experience obtained over at least 3 years. 	<ul style="list-style-type: none"> Educated to degree level. Theological training, involving children's, youth and families' ministry training. First Aid 'at work' qualification Food Safety certificate Level 2 Safeguarding training
Experience	<ul style="list-style-type: none"> A track record of successful team building and recruitment of volunteers. Demonstrable experience of at least 3 years leading ministry to children and families. 	<ul style="list-style-type: none"> Leading a <i>growing</i> ministry to children and families Experience of community outreach Experience of a 'pioneer' ministry, i.e., breaking new ground. Experience in 'Estates' ministry Experience of working with those on the margins of society Demonstrable experience of handling conflict situations Experience in identifying and handling potential safeguarding situations
Knowledge	<ul style="list-style-type: none"> Thorough understanding of safeguarding policy and its application in a parish context A thorough knowledge of the Bible, with the ability to communicate nuanced ideas effectively to children and families in a variety of contexts (e.g., one to one; small groups; school assemblies; church services) An awareness of the barriers to inclusion for those with a disability or who are at risk of marginalisation for any other reason, and a commitment to making church life accessible wherever possible. 	<ul style="list-style-type: none"> Knowledge of issues particular to children and parents/carers
Skills	<ul style="list-style-type: none"> Ability to communicate to a wide variety of audience types in a wide variety of contexts. The ability to manage and prioritise tasks. In possession of good judgement when assisting people in pastoral difficulty. Social media awareness. UK Driving Licence and able to drive. IT Skills, proficiency in MS Office 365 	<ul style="list-style-type: none"> Musical ability and able to lead music worship with children. Able to network with other children's leaders with a view to sharing and developing ideas and maintaining awareness of current best practice in children and families ministry. Able to give and receive feedback constructively. To know when to challenge behaviour, when and how to affirm a person when a behaviour is not ideal, and when simply to listen.

Behaviours	<ul style="list-style-type: none"> • We are an open, inclusive evangelical Anglican church and expect the candidate to live a lifestyle commensurate with our beliefs and core values. • Diplomatic, discreet, and trustworthy • Personally secure, and emotionally resilient, able to keep calm under pressure. • A teachable heart • Ability to listen to what other people have to say and learn from them. 	<ul style="list-style-type: none"> • Actively maintains own support network outside the parish
Personal	<ul style="list-style-type: none"> • A prayerful committed Christian • An enthusiastic, attentive, empathetic, and wise 'people' person • A self-motivated team player, able to inspire and empower others under accountability. • Creative thinker with fresh ideas to engage children and families and nurture discipleship. • Inclusive, flexible, and innovative, adapting to change. • Fun-loving and a great sense of humour • A satisfactory DBS Check at an enhanced level • Baptised Christian 	<ul style="list-style-type: none"> • Confirmed member of the Anglican Communion.

Reading Gateway Church Vision and Values Statement

1. Who we are (our Identity as a church)

We are one church made up of two sites at St Agnes and St Barnabas who are:

- A united Christian presence across South Reading.
- Passionate about showing God's transforming love, healing, and compassion to all.
- A welcoming, caring, generous, joyful, and inclusive community who do life together.
- A kingdom focused church who reflects their diverse local community.
- A highly relational community with a heart for God's mission.

2. What is our call (Vision)

Our vision is to see

'South Reading experiencing and being transformed by the Good News of Jesus.'

Growing Disciples:

- By being a worshiping and praying community who encounter God through varied and vibrant styles of worship and prayer, led by Word and Spirit.
- Through building relationships, caring for and supporting one and other.
- To be an active Christian presence within the community of South Reading, prioritising, children and families, young people, and schools. Equipping, enabling, and empowering everyone to be more Christlike in how we live as the people of God.
- Building the confidence of all to share the good news of Jesus.
- Resourcing, developing growing leaders and encouraging all to use their gifts collaboratively across the parish.

Reaching Out

- To be an active Christian presence within the community of South Reading, prioritising, children and families, young people, and schools.
- Through social action projects prioritising the isolated, lonely, poor, needy, elderly, and vulnerable.
- To build on and develop relationships through partnership working with local support agencies, churches, and community organisations across the parish.
- To cultivate and develop missional opportunities and worshipping communities across the parish to extend the kingdom of God.
- To reach out to the local business community and new housing developments.

3. What are our values (Our Character as a church)

- **Prayer and worship** – being at the heart of all we do as a church community.
- **Spirit-led** – a kingdom focused church community led by the power of the Holy Spirit.
- **Love in action** – a united church whose lives demonstrate God's love and hope to all.
- **Encountering Jesus** – our desire is to see everyone encounter the transforming love and power of Jesus.
- **Being Christ Centred** – in how we live, relate to, and treat others.
- **Inclusive Community** – built on loving relationships where everyone is valued, accepted, involved and able to contribute.
- **Social transformation** – a church community where the gospel principles of generosity, social justice and compassion are put into practise.



Reading Gateway Church Kids & Families Vision & Values Statement

1. Who we are (our Identity as a Ministry)

We are one Kids and Families Ministry made up of multiple sessions and across appropriate sites within the parish.

- United ministry being a presence across South Reading.
- Passionate about seeing kids and their families transformed by the loving power of God to live a life in all its fullness.
- A welcoming, caring, generous, joyful team serving kids and their families.
- A Ministry focused on showing God's love through every session.
- Value of a professional but personal approach to running kids and families work, a team with a passion to make each session safe for kids and their families to attend.
- A Spirit filled ministry that shows kids and their families how to live with God at the centre.

2. What is our call (Vision)

Our vision is

'To See the Kids & Families of South Reading experiencing and being transformed by the Good News of Jesus.'

Growing Disciples:

- By meeting kids and families wherever they are, on their journey of faith, showing them God's love and inviting them into places of worship, prayer and encounter with God.
- This will happen through building relationships, caring for and supporting them.
- To be an active Christian presence within Primary Schools, in toddler groups and the community of South Reading. Equipping, enabling and empowering everyone to be more Christlike in how we live.
- Building confidence in Kids being able to live out their faith in mission and creating spaces for them to do so within their community and outside.
- Running fun engaging sessions and events with a space for God to move and bless our kids and families.
- Creating engaging resources for 'Parental Pursuit of God' and for personal pursuit of God.
- Creating spaces regularly for intergenerational worship so kids can see parents and grandparents of faith side by side together worshipping together.

Reaching Out

- To be an active Christian presence within the community of South Reading.
- Schools' work will be a key to meeting new kids, offering assemblies, lessons and student support to local schools.
- Creating spaces of belonging with parents and toddler groups and kids' club groups.
- To build good links within the kids and community worker network to help develop a more supportive community for our families.
- Having a positive online presence for families to engage with.

3. What are our values (Our Character as a Kids and Families Ministry)

- **Prayer and Worship** – being at the heart of all we do as a ministry, if that's Sundays, in Kids Club, Assembly in school or a Parent and toddler group.
- **Support Parents in discipleship** – Creating spaces of learning for parents and giving resources for them to grow a culture of discipleship and worship within their household.
- **Spirit-led** – a kingdom focused ministry led by the power of the Holy Spirit creating space for holy spirit encounters for kids.
- **Love in action** – Ministry looking outwards into our community to shine God's life and light into the streets, and the lives of the kids and families of South Reading.
- **Encountering Jesus** – our desire is to see Kids and families encounter the transforming love and power of Jesus.
- **Being Christ Centred** – in how we live, relate to, and treat others.
- **Inclusive Community** – built on loving relationships where everyone is valued, accepted, involved and able to contribute.
- **Social transformation** – a ministry where the gospel principles of generosity, social justice and compassion are put into practice.

Agreed by the PCC on 25/1/22

Date for Review: 1st quarter 2024

Signed (Chair of PCC):

