

# **CENTRAL BAPTIST CHURCH**

## **CHILDREN'S WORKER**

### **JOB DESCRIPTION**

#### ***Purpose of the Job***

- To be responsible for overseeing and taking an active lead role in the children's ministry that takes place within or out from Central Baptist Church and to identify and develop possible strategies to enhance its fruitfulness further.
- To be responsible for overseeing the discipleship and pastoral care of children (0 – 11 year olds) to give them real opportunities to come to faith in Jesus and develop and grow their faith, helping ensure they are an integral part of our church community, and to be responsible for outreach and evangelism to children outside of it.
- To build on and develop links with parents, schools, local organisations, church groups, children's workers both within and outside of our own church and to utilise any such opportunities to share the Gospel further amongst young people.

#### ***Key Duties***

- Helping plan, lead and organise a varied programme of children's activities throughout the week to meet the vision of the church. This currently includes Sunday activities (Start Central, Kids Central, Club Central) and midweek activities (Toddlers, Boys & Girls Brigade, all-age service spots and other occasional special events incl. an annual Children's Holiday Bible club). In the future it is envisaged this may also include schools work (assemblies, lessons, lunch clubs).
- Providing pastoral care, discipleship and outreach opportunities for children and parents. This will involve leading and teaching personally, as well as training and supporting other helpers.
- Liaising and connecting with the parents and carers of children, both within and outside of the church as appropriate.
- Responsible for maintaining the church's children's facilities and resources incl. arranging for repairs and buying new equipment when required.
- Maintaining and developing the children's notice boards, publicity, children & families website pages and social media accounts.
- Leading, supporting and equipping the existing volunteer team and recruiting additional team members.

- Line managing any children's work trainees who may be attached to the church for work experience or longer-term development.
- Liaising with organisations outside of the church including schools, churches and charities working in and around Chelmsford.
- Responsible for preparing and managing the children's budget and, if appropriate, identifying and applying for grants to enhance the work further.
- Keeping the church's Ministry Team fully informed of ongoing and emerging issues and producing occasional reports to share at Leadership Team and Church meetings.
- Undertaking various administrative duties in order to fulfil the role effectively.

### ***Other***

- Ensuring that the church's various policies are observed, with particular reference to safeguarding and the church's health and safety policy.
- From time to time the Children's worker may be called upon to serve the church in other practical ways, not directly relating to children's work, but for the good of the church as a whole.
- The Children's worker will report to and be directly responsible to the ministry team leader who will meet regularly with the children's worker to review progress, offer ongoing guidance and for mutual prayer support.
- There is a genuine occupational requirement that the post holder is a committed Christian in accordance with Part 1 of Schedule 9 of the Equality Act 2010.
- The post is offered subject to a successful DBS Enhanced disclosure.
- The nature of the job requires a high degree of confidentiality, tact and discretion when giving or receiving information which could be confidential.
- The post holder will need to be eligible to work in the UK

## Person Specification

Aspect of the role	Key skills and Experience	Essential/Desirable	How assessed: A – Application I – Interview R – reference
Committed Christian who fully identifies with the vision of the church	Able to demonstrate their faith in God and show understanding of the vision of the church	E	A/I/R
Lead and organise children's activities	Experience of children's work in a church setting	E	A/I
	Have ideas and able to be creative and fun	E	A/I
	Organisational skills	E	A/I
	Time management skills	E	A
	Experience of leading a team	D	A/R
Providing pastoral care, discipleship & outreach opportunities. This will involve leading and teaching personally as well as training and supporting others	Able to demonstrate pastoral gifting with children	D	A/I/R
	Able to demonstrate awareness of the importance of inclusion within the context of a multi-cultural church	E	A/I
	Able to demonstrate an understanding of confidentiality	E	A/I
	Experience in leading a discipleship course or group for children	D	A/I

	Experience in training or supporting others	D	A/I
Liaising and connecting with parents and carers of children both in and outside of church as appropriate	Ability to communicate effectively	E	A/I/R
	Experience in relational work	E	A/R
	Experience working with parents/carers	E	A/R
	Friendly and positive	E	I
Leading and equipping the existing volunteer team and recruiting new team members	Sufficient leadership experience to be able to be a credible leader to the existing team	D	I
	Understanding of teamwork	E	I
Liaising with organisations outside the church	Experience of working with organisations outside of the church	D	A/R
Able to complete administrative tasks as needed for the role	Basic IT skills	E	A
	Ability to use social media	D	A/I
Have the right to work in the UK	UK citizen or hold an appropriate visa	E	A/R