

# St. Peter's Church, Hersham

ATTRACTING, ENGAGING, INVOLVING

St Peter's Church is an Anglican Church in Hersham, Surrey. Our average Sunday morning attendance was 80 adults and 15 children, in addition to our monthly All Age Worship and other services that are aimed at the whole Church family. We also run a popular toddler group in our church hall and undertake various initiatives to keep in touch with all our Church family, including ways to help younger families to develop the Christian faith within the home.

We believe that together we can grow our children's and families' support programme within our Christian community and beyond. This belief is strengthened by our ongoing work with our local schools and the excellent relationship with them. It is also in line with one of the goals as identified by the Diocese of Guildford of which we are a part.

In the last two years, we have also seen growth in the number of families through our baptisms and have started a new 'Breakfast Praise' service to develop these relationships and we would hope to build on all these opportunities.

We believe it is essential to grow the involvement of young people within our Church in order to maintain the important work we do in the community and to spread the Christian faith; and key to this is reaching out and further developing relationships with the families we meet during the week. To this end we have restructured our leadership team and as part of this are seeking to employ a part time Children's and Families' Coordinator (20 hours). This post is initially a two-year contract, with the possibility of extending to a permanent position.

The post carries an occupational requirement to be a practising Christian, in accordance with the Equality Act 2010.

## **Part Time Children's and Families' Coordinator**

### **Job Purpose**

- To build relationships with children and young people in the Church and community and, with other team members, to encourage their participation in the Christian community, faith and development.
- With the support of volunteers, to enhance the Church's support programmes to children in order to grow our church family.
- To help young people develop and grow as individuals and as members of society.
- To develop relationships with the families we meet during the week, through our schools' work and toddler group.

### **Accountability**

- The vicar as supported by the strategic group leaders.

### **Responsible for**

- The successful applicant will be responsible for the day-to-day leadership of this important area of the Church's work.
- The coordination and motivation of volunteers in our children's groups and services.

- Developing new initiatives to grow our children's support programmes.

## Relationships

- The vicar, curate and ministry team, group leaders, the PCC, Bell Farm Primary School, Burhill Primary School, baptism families, our church and toddler group children and their parents, the Diocese of Guildford.

## Hours

- You will be expected to work 20 hours a week, including Sundays and Thursday mornings during term time and to attend regular Diocesan training. You will generally work during normal office hours however there will be the requirement to work (within the 20 hours stated) some periods out of normal office hours in order to be able to support and attend the applicable programmes (hours, for example, may vary during school holidays). You will be available for all the main seasonal services, such as Harvest, Christmas, and Easter and at other times as directed by the vicar. We would also expect the person to participate to a reasonable extent more widely in church events and activities as a member of the regular Church community (in addition to their paid work).

## Responsibilities

Responsibilities will develop over time but are likely to cover a range from the following as the role develops:

### Sundays:

- To oversee the Sunday morning children's provision, including participation in our Breakfast Praise service for under 5s and their families and leading our children's Sunday morning groups.
- To develop intergenerational links in our Church's activities.
- To encourage children and their families to actively participate in services and in the life of the Church.
- To be involved in planning and leading our monthly All Age services.
- To contribute to other seasonal services and activities involving children and their families.

### Weekly/Monthly:

- To provide spiritual input and build relationships with families attending our weekly toddler group.
- To lead and participate in school assemblies, school visits to the church and services as directed by the vicar.
- To manage the volunteer team for children's activities.
- To engage with the local primary schools as agreed with the vicar.

### Other:

- To lead in the recruitment of volunteer leaders and teams in consultation with the vicar.
- To work closely with the vicar and other team leaders to ensure good transitions across age boundaries for children and families.
- To undertake administration, communication, networking and publicity as required.
- To present a termly report to the PCC.
- To attend baptism preparation sessions and assist in the follow up of these new families.

### General:

- To collaborate with the PCC and vicar to develop and grow the vision for work with children and young people.

- To comply with the PCC's Safeguarding Policy at all times and complete all necessary safeguarding training.
- To attend St Peter's Church and to play a full part in the worship life of the community.
- To ensure that the needs and concerns of children and families remain a priority in the church and to encourage prayer and support.
- To attend training and development days run by the diocese and others, by agreement with the vicar.
- Other tasks and responsibilities in consultation with the vicar.

	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>• 2 – 3 years' experience leading children or families support programmes (could be as a volunteer)</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of building teams of volunteers</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of the Christian faith and core elements of the Bible and the ability to communicate nuanced ideas</li> <li>• Understanding of safeguarding and its application</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Good pastoral skills</li> <li>• IT Skills, proficiency in MS Office</li> <li>• Social media awareness and ability to use in the support programmes</li> <li>• Ability to communicate to a variety of audience types in a variety of contexts</li> </ul>	<ul style="list-style-type: none"> <li>• Above basic IT skills are useful</li> <li>• The ability to delegate tasks clearly</li> </ul>
<b>Behaviours</b>	<ul style="list-style-type: none"> <li>• We are an Anglican church and expect the candidate to live a lifestyle commensurate with our values and ethos</li> </ul>	
<b>Personal</b>	<ul style="list-style-type: none"> <li>• A practising Christian, comfortable and open to sharing their faith with children and Church families and comfortable working in a church environment</li> <li>• A baptised member of a church and willing to undergo confirmation</li> <li>• A self-motivated team player, able to inspire others</li> <li>• Flexible and innovative, adapting to change</li> <li>• A satisfactory DBS Check at an enhanced plus level</li> </ul>	<ul style="list-style-type: none"> <li>• A baptised and confirmed member of the Anglican Church</li> </ul>