



# CHRIST CENTRAL

<b>Job Description</b>	
<b>Role Title:</b>	Children's Ministry Lead – Maternity Cover
<b>Terms:</b>	Part time (18 hours / week) - 1 Year Contract
<b>Salary:</b>	£28,000 - £30,000 pro-rata
<b>Location/Based:</b>	Christ Central, 3 London Road, Redhill, Surrey RH1 1LY
<b>Reports To:</b>	Head of Staff

<b>Children's Lead Responsibilities</b>	
To have oversight of all areas and aspects of the children's ministry within Christ Central	
Strategic / planning / development	<ul style="list-style-type: none"> <li>• Deliver the balanced and engaging curriculum for all children suitable for the ages and stages currently in Kids Central. This may include planning additional elements as needed throughout the year. There are many resources which can be utilised and pulled together as needed.</li> <li>• Plan and be an active participant in any wider church activities relating to children &amp; young people's activities etc e.g. Easter, Christmas, Church Weekend Together, All Together Services</li> <li>• Meet regularly with those who oversee groups within the children's teams</li> <li>• Regularly highlight and promote Kids Central to the wider church family</li> </ul>
Sunday Mornings	<ul style="list-style-type: none"> <li>• Finalise and circulate lesson plans in the week before a Sunday morning</li> <li>• Resource the team as needed in advance of a Sunday</li> <li>• Prepare for the Sunday meetings by setting up when on rota, holding prayer meetings on the morning, delivering the teaching with support of the team</li> <li>• Ensure rotas uphold Safeguarding ratios, following current processes</li> <li>• Provide children the opportunity to learn more about and experience God in a way that is suitable to them, their age and their level of understanding</li> <li>• Be main point of contact for Children's ministry on a Sunday morning for any volunteers, parents, meeting manager etc</li> </ul>
One off events	<ul style="list-style-type: none"> <li>• Organise and facilitate one off events that are child specific throughout the year with the support of the Office Team e.g. Christmas, Easter, Wildfire sleepover</li> </ul>
Leading and Training Volunteers	<ul style="list-style-type: none"> <li>• Lead a team of volunteers who run and facilitate age-specific ministries on a Sunday morning in Kids Central</li> <li>• Lead a team of 'youth volunteers' (those age 14-17 inclusive) who support Kids Central - including matching them to a responsible adult to support them on a Sunday</li> <li>• Maintain communication and relationships between the various groups and their leaders / helpers</li> <li>• Recruit volunteers to work within the children's ministry with the support of other members of the team, following the Safer Recruitment process</li> <li>• Hold team meetings with members of the Kids Central volunteer team</li> <li>• Be in regular contact with team members / leaders to promote care within the team. Escalate any issues as necessary</li> </ul>
Finance	<ul style="list-style-type: none"> <li>• Responsible for the children's ministry budget - prepare and manage the budget in line with Christ Central aims and objectives and in consultation with the Finance Trustee as needed for the upcoming financial period</li> </ul>
Admin	<ul style="list-style-type: none"> <li>• Ensure that children are properly registered and regularly review details held on ChurchSuite</li> </ul>

Care and Discipleship of children	<ul style="list-style-type: none"> <li>• Develop and maintain the pastoral care of children and those who work with them in CC</li> <li>• Work with the Discipleship Lead to explore ways to develop age-appropriate discipleship within CC for children – especially for those in years 5 &amp; 6</li> <li>• Teach (alongside others) at children’s events and activities e.g. Church Weekend Away, Easter etc</li> <li>• Work with children with special needs and implement activities / spaces which facilitate their comfort and inclusion in church family</li> <li>• Work with the Youth ministry lead to ensure a smooth transition from children’s ministry to youth</li> </ul>
Safeguarding	<ul style="list-style-type: none"> <li>• Actively participate as a member of the Safeguarding Team, attending Safeguarding Team Meetings</li> <li>• Ensure CC safeguarding procedures are followed and implemented for children in line with the current policy</li> <li>• Ensure compliance with CC Health and Safety policy, Risk Assessment, Confidentiality and any other relevant policies and procedures</li> <li>• Raise any Safeguarding issues with the Safeguarding Team Lead</li> </ul>
Comms	<ul style="list-style-type: none"> <li>• Work with the Communications Lead to ensure CC members are aware of future activities and events for Kids Central up to 6 months in advance to encourage wider involvement and prayer from the church body.</li> <li>• Ensure events which are open to those in the community and outside the church are communicated well and widely to reach the intended audience</li> <li>• Communicate opportunities to be involved in serving on the children’s teams</li> <li>• Ensure effective communication between parents and carers regarding children’s work and activities</li> <li>• Work with the Communications Lead to ensure the CC website is up to date with Children’s events and dates</li> </ul>
Training	<ul style="list-style-type: none"> <li>• To continue to undertake relevant training applicable to personal growth and development e.g. first aid training, spiritual development, safeguarding etc</li> <li>• To attend training courses relevant to the building of the children’s ministry and with suitable team members</li> <li>• To continue to use and update knowledge of ChurchSuite as it develops and changes</li> </ul>
Prayer	<ul style="list-style-type: none"> <li>• Pray regularly for each of the children’s groups, the individual children and all involved in leading and helping the groups</li> <li>• Lead a time of prayer before Sunday morning activities commence</li> <li>• Input into wider church prayer meetings when specifically praying for children and children’s work at CC</li> <li>• Seek direction from God as to what areas / where / who to be developing relating to children’s work and events, considering where to be spending time and resources</li> <li>• Raise the profile of praying for children and situations in CC, be this on a Sunday morning, at monthly prayer meetings or other times</li> </ul>
Beyond CC	<ul style="list-style-type: none"> <li>• Develop relationships with other children’s workers in the area</li> <li>• Develop and understanding of how other churches deal with a variety of children and their needs with the aim to looking to how we aim to better serve these children e.g. neurodiversity, learning difficulties, disabilities</li> <li>• Exploring opportunities for children’s work which will ‘change our area’</li> </ul>

<b>Person Specification</b>			
	<b>Essential</b>	<b>Desirable</b>	<b>Evidenced by</b>
<b>Knowledge &amp; Experience:</b>	<p>Have the recognised experience of working effectively with children and their families</p> <p>Evidence of safeguarding training completed to date</p> <p>Possess significant organisational skills</p> <p>Experience of working within a team.</p> <p>Experience of leading and nurturing teams of volunteers</p>	<p>A nationally recognised qualification in children/youth work/ general ministry/ theology</p> <p>Experience of working in a local church context</p>	Cover letter, CV, Interview
<b>Technical Proficiency:</b>	<p>Familiar with Microsoft 365</p> <p>Experience of using a database</p> <p>Ability to quickly learn new systems</p>	ChurchSuite, ExpensePlus	Cover letter, CV, Interview
<b>Communication Skills:</b>	<p>Possess strong interpersonal skills.</p> <p>Has the ability to communicate effectively with a wide range of people – church members, staff, volunteers, children, parents. This could be in person, in writing and over the phone, in a disciplined manner and exercising sound judgement</p> <p>Good and active listener</p>		Cover letter, Interview
<b>Personal Attributes / Character:</b>	<p>Passionate about children and connecting them to God</p> <p>Able to share the Christian faith in a way children can relate to</p> <p>Reliable &amp; punctual</p> <p>Self-starter and with proven ability to manage own priorities</p> <p>Able to manage administration effectively, managing own diary and activities and recognising the importance of doing so</p>	<p>Thrives within a flexible working pattern</p> <p>Concur with the vision and values of Christ Central</p>	Cover letter, CV, Interview
<b>Occupational Requirements</b>	<p>Availability to work on Sunday</p> <p>As a core member of the church team and as an important part of our staff team with pastoral responsibility, there is an occupational requirement for the postholder to be a practicing Christian who agrees with our statement of faith</p>	Driving licence	