

Children and Families' Minister Job description

- Title: **Children and Families' Minister**
- Employed by: **St Mark's, Newnham**
- Responsible to: **Priest-in-charge, the Revd Rachel Rosborough, and the St Mark's PCC**
- Hours: **15 per week approximately** (but workload is heavier in term time and much lighter during school holiday periods, and there will always be some variability week to week.)
- Salary: to be confirmed but in line with Diocesan Guidelines
- Aims: **To lead the parish in its work with and outreach to children and young people and their families**
- DBS: Enhanced required
- Driving licence and car: useful but not essential
- First Aid: Paediatric First Aid training is essential but can be completed in post.
- Godly Play: training in Godly Play is highly desirable but not essential.

Current Work to be Sustained and Developed

Junior Church and Fourth Sunday All Age Communion (c. 3 hrs pw)

The Children and Families' Minister (C&FM) will be expected to worship at St Mark's each week at the service most appropriate to his/her role - in practice, currently the 10 am service.

- Support for and coordination of three groups (3-6 years, 7-11, 11-14) within Junior Church, which takes place during the 10 am service on the first, second and third Sundays of each month, except during school holidays (following Newnham Croft term dates) when there is no Junior Church. The C&FM organises the volunteer rota for leading each group and is also responsible for overseeing all three groups. She/he may lead one of the groups, as needed, depending on where there are gaps in the rota.

At the moment the groups are as follows:

- The youngest group usually have a short Bible story followed by a related simple craft activity or free play.
- The 7+ group have a Godly Play session, and the C&FM would ideally have some training in Godly Play. (A one day training course has previously been held at St Mark's, and was well-attended, so perhaps the C&FM could arrange another one day Godly Play training day, which could cover some of their own training needs as well as widening understanding of Godly Play within our congregation.)
- The 11+ group have a short Bible study session, usually based on one of the passages from the Lectionary. This is followed by an opportunity to respond to the passage creatively using art materials.

- Participation in the planning and leadership of fourth Sunday All Age Communion Services and other seasonal All Age services (e.g. Mothering Sunday, Harvest etc.)
- Providing materials for children to use in the pews during All Age Communion services during the school holidays, and at other times if required.

Messy Church

Messy Church is a monthly service including play and crafts, for children and families, held monthly on a Tuesday afternoon from 3.30 pm until 5 pm, (usually on the third Tuesday in the month, except when that falls in a school holiday). This is followed by a family evening meal in the Community Centre. St Mark's has a well established Messy Church team, and a format for the afternoon which has been very successful in attracting pre-school and primary school aged children and their families, many of whom don't attend church on a Sunday. The C&FM would be expected to:

- organise and plan each monthly service, starting with a planning meeting with the rest of the team, and then emailing a detailed plan to team members outlining the activities and who is responsible for each;
- publicise the service on Facebook, in the Newnham Croft School weekly newsletter, in SEEK and the weekly church pew sheet, and by emailing parents and carers in advance. Also post notices on the church notice board, and give notices at Toddles on the two sessions before a Messy Church;
- work intensively every third Tuesday from around 12.30-6.30, setting up, organising volunteers in the Church, liaising with the catering team, hosting and leading the service, attending the meal and chatting with those there, and finally helping to clear up, recording the service in the service book and counting the collection.

M&Ms Youth Group

This group for teenagers has been run in collaboration with Trumpington, meeting twice monthly on Sunday afternoons. Group sessions alternate between exploration of Christian faith and social events. Membership is drawn from both Newnham and Trumpington. The vicar of Trumpington moved on in June 2018 but was the main leader of the group, with others in support/assistant roles. Parents have also volunteered to help with activities such as Go Ape, go-karting, archery and a bake off.

- Ideally the C&FM needs to be able to take a lead in developing a vision for our work with young people, in conjunction with others in Trumpington and Grantchester if possible.

Toddles

Popular and long-established toddler group for carers and children up to school age. Meets on Monday and Thursday mornings, 9.30 to 11.30 during term times in the Community Centre. Run by Hannah Bruce (paid, self-employed). Coffee and conversation is provided by church volunteers on a rota basis.

- The C&FM would have oversight of the group, along with line management of the leader.
- Attendance for part of the session to build relationships with local parents and carers and to advertise other church activities such as Messy Church (see above).
- Running the group if leader is sick, on leave etc - or if that is impossible, putting up notices to let people know Toddles is cancelled.

Bumps to Babes

Pre- and post-natal support group for parents, while pregnant and with babies up to one year, in the Community Centre. Older siblings may also attend. Run by Hannah Bruce on Thursdays after Toddles (11.30am until 12.45pm). Coffee and biscuits are provided and left by church volunteers at the beginning of the session.

- Oversight of the group, line management of the leader.
- Occasional attendance for part of the session at the C&FM's discretion.
- Running the group if leader is sick, on leave etc - or if that is impossible, putting up notices to let people know the session is cancelled.
- Oversight of the room use to ensure it is left appropriately and securely.

Local Primary Schools and Nurseries (Newnham Croft)

- Liaising with the Open the Book team regularly, and if possible, occasionally attending assemblies and rehearsals during term time.
- Coordinating and being present for educational visits to the church from the school and local nurseries.
- Developing other contacts made with the school through, e.g. provision of Godly Play sessions for KS1 and "It's Your Move" booklet given to all year 6 pupils in the summer term.

Other regular responsibilities

- Friday Story Time. This "Godly Playgroup" is led by an experienced voluntary Godly Play practitioner (Dani Redhead) and meets on Friday mornings during term time. The C&FM would have oversight of this group, and may choose to attend from time to time. (However there is no need to provide illness cover – if Dani is unavailable, the session is cancelled. Dani is also responsible for publicising the group through posters and emails.)
- Planning and administration. In addition to those planning and organising activities mentioned above, the C&FM is expected to draw up the necessary rotas, keep and use up-to-date contact details and email lists, prepare risk assessments and undertake other planning and administrative tasks as necessary. Also to provide reports to the PCC as requested in advance of their meetings.
- Publicity and social media. The C&FM is responsible for the Children and Families' Minister Facebook page, and is expected to use this as well as regular emails to families, notices on the church noticeboard, posters in the community, and notices in SEEK and the weekly pew sheet, to publicise all children's activities in the parish (with the exception of Friday Story Time). The church website also needs to be kept fully updated on activities for children and families.
- Maintenance of resources: The C&FM will purchase, collect, make and maintain resources for the above activities as required. Resources are stored in the Small Hall in the Community Centre.

Other Expectations and Requirements

The clergy and ministers of Trumpington, Newnham and Grantchester meet for Morning Prayer on Tuesdays at St Mark's. The C&FM is invited to join them.

The C&FM would be expected to take part in relevant extra-parish networks (e.g. Diocesan Children and Youth Workers' Network, Cambridge Godly Play Circle) and undertake training as appropriate and available. Godly Play training and paediatric First Aid training has already

been mentioned. It is also a requirement to attend the Safeguarding Training run by the Diocese of Ely (levels 1 and 2) as soon as practicable after appointment. In addition, the C&FM would be expected to look out for relevant local training events suitable to their role. Costs for such events can be met by the PCC if agreed in advance. From time to time opportunities for mission and outreach will occur or arise from existing projects. The C&FM needs to be open to nurturing such new developments as they arise. Many of the activities currently undertaken take place during school term time only. The expectation is that more time will be spent in planning and administrative tasks during school holidays, and that more activities will be developed to take place then (e.g. holiday clubs, "playtime in the park" meetings for parents with pre-school aged children, etc.) The C&FM is expected to be in the parish for Easter and Christmas services, but may take holiday immediately afterwards. In general, holidays should be taken during school holiday times, except where there are special circumstances.

The C&FM needs to be good at working within a team and able to inspire others, but also able to take the initiative and work independently. Good networking and collaborative skills are essential. Support will be provided by the Vicar and the PCC. Line management will be exercised through regular meetings with the C&FM's designated supervisor (Rachel Rosborough).

Expenses will be met in full by the church and should be submitted directly to the Treasurer.

Applications for the above post should be addressed in the first place to:

The Administrator, Poppy Crooks, c/o St Mark's Church, Barton Road, Cambridge, CB3 9JZ or by email to administrator@stmarksnewnham.org

Questions or requests for further information can be addressed to:

the Revd Rachel Rosborough, rachelrosborough@hotmail.com, 01223 845634