



## **Children and Families** **Worker/Co-ordinator**

**St Andrew's, Westlands  
Newcastle-under-Lyme**

### **Welcome**

We are looking for someone to continue and develop our ministry and outreach to Children and Families. This is an established post, taking up the continuing challenge of finding ways of passing on the Christian faith both to those whose parents are part of the church and to others in the community too.

### **We are looking for...**

- Someone with an enthusiasm to lead, enable and develop our ministries to children and families, offering biblical teaching and social activities to help build a life-long faith in Christ and to encourage personal growth.
- Ideally, we would like to appoint a candidate with maturity and experience in this area of ministry, to take a significant responsibility for strategy, co-ordination, and encouraging & equipping volunteers.  
We are however also open to candidates at a much earlier stage in their lives and professional development, and a job description will be tailored to fit the individual appointed.
- We expect the candidate's strengths and passions to impact significantly on how the role is carried out, utilising any particular gifts, talents and skills e.g. music, drama, art or crafts, sport etc. We are also open to the agreed job description allowing those with experience in other areas to use these skills as well (e.g.

preaching, speaking at all age services, adult pastoral ministry, women's pastoral ministry)

- *The previous post holder was appointed in 2018, although sadly having to take sick leave since developing a serious health issue this January, and leading to her recent resignation. We are however blessed with a number of committed and gifted volunteer leaders and helpers, who have taken the lead over the last 6 months.*

### **Details**

#### **Church-based programme**

- a) Sunday Mornings.  
Most weeks of the month we offer a Sunday Club for children. We see this as a priority ministry, at present focussed on a single 3-11's group. Though the post-holder will take the main lead with this, we'd aim to enable them to be part of our adult 10.45 worship once each month.  
We'd also envisage the post-holder also contributing significantly to our monthly all-age worship service.
- b) Messy Church.  
We envisage the post-holder either taking over as the co-ordinator or being part of leadership team of 2 or 3 heading up this ministry. For many years our monthly messy church on Saturday afternoons has provided St Andrew's broadest contact with parents from the local community (and of course their children too!) We will also continue to encourage any with a desire to go deeper to explore other aspects of our ministry.
- c) Little Sparklers.  
A weekly stay-and-play group for parents and children, including bible story and songs to share something of the Christian faith
- d) Co-ordinating an Annual summer Holiday Bible Club week
- e) Weekly after-school Xcite group – currently for 9-13's

## **Schools' Work**

- a) Taking the main lead for weekly assemblies for KS1/KS2 at 3 local primary schools.
- b) Two weekly after-school clubs in Langdale Primary: re-starting their KS2 Rock Solid after-school club; and supporting the 3 leaders serving the 15-20 members of their KS1 Stepping Stones club.
- c) Offering support for the RE curriculum; including hosting primary school visits to the church building. One additional possibility could be to offer 'Walk through the bible' sessions for Yr5 or Yr6 classes.

## **Other aspects of the role**

- **Recruiting and supporting volunteer leaders**  
It will be important to encourage existing leaders to grow in confidence, and to recruit and arrange training and support for newer leaders too.
- **Ministry to parents**  
The post-holder will be expected to take and make opportunities to engage with parents, partly through informal conversations, with some home visiting, and maybe arranging occasional special events, or facilitating a parenting course or enquirers group.
- **New avenues for Outreach and Evangelism**  
Possibilities for this could include: inviting primary classes to an activity/reflection day at the church; recruiting volunteers to present 'Open the Book' in schools; 'godly play', exploring ministry in two nearby special schools (KS3/4) etc.

## **Management of work**

The post is overseen by a committee who currently meet 3 times a year. The plan will be to meet with the vicar for a weekly line management meeting to discuss ministry. We will also negotiate a pattern for prayer, bible study and reflection together on most

weeks (or more often if desired). You will participate in an annual process for appraisal, review, setting objectives and will also need to produce a termly prayer & information leaflet for church members. Previous workers have also valued periodically meeting with an experienced church member to provide confidential pastoral support, independent of line management. In addition there is a diocesan network, and external advice and support available from Laura Edwards, their Evangelism Enabler (0-12 focus)

## **Person specification**

### ***Essential***

1. Is a practising Christian who is committed to a biblical faith, has a regular prayer life, and is in good standing with the local church and wider community
2. Has a passion to share the Christian faith with children and their families and is proficient at publicly speaking to children about the good news of Jesus.
3. Has proven experience of Christian children's ministry.
4. Is proficient in forming ongoing professional relationships with children, and also able to relate well to the adults they will encounter e.g. as parents/carers, or those who support the post by their prayer/giving.
5. Is capable of working alongside our existing children's work teams, arranging appropriate training, and recruiting and developing new leaders and helpers.
6. Flexibility with working hours - a regular working week will include Sunday mornings, as well as some Saturdays and evenings.
7. Is extremely reliable.
8. Is self-motivated and can work independently. Office space will be available in St Andrew's, although some element of working from home will also be considered.
9. Is capable of independent transport in the South Newcastle locality.

10. Good standard of written English (email, writing letters etc.) and spoken English (public-speaking, presentations).
11. Basic ICT Capabilities i.e. proficiency with email, the internet and producing documents; willingness to use social media for publicity.
12. Flexibility and willingness to learn, to try out new ideas and types of ministry, and to participate in appropriate continuing ministerial/professional development.
13. A commitment to work within the safeguarding principles and practice of the Church of England and St Andrew's. Our policy is [here](#)

The post-holder will be expected to become part of our worshipping community, getting to know members of our congregation. We will endeavour to develop a working pattern which enables him/her to both give and receive ministry.

#### ***Desirable***

1. A relevant qualification (e.g. in Christian children's ministry, or a teaching qualification)
2. Has experience of working in primary schools
3. Has the Experience or Potential for using ICT skills in ministry

#### **What we offer**

The post available is full time 37.5 hours per week. Salary: £24,000-30,000.

We would also consider a part-time appointee who was able to offer 20 or more hours per week; or would prefer a term-time only contract (salaries being adjusted pro rata.)

The post-holder will be auto enrolled into a pension scheme which is funded at 4% by the post holder and 4% by the church, although it is possible to opt out of this.

Following a 6-month probation period, this will be a permanent appointment, with five weeks paid leave annually in addition to bank holidays.

Recruitment is subject to an enhanced DBS check, with barred list check.

Where candidates without qualifications and with less extensive relevant experience are being considered, appropriate training will be discussed.

The position is available from Sept '24, but if needed we would be willing to delay the start date by several months for the right person.

#### **Further Questions and Application Process**

We'd very much welcome an informal conversation on the phone with anyone who thinks that they might be interested in the post. Please contact Andrew Dawswell, vicar of St Andrew's on 01782 619594 (If you're struggling to catch him, do email [ja.dawswell@googlemail.com](mailto:ja.dawswell@googlemail.com) leaving your phone number)

Some additional information about the Westlands area and St Andrew's is also available [here](#)

An application form can be downloaded [here](#) and should be emailed to [ja.dawswell@googlemail.com](mailto:ja.dawswell@googlemail.com) Please apply as soon as possible (applications will remain open until Monday 16th Sept 2024, assuming that we do not find a good candidate before that date)



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