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Description automatically generated**Children and Families’ Minister**

**St Andrew’s Bedford**

*A part time post to cover maternity leave*

**Context**

St Andrew’s is an Anglican Church close to the town centre of Bedford. We are an inclusive, all age community in a liberal Catholic tradition. The parish we serve is primarily residential and the Church Centre provides a focal point for various community activities. Approximately 100 adults and 20 children regularly attend Sunday morning services, with many more families joining us for Messy Church, Toddler Group and other occasional events.

Our full-time paid staff members are the Vicar and Church Centre Manager. Part time staff positions are held by our Administrative Assistant, Money Advice Administrator, Director of Music, Verger, Caretaker and Cleaner. Additional ministry is provided to the church by volunteers including the Churchwardens, assisting Priests and Lay Reader. We are looking to appoint a part time Children and Families’ Minister to cover maternity leave,

At St Andrew’s we believe that children and young people are vital members of the Body of Christ, fully alive to God and gifted by God. We therefore aim to create opportunities for our children and young people, to meet with God, and to reflect on what those experiences mean within our Christian faith.

**The Role**

The Children and Families’ Minister will be engaged to work with children at St Andrew’s and their families as we nurture spirituality and discipleship.

**What St Andrew’s offers:**

* a thriving, well-resourced Church with experienced teams of children’s work volunteers.
* well established programmes of children’s ministry, including a toddler group, Messy Church, Sunday groups, and a treble choir. A strong history of schools’ work, Church trails etc which has been in abeyance during COVID.
* opportunity to work closely with a wider team of paid staff, volunteers and clergy,
* regular supervision with the Vicar, Rev Lucy Davis, who is experienced in line management, supervision and mentoring.
* an attractive building in a central location with a large suite of rooms available for work with children and young people.
* a large Church office with a desk, computer and landline available for the successful candidate.
* a congregation with a long track record of supporting work with children and young people; practically, financially and through prayer.

**Key aspects of the role are:**

* leading our children’s Sunday groups: organising volunteers, preparing and sharing resources, helping to recruit and train new volunteers. (Weekly)
* helping to lead and plan all age worship. (Monthly)
* Helping to lead Noah’s Ark Toddler Group (Weekly)
* maintaining contact with core and attached families through email and WhatsApp. (Ongoing)
* working with the Church Centre Manager to maintain a mailing database and design publicity material to promote events on social and print media. (Ongoing)
* maintaining and keep tidy the Children’s area in church. (Ongoing)

Depending on the skills and gifts of the successful candidate other aspects may include:

* maintaining contact with our families and following up after Baptisms.
* schools work – Open the Book and school visits.
* planning and leading Messy Church (Once a half term)
* organising activity mornings (Occasionally, during school holidays)
* engaging with other local children’s workers, youth workers and the Diocesan staff.

**Person specification**

* A person of Christian faith with a desire to deepen their own faith and that of others.
* Enjoys working with children and families.
* Able to communicate well with children and young people.
* A level qualifications or equivalent
* Well organised and able to structure their week to fulfil agreed responsibilities
* Experience of taking the initiative
* Able to develop and maintain good working relationships with volunteers, staff and clergy
* Ability to work closely and flexibly within a team.
* An understanding of safeguarding and child protection.

**Role Flexibility**

We recognise that each individual will bring their own experiences and gifts, as well as areas for development, and there is flexibility in structuring the role to reflect this. The successful candidate will be expected to discuss the level of their particular involvement before starting the role and ongoing with their line manager.

This post may suit someone wishing to combine work with caring responsibilities, or someone exploring a vocation to full time ministry within the Church, so there is some flexibility in the hours available, depending on the right candidate.

There is also the opportunity to be involved across many areas of Church life, should you so wish, for example

* professional development opportunities including access to a wide variety of training opportunities offered by St Albans Diocese, and theological courses locally through BELIEF, an ecumenical institute for education and faith.
* involvement with other teams, for example our Creation Care Group or Mission and Outreach Team
* musical opportunities with our choir and / or music group
* leading the Daily Office (morning and evening prayer)

**Location and Hours**

The Children and Families’ Minister has desk space in the Church Centre Office of St Andrew’s Church, MK40 2PF. The role is part time at 20 hours a week, negotiable depending on the candidate. Working hours are flexible but must include Sunday Mornings, plus preferably Mondays in term time, occasional Saturdays, some Sunday afternoons and occasional evenings. The Children and Families’ Minister is a member of the Ministry Team and Staff Team and may be required occasionally to attend some other evening or weekend meetings.

**Terms and Conditions**

The detailed terms and conditions will be contained in the post holder’s Contract of Employment. Annual paid holiday entitlement is 28 working days per annum plus statutory bank holidays. Leave should be arranged in advance with the Vicar.

The line manager for the role will be the Vicar, Rev Lucy Davis

The rate of pay for 20 hours is £12,000 -14,000 per annum, depending on experience paid monthly by BACS. Remuneration will be reviewed annually in January. Overtime is not normally available.

Appointment will be subject to enhanced DBS clearance and compliance with the Asylum and Immigration Act 1996.

For an informal discussion about this post, you may like to speak to the Vicar 01234 354234 or vicar@standrewsbedford.org or come and visit us on a Sunday morning.

More details from www.standrewsbedford.org