

## JOB DESCRIPTION

Job title	Family Minister
Contract	Permanent (on going)
Salary	£23,000 - £27,000 pa (subject to experience)
Hours	Full time 37.5 hours p/w (or Part time Pro rota)
Location	St Luke's Church, Sway, Lymington
Reporting to	The Vicar



### St Luke's Church Sway

Sway is a noticeably vibrant interactive village community of around 3,500 people, in which St Luke's Church plays an integral part, with many activities connecting the church with the wider village community. Situated at the southern edge of the New Forest, close to the coastal town of Lymington, its inhabitants are able to enjoy the benefits of both the seaside and the forest.

St Luke's enjoys a close relationship with the local Ofsted "Outstanding" Church of England primary school of some 200 children. Our re-ordered church building offers modern facilities, of which the school take advantage, for Christian festivals and leavers' services.

There are approximately 180 worshipping members of our church. There is an under-representation of younger families attending our fellowship, although we do have a core group of families with children who attend church on Sundays. Nevertheless, the Gospel is presented to children, through many week-day activities at school (school assemblies and "Open the Book") and in our church hall with Messy Church and a Baby Group. There is also a community run Toddler Group. However, we long for many more families to deepen their engagement with Jesus and the church.

You can find further information about St Luke's on our [website here](#)



### About the Role

The position of Family Minister is a permanent one and will suit someone who is Spirit filled and with a love of Christ, who is committed to sharing their faith within our community. The role is strategic, motivated by a vision to see more young families become fully involved in the life of the church, so that Christian faith and fellowship continues to thrive and influence life in the village of Sway and beyond.

The role is hands-on, but also involves leading and working closely with volunteers and delegating responsibilities as required. Communicating and

sharing the vision for the work is the key to encourage increased collaboration and participation from within our fellowship.

*Our prayer is to bring more families into our church family:*

- *By mobilising our whole fellowship to reach out to children, youth and their families in our community,*
- *By teaching and revealing the love of Christ,*
- *By encouraging the development of faith in Christ,*
- *By discipling and walking alongside these families seeking to grow their faith.*

### **Roles and responsibilities**

The role is wide-ranging covering a series of steps from the introduction of the Bible to the very youngest, through to full involvement of 'seekers' into our fellowship. The Family Minister will need to encourage the whole-hearted commitment of the whole church to participate collaboratively in our outreach to families. Each activity contributes to achieving the aims as set out above.

Whilst the job description describes our current activities, **it should be noted the goal is more important than being too prescriptive in terms of how we do it. We are open to doing things differently and our new Family Minister may wish to develop our existing outreach activities or develop new ones.**

### **What you will bring to the team**

The ability to:

- Oversee safeguarding as a priority of all family, youth and children's work in conjunction with the safeguarding team.
- Communicate regularly the vision for Family and Youth Work throughout the church, in order to obtain commitment to the various needs to welcome, teach, disciple, and involve families and accordingly to change and develop our existing practices.
- Harness the participation of the whole church family to support the ministry through volunteering and prayer. This will require an ability to lead and work with all ages, from the youngest children, through to youth, young mums, older and experienced members of the congregation up to those of grandmotherly/fatherly status.
- Lead, develop and care for teams of volunteers to assist in the planning, leadership and active involvement in each of the roles below. Recruit, encourage, co-ordinate and delegate to volunteer teams, involving both members of our fellowship and those parents or carers who wish to take part.

### **Key Tasks**

- Lead or oversee St Luke's Mums & Babies Group and support a Mums & Toddler Group (Little Sunflowers). Encourage the helpers who run these activities.

- Oversee “Open the Book” on a weekly basis at St Luke’s School, to present and act out Bible stories to the children and support the school as they teach “Laying the foundations of life”.
- Take part in other school activities, such as leading assemblies when required, and organising small groups for storytelling and bible study.
- Welcome St Luke’s School to our church building for festivals and other services, encouraging and involving children, teachers and parents/carers.
- Run Messy Church once a month for primary school children, offering hospitality and welcome. Provide opportunities to get to know each person, whether a child, a parent or a volunteer; and to introduce children and their parents to all-age church.
- As a member of the church leadership team, support the development and implementation of the Parish Mission Action Plan.
- Invest time with families - especially our group of core Sunday church families.
- Pray, plan, teach and lead in a range of worship services enabling families, young people and children to connect with Jesus.
- Participate in our informal Sunday worship services and be part of the service leadership team.
- Help develop services which are widely accessible, and which encourage inter-generational participation - the goal being to create services which are interesting and engaging for both adults and children; and which give adults an opportunity to participate in children’s ministry.
- Take a strategic role as part of the team, to deliver special all age services for children and families for example - Mothering Sunday, Easter, Harvest and Christmas.
- Oversee a team to deliver our Kids Church (Sunday Groups) and creche (as required) providing children with an enjoyable time of worship; teaching them Bible truths through play, crafts, storytelling, acting and film clips; encouraging parents or carers to participate in inter-generational worship.
- Communicate (including through social media) to parents to raise the engagement of St Luke’s children and families work and to communicate information about events and services.
- Be available as pastoral support for school and church families.
- Carry out administrative tasks such as maintaining records, taking attendance, writing risk assessments, and the management of the Family Ministry budget.
- Coordinate and ensure rooms and events are set up in advance, which may require moving and lifting of tables and chairs.
- Willingness to work flexibly and take on new roles and tasks as needed to perform the role and support the work of the church.

**Note:**

- *Open the Book, is a way of telling Bible stories through acting during school assembly and at church services.*
- *Messy Church, is fun for children and their parents together and a fresh way of worshipping and presenting the Gospel through craft work, singing, storytelling, prayer and the hospitality of a meal.*

- *We currently run successful Youth Clubs, but these enjoy less engagement with the whole family and stretch our volunteer base.*

### **Experience**

- A proven record of performance in Family Ministry.
- A strategic understanding of the ways in which Family Ministry can develop into long term church growth.
- An ability to plan and implement change.
- An ability to work with, share faith and collaborate with all ages, but especially with children and their families, both in the community at large and within the church fellowship.
- Enthusiasm for and involvement in the work of our local church primary school.
- An understanding of and drive to work in an inter-generational ministry.
- A creative flair for developing and implementing 'seeker' type activities, amongst all ages.
- A proven ability to select, work with, oversee and delegate to a volunteer team.
- Be a good team member.

### **Hours**

- We are advertising the position as full time (37.5 hours) but we welcome applications and informal conversations from people available and skilled for separate parts of the role on a part time basis.
- A flexible working pattern for when and how the hours are worked can be agreed before an appointment is made.
- It is anticipated that staff will be active worshipping members of St Luke's church and contribute some additional hours in the life of the church in the same way other members contribute over and above their work hours.
- It will be necessary to work Sundays, some Saturdays, evenings and Christian festivals as required.
- Holiday 25 days (pro-rotta) plus Bank Holidays

### **Miscellaneous**

- The Vicar will undertake line management, covering work and pastoral issues, and will regularly review progress, ensuring that new ideas are implemented in collaboration with other relevant team members.
- Regular reports to the PCC (Parochial Church Council) will also be required to measure progress and enable decisions to be made.
- As a member of the church leadership team, the post holder will support the development and implementation of the Parish Mission Action Plan.
- There is a genuine occupational requirement for the successful applicant to be a committed Christian
- The post holder is encouraged to meet with a person of their choice for spiritual support and prayer on a regular basis.
- Pension scheme subject to meeting the eligibility criteria
- Please see the Terms and Conditions of Employment for further information.