**A logo of a bird

Description automatically generated**

**Full Time Children’s Minister (37.5 hours a week)**

**Job Specification**

Role: Children’s Minister

Responsible To: Rev. Tim Lewis

Employed by: Combe Down Parochial Church Council

Responsible for: Overseeing the ministry to children in HTCD (0 -11)

**The Role**

To lead children into faith in Jesus. You will be wholly responsible for co-ordinating and resourcing the delivery of existing children’s work at Holy Trinity Combe Down and for supporting work at St Andrews Community Church. You will develop new or refreshed provision in agreement with ministers and PCC. In all of the following to seek ways to invite people into faith.

1. **Sundays**

At Holy Trinity

* Plan, run and lead the children’s Sunday groups that encourage children into a personal relationship with Jesus. Directly and by managing volunteers.
* Lead the children into worship, doing so by personal example

For St Andrews

* Provide support to children’s team with planning and resources

2. **Outreach**

Combe Down Primary School

* Liaise with the School leadership over joint sharing of the buildings
* Provide pastoral support in times of crisis
* Soley responsible for a weekly lunchtime school club containing intentional Christian content.
* Lead the Open-The-Book team to deliver story time in HT for children of CDPS

Community

* Work, with the Families Minister, to run St Andrews Toddlers at St Andrews
* Run a pre-school ‘first church service’ group ‘Thankful Thursdays’ at Holy Trinity
* Run seasonal children and families’ events e.g. Halloween, Christmas and Easter.
* Run events at Holy Trinity for Christmas and Easter and After Easter for local primary schools.
* Run a summer holiday club either at St Andrews or Holy Trinity

3. Relational

* Build relationships with children both in church and with non-churched children.
* Build support for children’s ministry by inspiring and envisioning volunteers
* Build relationships with parents and provide an annual meeting for parents
* Maintain contacts with Children’s Ministers across the city to identify collaborative high-profile events.

4. Administrative

* Maintain accurate records compliant with Safeguarding requirements both in the church and the school’s policies
* Manage budget
* Produce rotas using Planning Center software
* Produce written or verbal reports to PCC
* Provide colleagues with accurate information for website, notice sheets and design of advertising about children’s events
* Keep first aid, food, fire safety and safeguarding and special needs awareness training up to date.

**Personal Attributes & Qualifications**

* A committed Christian (this is a Genuine Occupational Requirement), with a passion to see children transformed by Jesus through the power of his Holy Spirit and a heart for the ministry and people of this community
* Experienced in children’s ministry, formal qualifications in Children’s Work desirable
* A proven ability to communicate and motivate children, parents and volunteers
* Willing to become a worshipping member of HTCD
* Confident in working with Microsoft Office 365
* Strong organisational skills
* Eager to learn and develop
* Reliable and flexible
* Team playing skills
* Ability to work on own initiative

**Accountability**

The children’s minister is employed by the Parochial Church Council of Holy Trinity Combe Down and the line manager for this post is the Senior Associate Minister for Growth.

**Training and Support**

* A spiritual director will be encouraged.
* Ongoing training and professional development will be encouraged
* Regular supervision meetings will take place together with an annual appraisal with the line manager

**Other Details**Contract: Open-ended contract subject to a six month probationary period.

Employer: The Parochial Church Council of Holy Trinity Combe Down

Annual Holiday: 5 weeks (pro rata where applicable). No more than 5 Sundays be taken as leave. Leave to be taken during school holidays where possible

Contractual Hours: 37.5 hours per week – to include Sundays & staff meeting on

Wednesday mornings)

Salary: £28,000 p.a. pro rata plus pension.

Disclosure & Barring Service: An enhanced DBS check is required for this post

***Holy Trinity, Combe Down, Bath is a registered charity no 1129554***