Job Description for the Position of

**CHILDREN AND FAMILIES WORKER**

**15 hours/week**

6 May 2020

**Main Responsibilities**

* Lead the Sunday morning Kidzone ministry for pre-school children up to year 8. This runs from 10am through till about 11.15am on Sunday morning. Currently there is an average attendance of about 12 – 15 children. The role would involve 3 hours ministry on Sundays and 2 hours preparation.
* Contribute to the planning and leading of Lifestreams Inter-Generational services.
* Support the mainly music ministry by being part of the team, helping to set up and set down and offering pastoral care to children and their care givers.
* Attend the weekly Staff Meeting
* Undertake the administration re

**Main Goals**

* To teach Kidzone children about God and our Lord Jesus Christ through the Bible
* To contribute to the planning and leading of Lifestreams Inter-Generational worship services
* To encourage children to feel at home in the church environment
* To encourage children to come to know God personally and express their faith in age appropriate ways
* To resource and encourage parents and caregivers as they nurture their children in the Christian faith
* To support and resource volunteers who are involved in this ministry

**Key Tasks**

* **Kidzone – 5 hours/week**
  + Resource, manage and lead Kidzone so that children receive Christian teaching, have fun and grow in knowing Jesus and extending God’s love.
  + Recruit, train and support teachers and adult and youth helpers
  + Build relationships with and provide pastoral care to children and families who are involved
  + Promote Kidzone to the families of the wider community
  + Prepare and maintain rosters, registration forms, attendance records and write a bi-monthly report to Vestry
  + Oversee the production of the annual Christmas Pageant in December
* **Intergenerational Worship – 1 hour/week**
  + When there is an Intergenerational Service the CW would help to plan and participate in the service with the Priest in Charge.
  + Plan activities and set up mat toy and book area for Holiday services
  + Buy supplies for Birthday Box and organise Birthday Song on the first Sunday of the month
  + Organise banners or wall charts to fit the theme
* **Mainly Music – 2.5 hours/week**
  + Support the mainly music ministry by helping to set up, set down and participate in mainly music. (Fridays 9 – 11.30am)
  + Attend Mainly Music team planning and debrief meetings
* **Staff Meetings – 2 hours/week**
  + Attend the weekly Staff Meetings and Staff Planning and Training days.
* **Pastoral Care – 2 hours/week**
  + Provide pastoral care for the children and families of the Lifestreams congregation
* **Admin – 2 hours/week**
  + Carry out administrative tasks in support of the above ministry area
  + Ensure Health and Safety requirements are met in Children and Family ministries, including Police vetting forms distributed.
  + Write weekly Pew sheet information.
  + Update Children and Family Website and Facebook information.
  + Write Magazine articles once or twice a year
  + Organise Bible Society brochures and/or Strandz resources for Easter and Christmas
* **Children, Youth and Young Adults Ministry Action Team – 0.25 hours/week**
  + Prepare reports for bimonthly Vestry Reports for Kidzone and Intergenerational worship, and attend bimonthly meetings
* **Supervision – 0.5 hours/week**
  + Once a month one-hour meeting with Vicar
  + Once a month one-hour supervision with outside St Barnabas supervisor
* **Messy Church – 0.25 hours/week**
  + Attend Saturday Messy Church 4-7 times a year as a helper

**Relationships**

* The CW relates to and is responsible to the Vicar
* The CW is directly responsible to the Senior Associate Priest
* The CW relates to the volunteer Kidzone teachers and helpers and supports and encourages them
* The CW communicates with the Parish Administrator for matters relating to booking of ministry spaces and communication through the pew sheet and parish magazine
* The CW communicates with the Verger in relation to ministry spaces that are required
* The CW relates to the leader of the mainly music ministry
* The CW relates to the Children and Family Outreach Worker and collaborates with her from time to time.
* The CW relates to Discipleship and Pastoral Care ministry leaders as required

**Financial Responsibility**

* Any expenditure for this ministry must be within the annual budget set by Vestry
* Reimbursement for authorised expenditure is made using the standard parish claim form. Invoices and receipts must be retained for this purpose and submitted fortnightly

**Expected Outcomes**

* Children will enjoy attending the St Barnabas Kidzone ministry on Sundays and the Intergenerational services
* Kidzone will flourish and the numbers of children involved would grow numerically
* Children will grow in a knowledge of their faith and be able to articulate their faith in age-appropriate ways
* Kidzone will be positive and well run and will motivate families to attend church regularly
* The CW will develop experience of other children’s ministry areas in the parish such as mainly music so that support can be provided
* Inter-generational worship develops as a creative and participatory experience that involves children and families

**Person Specification**

* Sincere Christian who has a love for children and a desire to see them come to know Jesus
* Has basic teaching and communication skills for children aged from about 3 - 12.
* Enjoys developing teams of volunteer teachers and being in a team environment
* Enjoys supporting other staff members and volunteer leaders in their ministry to children and their families.