



St Marylebone  
Parish Church



## Families Ministry Lead

Full or Part-time (Friday, Sunday, Monday essential) flexibility.

*Salary range £24,000 - £28,000 pa pro rata depending on experience.*

St Marylebone Parish Church wishes to invest in its families by appointing a Families Ministry Lead to coordinate a key aspect of its life.

St Marylebone Parish Church is a major central London parish church with a strong choral Eucharistic tradition. Our Young Church has 170+ children on roll with a typical Sunday attendance of 80-100 (5-11 year olds) at our 11am Choral Eucharist and with 12 or so children attending the 8.30 am Book of Common Prayer Holy Communion Service accompanied by their parents.

Our community is diverse and vibrant and shares a vision of the Church for this great world city that is Christ-centred, outward looking and rooted in the Eucharist.

We are currently re-imagining our work with families, building on strong foundations, and seek someone with the right skills to join our team who will:

- coordinate, encourage and equip a team of parent helpers to provide a vibrant and impactful Sunday Young Church
- develop and deliver a vision which will nurture lifelong discipleship within our worshipping families
- enable smooth and faith-full transition into teenage years
- work closely alongside the Chaplain to The St Marylebone CE Schools (The St Marylebone CE School is an 1100 pupil Outstanding Secondary School with girls to 16 and a mixed Sixth Form; The St Marylebone CE Bridge School is a 60 pupil Special School for pupils with speech, language and communication special needs).

**This post will be subject to enhanced Safeguarding (DBS) checks and to a probationary period of employment. We are only able to consider applicants who are eligible to work in the UK. It is an occupational requirement of this role that the post-holder is a committed Christian.**

### About St Marylebone Parish Church

St Marylebone Parish Church is a place of active and engaged Christian witness set at the very heart of central London.

With history stretching back 900 years, we seek to offer God worship that has long been renowned for its musical and liturgical excellence.

For more than 30 years, St Marylebone, just a few metres from Harley Street, has pioneered the work of Christian healing and, as well as being home to the internationally respected Healing and Counselling Centre, which offers low-cost psychotherapy and spiritual direction, the Crypt at St Marylebone also houses an innovative *NHS* doctor's surgery. Our work is enhanced by close links with some of medicine's Royal Colleges and chaplaincy at The London Clinic and King Edward VII's Hospital.

St Marylebone has a flourishing Young Church (170+ on roll) which complements our two schools: The St Marylebone Church of England School, an Outstanding Academy, National Teaching School, Maths Hub and World Class School and The St Marylebone Church of England Bridge School, the Church of England's only Special School working with secondary school age students who have speech, language and communication difficulties. St Marylebone works closely with the Royal Academy of Music, the University of Westminster and Regent's University.

As a parish church in the Diocese of London, we share a vision of a Church for this great world city that is Christ-centred and outward-looking. We seek to be more confident in speaking and living the Gospel of Jesus Christ, more compassionate in serving others with the love of God the Father and more creative in reaching new people and places in the power of the Spirit.

In 2016 the parish church was awarded a Round One pass which we hope will lead to £3 million grant by the by the Heritage Fund towards its £8.6 million St Marylebone *Changing Lives* project in 2019. We hope to complete the project by the middle of 2022.

## **Job Description**

### **The Families Ministry Lead will:**

1. be employed by St Marylebone Parochial Church Council to oversee the parish church's work with children and young people and to be a main point of pastoral contact with children, young people and their families
2. be the person who has primary delegated responsibility for delivering the programme of activities undertaken by Young Church
3. liaise with the Assistant Director of Music in matters pertaining to the Junior Choir
4. recruit, train and coordinate the deployment of Parent Leaders, Parent Helpers and First Aiders for Young Church and Junior Choir
5. be responsible for ensuring that the PCC's Safeguarding Policy is enacted and monitored and be fully appraised of all matters pertaining to Safeguarding as set out in Government, Provincial, Diocesan and Parochial guidance
6. work alongside and be responsible to the Chaplain who will be the Families Ministry Lead's Line Manager
7. supervise and line manage any interns and work alongside the Chaplain in supervising any school pupils on Work Experience
8. be a full member of the St Marylebone team, which includes the Rector, the Chaplain, the Priest Pastor, the Operations' Director, the Senior Verger/Buildings' Manager, the Healing & Counselling Centre Practice Manager, the HCC Clinical Director, the Rector's PA/Parish Administrator, Finance Officer, Development Director and Activity and Project Coordinator
9. be expected to worship daily with other members of the pastoral team (when available to do so) and to meet with the full team weekly at the Friday morning team meeting. (Other paid members of staff include the Assistant Buildings' Managers/Vergers, the Director of Music, the Assistant Director of Music and the Organ Scholar, as well as the Buildings' Assistant, maintenance officers, HCC therapists, psychiatrists and Spiritual Directors, National Health Service Centre Staff, Choristers, etc.
10. make regular reports to the Standing Committee and PCC of St Marylebone Parish Church about our work with Families
11. attend meetings of the PCC as an ex officio non-voting member

12. assist with worship and other pastoral activities within the parish (including our two Schools)
13. instruct candidates and their families for baptism, confirmation and the reception of Holy Communion
14. instruct young people in serving as acolytes, servers, etc. and manage the serving rota
15. undertake pastoral duties which will include meeting and talking with parishioners and others who find themselves at St Marylebone
16. ensure that accurate records and registers as set out in the Young Church & Junior Choir Safeguarding Framework are maintained
17. ensure that there is always access to a well-equipped First Aid Box during Young Church and Junior Choir sessions
18. complete School Admission papers ready for signing by the Rector
19. maintain the Accident Book for Young Church and Junior Choir
20. carry out appropriate and timely Risk Assessments for any Offsite Activities and to seek the Chaplain's prior approval before any such activity takes place
21. maintain the resources of Young Church in good order
22. to liaise with the Assistant Director of Music in matters pertaining to the Junior Choir
23. manage Safeguarding and Membership forms for Young Church
24. manage the database of attendees and families for Young Church
25. manage Attendance registration for Sunday at 8.30 am and at 11am
26. coordinate DBS checks, applications and updates for Young Church
27. coordinate the resources and equipment needed for Young Church
28. perform other appropriate duties as agreed with the Rector and the Chaplain

### **Salary, Expenses**

29. the Families Ministry Lead will be an employee of St Marylebone Parochial church Council and will receive remuneration in the salary range £24,000 - £28,000 pa (pro rata) depending on experience
30. the Families Ministry Lead will be enrolled in the Workplace Pension Scheme
31. no accommodation or parking space is associated with this post
32. the Families Ministry Lead is entitled to a full reimbursement of all costs necessarily connected to their work

### **Holiday Entitlement**

19. holiday entitlement for the Families Ministry Lead will be 28 days including Bank Holidays (pro rata) rising to 33 days (including Bank Holidays) after 3 years
20. other leaves of absence, study time, and compassionate leave must be by prior arrangement with the Chaplain

### **Safeguarding**

21. the Families Ministry Lead shall read and sign the diocese's/parish's Safeguarding Guidelines and shall follow the good practices set out therein and be subject to Enhanced Safeguarding (DBS) procedures
22. it is expected that the Families Ministry Lead will have undertaken/will undertake Safer Recruitment and other Safeguarding training as the diocese/parish shall require

### **Confidentiality**

23. the Families Ministry Lead will use appropriate discretion and observe due confidentiality in their work

## Place of Work

24. the Families Ministry Lead will work from and be based at the parish church

## Continuing Professional Development

25. the Families Ministry Lead will engage in any diocesan provision for CPD and training

## Spirituality & Supervision

26. the Families Ministry Lead will meet weekly with the Chaplain to review performance, progress, development and training needs

27. the Families Ministry Lead will meet monthly with the Rector to review performance, progress, development and training needs

28. the Families Ministry Lead shall commit to being present at the Daily Offices and at the Eucharist whenever it is practical to do so

## Days of Working

29. the Families Ministry Lead (if part time will work at least on Fridays, Sundays and Mondays). Sundays will be considered a normal working day.

## Appointment

30. the appointment will be considered permanent upon completion of a satisfactory probationary period (with reviews at one, three and six months) but may be terminated with three months' notice by either party

31. a formal contract of employment will be drawn up by St Marylebone's HR Officer

32. all employees are expected to read - and sign to say that they have read - the Employee's Handbook

Please email [parishoffice@stmarylebone.org](mailto:parishoffice@stmarylebone.org) or phone **02079357315** for a full job description or to arrange a preliminary visit.

Applicants will need to apply in writing saying why they think they might be suitable to undertake such a role and are also required to provide a full CV along with the contact details of three referees, one of whom must be their present employer.

Interviews will be held at St Marylebone will include a five minute presentation on 'how to support parents grow in faith at home' and a ten minute activity designed to engage young people.

**Closing date for applications 28th June 2019**

