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| Being rooted and growing in the love of God; sharing Jesus and serving people in Grenoside and beyond | **Families & Children’s Workers:**  **Job Description & Person Specification** | Joyfully connecting Jesus with the community of High Green through a shared journey of hope, service and love |

**Post Information:**

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| **Aim** | To support both parishes in fulfilling their mission statements in the area of ministry amongst families and children. |
| **Context** | St Mark’s Grenoside and St Saviour’s High Green are two Anglican churches in the north of Sheffield. They share an open evangelical heritage touched by renewal and there has been a history of links between the parishes. In recent years they have become part of a Mission Partnership or cluster along with St John’s Chapeltown and St Mary’s Ecclesfield. This is in response to the initiative in Sheffield Diocese to help parishes work in partnership together in a time of reduced resources coupled with mission opportunities. Since May 2014 St Mark’s and St Saviour’s have been sharing one Vicar and a Families & Children’s Worker since June 2015 as a response to the challenge to reimagine ministry in a mission context.  Grenoside is a suburban village with moderately expensive housing. It has many professional people living in the village. High Green is a former steel and mining village with two older council estates. It has significant urban deprivation but newer more affluent estates have been built in the parish in recent years.  Both churches are passionate about mission and historically have had strong children’s ministry. However, this ministry has weakened in recent years and is at a particularly low ebb at St Saviour’s. In reality much of this work is pioneer ministry – especially in High Green which has not been responsive to mission in recent decades – and requires the post holders to be visionary, creative, missional and resilient. The Vicar and the two PCCs are determined to reverse this trend, primarily through these posts. This is the top mission priority for both parishes.  A full time worker was appointed in June 2015 but is leaving Sheffield at the end of 2016 prior to getting married the following year. Much good work has been undertaken and the churches are sorry to be losing her. |
| **Ministry Focus** | The posts are focussed on young families and children aged 0-13 (year 7 is included to cover the transition to secondary school). |
| **Post** | The two PCCs seek to appoint two part time workers, 20 hours per week each. The posts are available as a job share. A worker is required separately at each church on Sunday mornings and there will be a tendency for each worker to be primarily but not exclusively attached to one church. Other than this, the deployment of the two successful candidates will be determined by their gifts, abilities and time availability. It is vital that positive and creative team working will develop such as will benefit both churches – but within the hours available. It is expected that the post holders will be able to be flexible in how these hours are worked, relating their time to the needs of the ministry. Some evening and weekend work, additional to Sundays, will be required. Overtime will not be paid, but time off in lieu can be taken. There are eighteen days holiday each (plus bank holidays where appropriate), including three Sundays (this can be negotiated). |
| **Salary** | The salary is £11,000 per annum per post. Appropriate expenses will be paid. |
| **Funding** | The posts are funded by the two PCCs and are not dependent upon grants etc. There is no specified time limit to the posts. |
| **Community** | The PCCs would hope that the successful candidates would live in our communities, but we recognise that this is not always possible with part-time working. |
| **Occupational Requirement** | It is an occupational requirement that the post holders are Christians under the terms of Schedule 9 to the Equality Act 2010. |
| **Start Date** | The start date is 1st January 2017 or later; this will be negotiated with the successful candidates. We recognise that current employment, accommodation or personal and family issues may affect the start date. We are desirous to appoint the right people and are willing to be flexible over a start date. |
| **Safeguarding and DBS** | The post holders are required to obtain and maintain satisfactory DBS clearance for the entire duration of employment. The post holders will be expected to be involved in training and providing active support in this area. |
| **Pension** | A pension contribution is offered through the Government’s NEST scheme. |
| **Employer** | The employers are the PCC of St Mark’s Grenoside and the PCC St Saviour’s High Green jointly. |
| **Accountability** | The post holders are accountable to the Joint Families Ministry Management Committee - JFMMC. This group has planned the processes linked to this post. Once the posts are filled the group will continue to meet at least thrice yearly to oversee the work. The group will report back to both PCCs regularly and the post holders will be expected to attend PCC meetings when required. |
| **Line Manager** | The Vicar. |
| **Annual Review** | There is an annual review of the post holders which includes an external person. |

**Job Description:**

The following is an outline of what is currently happening in our two churches in regard to families and children’s ministry. However, the Joint Families Ministry Management Committee is very open to creative and entrepreneurial thinking. Therefore if the successful candidates bring coherent and cogent thinking to this ministry, there is room for fresh and alternative patterns of delivery.

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| **Ministries:** | **St Mark’s** | **St Saviour’s** |
| **Sundays** | | |
| Lead, coordinate, resource, and inspire Sunday children’s ministry at two morning services. St Mark’s at 9.30 and St Saviour’s at 11.00am. | Already in existence, but needing leadership. | Already in existence, but needing leadership. |
| Develop a Families Ministry Team(s). | Working and developing the existing team through encouragement, coordination, resourcing etc. | To be further developed. |
| Minister in leading Baptism and All Age Worship services. Organise and undertake Baptism visiting and preparation. | Working with the Vicar & Ministry Team.  Our Baptism services are vibrant and well received. | Working with the Vicar & Pastoral Team.  Our Baptism services are vibrant and well received. |
| **Midweek 0-5s** | | |
| Building relationships with existing toddler groups | There are three toddler groups already existing with varying relationships to the church. | A toddler group exists and, under new leadership, is now in a very positive relationship with the church. |
| **Midweek 0-11s** | | |
| Minister at Snapshots Service (Wednesday afternoon family service/fresh expression). | - | This pioneer service needs new energy and direction. It is currently in numerical decline. |
| **Midweek 6-8s** | | |
| Lead monthly Messy Church | Already running and is well supported. | Already running but is not well supported. |
| **Midweek 9-12s** | | |
| Initiate Weekly Kids Club | Blaze is running. | To be initiated. |
| **Other** | | |
| Schools work | In 2015 we were asked to cease our assemblies in the local primary school but we are hoping to build a new relationship with it. | Opportunities are very limited but we seek to create new packages which might be well received. |
| Baptism visiting and preparation | Working in partnership with the Vicar. | Working in partnership with the Vicar. |
| Lead Holiday Clubs | - | Currently two per year. The last had to be cancelled but we hope to restart in summer 2017. |
| Initiate mums’ groups or equivalent | As appropriate | As appropriate |
| Initiate special events: alternative Halloween light party etc | Already happening | As appropriate |
| Holiday Clubs | - | Two per year. |
| Initiate parenting courses etc | As appropriate | As appropriate |
| Initiate Prayer Showers for expectant mothers and other creative group activities etc | As appropriate | As appropriate |
| **Future possibilities…** | | |
| To pave the way for future development of youth work and possible appointment of a part time youth worker, probably in some sort of partnership with the already well-developed youth work at St John’s Chapeltown. | | |

**Current Timetable:** (not including set up time etc)

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| **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
| 9.30am SMG Service / Children’s Work  11.00am  SSC Service / Children’s Work | 9.30 – 10.30am  Staff meeting | 10.00-11.30am SMG Baby Group | 9.30-11.00am SMG Wednesday Playgroup  Centenary Project links2 | 9.00-11.30am SMG Toddlers  9.30 – 1.00am SSC Little Angels | 9.00-9.45am Morning Prayer | 11.00am-1.00pm SSC Messy Church1 |
|  | 3.30-5.00pm SMG Messy Church1 | 4.30-5.30pm SMG Blaze | 2.00-4.30pm SSC Snapshots |  |  |  |
|  |  |  |  | 7.45pm SMG Ministry Team1  7.45pm SMG All Age Worship Planning Team3 |  |  |

Key: SMG = St Mark’s Grenoside, SSC = St Saviour’s High Green, 1 = monthly, 2 = fortnightly, 3 = quarterly.

Between the two successful applicants, these events have to be covered.

**Key Relationships:**

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| Vicar | Simon Bessant has been Vicar of High Green since April 2012 and Priest in Charge of Grenoside since May 2014. He chairs the Families Ministry Management Committee and line manages the post holders. Simon has been ordained for thirty-five years and has experience in various parishes and Diocesan ministry in leading paid and unpaid staff teams. |
| The other Families & Children’s Worker | It is essential that the two workers are able to work together positively in partnership. |
| The Joint Families Ministry Management Committee -JFMMC | The accountability of the post holders will be to this group. It currently meets three times a year. |
| Church Army Evangelist and Outreach Worker | Maureen Greaves has been at St Saviour’s for twelve years. She now heads up the community project and the Primetime ministry mainly amongst younger retirees. |
| Ordinand | Claire Williams is in the second of three year’s training for ordination. She is from Grenoside and will be made curate in July 2018. |
| Children’s workers volunteers | A key part of the roles of the Families Workers will be to minister closely with those currently working with children in our churches. The post holders will be expected to envision, recruit, support, train and resource volunteers individually and corporately. |
| Safeguarding Officers | Working effectively with the safeguarding (child protection) officers in both parishes is essential. |
| Church Wardens, Treasurers, Readers etc | The post holder will have working relationships with the lay officers of the parishes as necessary.  There is a strong Ministry Team at St Mark’s which meets monthly. |
| Congregations | The post holders will need to develop visibility, enhance communication and build confidence amongst the two churches through relationship building. This is essential for recruitment and retention of volunteers. |
| Centenary Project | This is a Diocesan initiative to provide children’s workers in parishes in South Yorkshire. The current post holder has found this to be a very positive peer group. |
| External agencies | It is expected that the post holders will develop relationships with other churches or networks, schools etc for ministry and mutual support. |

**Key Groups Membership:**

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| **St Mark’s** | **St Saviour’s** |
| Staff Meeting (currently Monday mornings) | Staff Meeting (currently Monday mornings) |
| PCC (as required – unlikely to be more than 2 per year) | PCC (as required – unlikely to be more than 2 per year) |
| Ministry Team (Monthly on Thursday nights) | Team Morning Prayer (Fridays) |
| All Age Worship Planning Team |  |
| Joint Families Ministry Management Committee | |
| Families Ministry Team(s) | |

**Person Specification:**

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| **Area** | **Essential** | **Desirable** |
| Personal | * Someone with youthful energy balanced by wisdom gained through reflection on experience. * Someone with an instinctive rapport with children. * Someone who is a self-starter. * Someone who can be a team leader but also be a team member in other contexts. | * Experience of working in team contexts. * An innate or developed understanding of emotional intelligence. * Experience of starting ministries or projects through to completion. |
| Faith | * A committed Christian with a personal faith, tested through experience. * Commitment to the mission statements of the parishes and aims of the Families Ministry. * A specific passion to see children finding and growing in faith. * Knowledge of the Bible and basic Christian doctrine. | * Experience of active church membership and evidence of work in church among children. |
| Knowledge | * An understanding of the reality of family life in contemporary living and the challenges to discipleship and mission in such contexts. * An understanding of child development and child faith development. * Have a working knowledge of safeguarding issues including role and professional boundaries when working with children and adults. * An understanding of patterns of family and children’s ministry in contemporary church life. * A desire to continue learning, especially through contacts with other churches and the internet. | * Hold a degree or other significant qualification in teaching, children’s work or children’s ministry. * Have a qualification in regard to Bible or Christian knowledge. |
| Skills | * Creating strategies for developing family work * Ability to be innovative, take initiative, be self-motivated, plan own work and that of others. * Ability to communicate effectively verbally and in writing to a variety of audiences. * Ability to relate to people of varying ages and conditions of life. * Ability to communicate the Bible and basic Christian doctrine attractively and effectively to young families and children, especially those who are unchurched. * Have strong interpersonal and listening skills * Ability to work flexible hours with effective time management. * Ability to lead and motivate others * Be computer literate. * Be social media savvy: valuing the positive whilst being aware of the negative aspects. * Ability to lead appropriate worship in the context of toddler groups, all age worship etc. | * The ability to play a musical instrument. * Artistic ability in other areas or sports ability * Be confident in art and craft activities for children. |
| Experience | * Experience of working with pre and school age children. * Experience of working with young mothers and fathers. | * Experience of working with a management committee or working groups. * Experience of working in schools. |
| Transport | * A full and current driving license along with a means of transport. |  |
| Safeguarding | * Full DBS clearance. * Recognition of the importance of safeguarding and the attention to detail that it requires. | * Safeguarding training. |

These expectations will be assessed by applications, references and interviews. The interview process will include activity with children.

**Additional Information:**

Potential candidates are invited to speak to any or all of the following:

Canon Simon Bessant on 0114 418 2036 or 07957 211319

Chris Knight, a parent from St Mark’s and a member of the JFMMC, on 0114 288 2898

Megha Nanjundeswar, a parent from St Saviour’s and a member of the JFMMC, on 07944 595411

Application forms are available for downloading on the following websites: [www.stsaviours.info/families.ministry/](http://www.stsaviours.info/families.ministry/)

and [www.stmarksgrenoside.net/page11.htm](http://www.stmarksgrenoside.net/page11.htm)

More information about both churches is available on [www.stsaviours.info/](http://www.stsaviours.info/) and [www.stmarksgrenoside.net/](http://www.stmarksgrenoside.net/)

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