**Job Specification for Christ Church Pastor**

**Children’s and Family Ministry**

**Our Vision for Children and Family Ministry**

To see Christ Church Virginia Water impacting the lives of children with the gospel of Jesus Christ and equipping and encouraging parents to raise their children to become fully devoted followers of Christ

**Aims and Objectives**The role of Children’s & Family Pastor exists to:

1. Ensure that children are an integral part of the church family
2. Develop a programme of Biblical teaching & exciting activities that inspires children to a greater commitment to faith
3. Create opportunities to share the gospel in all three Virginia Water primary schools and in other areas of the local community as opportunities present themselves
4. Deliver a leaders & helpers succession plan that results in the continuity of provision & growth of Children’s ministry
5. Provide a platform to introduce & welcome new families into the church
6. Establish communication with parents that engages them in the Children’s Ministry and encourages and equips them for the nurture of their children’s faith

**Principal Responsibilities**

1. **Shared Ministry**

**Under the direction of the Vicar, and Associate Vicar, and with other Pastors:**

* Prepare, lead and teach specific Ministry-related (All-Age/Family) services and other whole Church events
* Provide pastoral care within the Parish
* Contribute to and participate in the Sunday services leading, preaching and teaching programme
* Contribute to the development and delivery of the Annual Evangelism Plan within the community
* Contribute to the review and updating of the strategic 5-year plan for the Church

1. **Children’s and Family Ministry**

The Children’s & Family Pastor will:

* Be responsible for the creative planning and delivery of Children’s Ministry which will make opportunities to present the gospel to children of church families and those within the parish in ways which are appropriate to the different needs of the community
* Be responsible for the development and delivery of discipleship training for children
* Develop and manage Children’s Ministry Leaders and Helpers teams for children’s groups. This will include:
  + recruitment and training including Safeguarding training
  + giving leaders and helpers opportunities to exercise their gifts
  + equipping each one with the required resources and encouragement/discipleship
  + scheduling and organising rotas ensuring that each volunteer is reminded of their serving opportunity/commitment in a timely fashion and that opportunities are created for relationship building
* Offer training and support to equip parents/carers to encourage and assist their families to pursue Christ and become mature disciples.
* Build relationships with leaders and parents/carers
* Ensure that Children’s Ministry Leaders and Helpers are cleared, certified and trained to the appropriate Safeguarding (DBS) standard and the required records are kept
* Support and encourage the rest of the staff team and congregation to welcome children as part of the whole church family

**Desirable Qualifications**

* A clear calling to Christian Ministry
* Experience of working with children in a Church setting
* A degree or equivalent in Theology, Ministry or Education

**Personal Attributes:**

* A vibrant personal faith in Jesus Christ
* A love for children and young people
* A role model of Christian values and disciplines in personal and spiritual life
* A knowledge of child development, including spiritual development
* A knowledge and understanding of the educational, social and emotional worlds of children in the 21st Century
* Able to use a wide range of teaching strategies to make the Bible relevant and exciting to children
* Experience of and knowledge of pastoral and counselling strategies specific to working with children and a clear understanding of safeguarding issues
* An understanding of and empathy towards the challenges of parenting and an openness to support parents and carers in a range of contexts
* Experience in recruiting, building and managing teams
* Confidence in leading both small and large groups or meetings
* Relational and bridge-building skills
* Humility; eagerness to learn and develop
* Willingness to work within a ministry team
* Flexibility and enthusiasm
* Good time management
* A sense of humour

**Accountability & Working Relationships**

* The contract will be between the Pastor and Christ Church PCC
* The Pastor will be accountable to a designated Clergy supervisor with whom he/she will meet weekly for planning and review of activities and for support
* The Pastor will report regularly to the PCC against the goals and objectives of the 5-year plan
* The Pastor will attend regular Safeguarding Meetings
* It is a condition of employment that the Pastor:
  + subscribes to the Christ Church Statement of Faith\*
  + becomes a fully participating member of Christ Church in accordance with the Church’s Membership Scheme\*, and attends services regularly
  + endorses the Church’s 2020 Vision & Five Year Plan\* including the statement of Distinctive Values
  + understands, accepts and abides by the policies detailed in the Employee Handbook\*
* The Pastor will join the Church Staff Team and participate in the weekly Staff Meeting

**Training, Development & Performance Review**

* All Christ Church staff are expected to continue their personal and professional development. Financial support for this may be available
* The Pastor will be subject to DBS (Disclosure and Barring Service) clearance, and will attend Diocesan safeguarding training for Children as required
* Performance Reviews will take place with the designated Clergy supervisor every 6 months.

**Terms and Conditions**

Detailed below are the principal terms and conditions associated with the post. A full Statement of Terms & Conditions is incorporated into the Contract of Employment.

* The Pastor’s hours of work are 40 hours per week (including 5 hours of lunch breaks) worked flexibly across 5 days with two designated days off each week as agreed with the Clergy supervisor. Sunday is regarded as a working day. Annual leave entitlement is 24 days per annum, plus Public and Bank Holidays
* The Pastor’s normal place of work is within the Christ Church campus. A degree of home- and off-site working will be essential. The extent of this will be agreed between the Pastor and the Clergy supervisor from time to time
* Expenses incurred will be reimbursable in line with the Expenses Policy in the Employee Handbook
* There is a Genuine Occupational Requirement (GOR) that the post-holder is a Christian.

**\*Associated Documents**

Christ Church Statement of Faith

Christ Church 2020 Vision & Five Year Plan

Christ Church Membership Scheme Leaflet

Employee Handbook

*Revised April 2015*

*Version 2 Revised January 2016*

*Version 3 Revised February 2016*