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## **St Andrew’s Church, Buckland Monachorum w/ the Church of The Holy Spirit, Milton Combe: Youth and Children’s Worker (full-time)**

**JOB DESCRIPTION**

**Type of Post** The Vicar and Parochial Church Council of St. Andrew’s Church, with the Church of The Holy Spirit Milton Combe, are looking to appoint a youth and children’s worker. The post holder will be a full member of the staff team at St. Andrew’s and the Church of The Holy Spirit, employed full-time by the PCC (subject to a six month probationary period).

We are looking for someone who will develop our youth and children’s work by teaching the Bible to our young people as well as building strong and appropriate relationships with them; encouraging and managing the leadership teams; identifying and training up new leaders; enjoy playing a full part in our church life; fully engaging with our local CofE primary school; and who will look to develop new opportunities for mission among unchurched young people in the villages. We will also be open to investigating further areas of study or training if appropriate.

**Hours of work** This is a full-time appointment for an initial 3 year period. Working hours are 40 hours a week, to be worked flexibly as negotiated with the Vicar.

**Time off** The expectation is for an uninterrupted rest period of not less than 24 hours in each period of seven days, and once in each month an extended rest period up to 48 hours (the weekly rest period may not be taken on a Sunday, nor on Ash Wednesday, Good Friday, or any of the Principal Feasts of the Church of England). Annual leave is to total no more than 5 weeks, plus the usual Bank and Public Holidays (the days taken as Annual Leave may not include more than six Sundays).

**Pay** The church pays a wage commensurate with experience (between £22,000-£25,000), full working expenses, as well as for attendance at an annual conference.

**Accommodation** The job does not come with accommodation. It is hoped that the successful candidate will live locally and every effort will be made to help find suitable housing.

**Responsible to** The youth and children’s worker is responsible to the Vicar, or in their absence the Assistant Minister, Churchwardens or their nominee.

**SPECIFIC RESPONSIBILITIES**

CHURCH-BASED YOUTH WORK

**Youth Group (Youth Emmaus)**

* Responsibility for the overall planning and delivery of Bible teaching and pastoral care of young people, including developing one-to-one work, and other ongoing discipleship strategies.
* Organising the youth group programme, including oversight of youth sessions at the annual Church Parish Camp, investigating possibility of a youth weekend away and involvement in summer Pathfinder and CYFA ventures as well as Sunday meetings and mid-week studies.
* Building, supporting and training the youth group leadership team.
* Encouraging outreach opportunities.
* Organising regular social activities for young people.
* Facilitating prayerful support for the work.
* Maintaining and developing links with parents and carers.
* Liaising with other local youth workers and participating in deanery/city-wide youth events.

**Children’s work**

* Responsibility to oversee Bible teaching programme and pastoral care of children.
* Organising the termly programme and sourcing teaching materials for the volunteer leaders.
* Building, supporting and training the children’s group leaders.
* Facilitating prayerful support of the work.
* Maintaining and developing links with parents and carers.
* Liaising with local CofE primary school to build links and offer support during the week. Taking the lead in organising weekly assemblies, lunchtime and/or after school clubs etc…

GENERAL

* Playing a full part in the staff team.
* Leading services and preaching as part of ongoing development.
* Analysing the overall provision for children and young people at St. Andrew’s and the Church of the Holy Spirit, and in conjunction with the staff team, taking responsibility for its further development.
* Responsibility, in conjunction with leaders of children’s groups, for continuing to provide training for whole youth and children’s teams through termly meetings.
* Actively involved with Messy Church as a member of the Messy Church Team.
* Looking to develop links to engage with non-church youth and children across the two villages.
* Undertaking such additional tasks as may from time to time be reasonably requested by the staff team and PCC.

***Note: This job description is not intended to be a complete list of duties but does indicate the main ones attached to the post. The post-holder is required to have an enhanced DBS clearance and to adhere to all relevant statutory regulations regarding health and safety, fire procedures and GDPR.***

If you would like an informal discussion about the post, please contact Rev Andy Bowden [vicar@bucklandchurchdevon.co.uk](mailto:vicar@bucklandchurchdevon.co.uk) or on 01822 852227

To apply for the post, please write to Rev Andy Bowden, at The Vicarage, Buckland Monachorum, Yelverton. PL20 7LQ or e:mail [vicar@bucklandchurchdevon.co.uk](mailto:vicar@bucklandchurchdevon.co.uk) with a cover letter explaining why you are interested and an up to date CV.

* Applications should be received by Monday 02nd November 2020.
* Interviews will be held week beginning Monday 09th November 2020.
* Two references will be required (please submit referees with CV).
* Start Date: Negotiable (pref. January 2021)