

Emmanuel Croydon Children's Ministry Coordinator JD and Person Specification

Title	Children's Ministry Coordinator (Age 3-11)
Contract and Hours	Permanent contract. 37 hrs per week over 5 days. Working hours will include out of school hours, evenings and weekends.
Accountable to	Vicar and PCC
Line Manager	Associate Minister for Y, F and C
Location	Emmanuel Croydon
Salary	£21,260

Role purpose

This leadership role is responsible for the programme of activities for children and young people, mainly from age 3 through to school year 6 but including some work up to year 9, which enables Emmanuel Church Croydon to achieve our vision outcomes.

Emmanuel Church - our vision

To make disciples who follow Jesus each day, across all age groups to transform families, communities and workplaces.

Outcomes we are praying for and seek after are:

- Creating opportunities for children and young people to have touch points with Emmanuel which give them the opportunity to hear about and develop a Christian faith
- Children, young people and their family experience and become part of Church based inclusive prayer and discipleship peer groups,
- Children, young people maturing as followers of Jesus
 - with a deep understanding of the Bible
 - confident to share their faith with friends
- Children and young people living out the radical love of Jesus by
 - our church always being open to children, young people outside of Church life
 - serving the poor, vulnerable and marginalised
- Whole life discipleship that is sustained into adulthood

To achieve our vision we are committed to building and sustaining relationships between families and across generations to enable the teaching and discipling of children and young people.

We are open to new, challenging and creative ideas, including: how and what we do on Sundays; how we connect children and young people across groups and activities during the week; how we work with and serve our partners and community organisations.

Responsible for

- To be responsible for the discipleship and development of children from age 3-11 both within the church and in the wider community
- Coordinating effective transitions into and out of age groups
- Developing and mentoring of young leaders
- Recruiting, empowering and supporting teams of volunteers who will lead and staff activities so that they are effective and able to teach, build relationships
- Supporting whole life worship of volunteers and growth in personal discipleship
- Outreach to non-church children, independent of families
- Collaborating with the young people, Youth coordinator, Young Families Coordinator, Sunday worship team and welcoming team so that children and young people experience church and are not removed from it
- Collaborating with the Clergy, and leadership/strategic group to implement Emmanuel's vision, meeting regularly to pray, and review progress.
- Collaborating with our partners and other community group leaders at Emmanuel to pray, support each other and share resources
- Acting as Deputy Safeguarding Officer - including supporting the Vicar to ensure a safe culture in children's and youth work, and to deal with safeguarding concerns as they arise, and that the Diocese safeguarding policy is fully adhered to, that all leaders and helpers are DBS approved.
- Ensuring equality, diversity and inclusion
- Taking regular time away from ministry each week and while on annual leave.
- Regular reporting to the PCC, and once a year to the members at the APCM

Ongoing duties and tasks to achieve Emmanuel's vision outcomes

- Messy Mondays (Our Messy Church)
 - Part of the Messy Mondays leadership team – overseeing the growth and development of Messy Mondays
 - Shared responsibility for planning, preparing and leading these monthly events
- Assisting Associate Minister with Mid-week Emmanuel Youth Culture (EYC) currently up to year 9 as required
- Friday evening groups up to year 6
 - Oversight and leadership activities
 - Resourcing faith based content
 - Recruiting, envisioning and supporting a team of leaders and volunteers
- Ad hoc social activities
 - Oversight and leadership of once a term peer group based activities/outings
- Sunday morning teaching for children aged 3 to school year 6:
 - Planning, oversight and leadership of activities
 - Resource volunteer leaders with high quality Bible teaching materials
 - Administration

- Developing connections with primary schools:
 - Working alongside the Associate Minister and staff team to build connections with primary schools that children from our community attend.
 - Using these schools connections as a way of
 - (a) building initial relationships with children and parents, and
 - (b) for those who are already part of groups at Emmanuel, working towards whole-life discipleship by connecting with their time at school.
 - Including leading Collective Worship and other initiatives (e.g. Prayer Spaces) according to what fits the context – connecting this with what happens during children’s groups at Emmanuel.
- Leading the team for the well-established Mayhem Children’s Holiday Club
- Other Church Festivals
 - Project lead on children’s ministry during these
 - Working with Clergy and staff team to develop and deliver content for Christmas services and other Church festivals
- Weekends away in age-appropriate peer groups
 - Oversight and leadership activities
 - Resourcing faith-based content
 - Recruiting, envisioning and supporting a team of leaders and volunteers
 - Administration
- Wider duties:
 - Help clergy to run Confirmation/baptism classes for older children and young people as required
 - Proactive effective communication with parents and members of the congregation on activities and progress, using the website and social media as appropriate to support outcomes
 - Ensuring room set up and set down for all activities
 - Liaising with the Music and Worship Coordinator e.g., developing all age worship and youth band
 - Contributing to the facilities management and maintenance e.g. opening up for bookings and contractors etc.
 - Contributing, from time to time, to Church life in other prioritised areas as directed by the Vicar.
 - Identifying your own personal development and training needs, for discussion with your line manager at annual review, implementing as agreed and reporting back.

Person specification - Criteria	Essential/ Desirable
<p>Qualifications</p> <ul style="list-style-type: none"> • Degree level qualification in any subject • Post grad teaching qualification • Theological training (e.g. diploma) 	<p>Desirable</p> <p>Desirable</p> <p>Desirable</p>
<p>Knowledge and skills</p> <ul style="list-style-type: none"> • Demonstrable experience of relational and collaborative leadership and teacher with excellent pastoral and interpersonal skills • Demonstrable ability to relate well to children and, young people in a variety of contexts, from different social backgrounds and across age groups or life stages • Sympathy with the doctrine and practice of the Church of England • An experienced team builder and leader able to speak and lead effectively in both large and small group situations for families and children, confident and comfortable to lead change • A good delegator – able to empower and hand responsibility to volunteers (14-70 years olds) and group leaders, while offering support and direction at key times, e.g. planning and recruitment • An evident drive for introducing children and young people to Jesus and growing both church and unchurched children and young people in discipleship • Experience of successfully communicating the Christian faith in a way which is relevant to and inspires children and young people, able to resource high quality teaching material • Technical communication skills, including: <ul style="list-style-type: none"> ○ Competent in Microsoft Office ○ Administrator of Church Suite ○ Able to appropriately and effectively use social media ○ Able to create and edit videos confidently • Highly organised, demonstrable self-starter able to effectively self-start and self-motivate • Able to exercise good judgement especially in the context of conflicting pressures and workload • This role is subject to Enhanced DBS disclosure. 	<p>All Essential</p>
<p>Personal attributes</p> <ul style="list-style-type: none"> • Someone who leads and teaches by example • A committed Christian and follower of Jesus, • Commitment to be fully involved in the life and worship of Emmanuel • Collaborative, sociable with a good sense of humour • Flexible, adaptable to change • Resilience and able to see things in perspective 	<p>All Essential</p>

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| <ul style="list-style-type: none">• Self-aware, able to ask for help and support | |
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