

## **JOB DESCRIPTION**

**Job Title:** Children's and Youth Ministry Coordinator

**Responsible to:** Minister with responsibility for Children's, Youth and Families work

### **Main responsibility:**

- Lead, manage and develop the ministry to children and young people at Bookham Baptist Church so that they become fruitful followers of Jesus.
- Engage with children and young people in the wider community, particularly through involvement with schools.
- To work with the minister responsible to provide direction and support for all aspects of the children's and youth work at Bookham Baptist Church and ensure consistent and effective discipling and pastoral care for children and young people aged 0-18.

### **Working with:**

- Minister responsible for children's, youth and families work and other ministers, children's and youth work volunteers, children's and youth workers from other local churches, Children's Centre Coordinator and Leatherhead Youth Project.

### **Accountability and Support**

- Accountable to the Minister with responsibility, the Leadership team, trustees and members of Bookham Baptist Church.
- You will receive regular line management, the opportunity to develop a personal development and self-care plan, opportunities for training and development and the encouragement to access spiritual direction.

### **Main tasks**

#### **Children's & Youth Work**

- Working with group leaders on the oversight of rota's to ensure that all children's and youth groups are adequately staffed, appropriately trained and safeguarding/health & safety compliant.
- Oversight of schools work including building a team who can lead regular assemblies in local schools, take RE lessons/day's and facilitate regular school visits to the church.
- Event management for children and families evangelistic outreach
  - This currently involves: A light party, a messy Christmas event and an annual Easter holiday club for >100 primary school children.
  - A round of youth trips, including 'Limitless Festival' in August.
- Work with the Minister responsible and the children's centre co-ordinator to encourage a culture of fruitful discipleship within families in the church and wider community. This will include facilitating the 'Kitchen Table' initiative and other initiatives.
- Sourcing training for the children's and youth ministry team.
- Give strategic input into the development of children's work and youth work in all the congregations of Bookham Baptist Church.

#### **Administration**

- To undertake relevant administrative tasks as necessary, particularly those relating to safeguarding

- Liaise with the church office team as required to ensure rooms are booked for childrens & youth events). The appropriate management of all data and information regarding children & young people, including conducting all the necessary recruitment processes for new team members and the maintenance of appropriate child protection procedures.
- Planning for and training of electronic child check-in processes (ChurchSuite connect).
- Resource management – including ensuring that all groups have the access to the resources that they require.
- Budget management for the Children’s and youth ministry department.

### **Security & Safety**

- Oversight of safeguarding policies and procedures for children’s and youth ministry alongside safeguarding leads (DSL’s).
- Act with full attention to the safeguarding of children and vulnerable adults.
- Be aware of treating personal data appropriately in line with the rules of Data Protection.

### **Way of Working**

- Live the values of the Church:
  - Seeking God and working things out
  - Growing Christ like together
  - Collaborating in God’s mission
  - Enabling service and leadership
- Pray for the work of the Church and the Operations Team.

**General** Other occasional tasks as reasonably assigned by your line manager

## **PERSON SPECIFICATION**

<b>Area</b>	<b>Criteria</b>	<b>Essential / Des</b>
<b>Education</b>		Essential
<b>Experience</b>	Experience of leading children and young people into worshipful encounters with Jesus and familiarity with facilitating the gifts of the Holy Spirit amongst children and young people.	Essential
	Experience with children's and youth work both within church, schools and the community.	Desirable
	Experience of managing budgets.	Desirable
<b>Personal</b>	It is an occupational requirement for the person to be a committed Christian (Equality Act 2010). and take an active and prayerful role in the ministry of the Church	Essential
	Committed to beliefs, vision and values of Bookham Baptist Church (see website)	Essential
	Strong, intimate and prayerful relationship with Jesus	Essential
	A dynamic leader who is passionate about children and young people	Essential
	A person with vision who will recruit, inspire and build teams.	Essential
	An excellent communicator with children and young people in both church, school and community settings.	Desirable
	Heart to serve	Essential
	Pastoral understanding and sensitivity	Essential
	Out-going and relational	Essential
	Team player	Essential
	Self-motivated and effective personal disciplines, including excellent organisational skills.	Essential
	Pro-active and energetic	Essential
	Discrete & confidential	Essential
	Reliable with ability to work well under pressure and meets deadlines	Essential
	Has the right to work in the UK.	Essential

<b>Skills, knowledge and abilities</b>	Children and family focused	Essential
	Practical	Desirable
	Planning and organisation	Desirable
	First Aid Trained	Desirable
	Conflict management – spotting needs.	Desirable
	Conflict management – handling difficult conversations	Desirable
	IT: Confident user of MS office Software: Word, Excel, Outlook and PowerPoint to Basic level and church management databases	Desirable

## **MAIN TERMS OF EMPLOYMENT**

### **1. SALARY**

£18,026 (£26,000 FTE).

### **2. HOURS OF WORK**

This employment is for 26 hours per week. Some flexibility is needed to allow some work to be done on Sundays or at children's and youth events. It is expected that the role holder is present during the week of an annual Bible Holiday Club during the Easter holidays and that a level of flexibility is required for other childrens and youth events.

### **3. ANNUAL HOLIDAY**

25 days per year, (excluding public holidays) pro-rata.

### **4. SICK PAY**

4 weeks

### **5. PENSION**

Work Place contributory pension scheme via The Peoples Pension which your contribution is matched by Bookham Baptist Church up to 5% of your salary.

### **6. PROBATIONARY PERIOD**

3 months.

### **7. NOTICE PERIOD**

4 weeks