

# Panshanger Church

Knowing God, Growing in the Holy Spirit, Going in Christ's Name

## Children and Youth Pastor/Specialist: Job Description

**Salary:** £21,000-£23,000 per annum (depending on experience)  
*Please note that no accommodation is provided with this post*

**Location:** Panshanger Church

**Hours:** Full-Time

**Responsible to:** Minister, Panshanger Church

**Type of Contract:** Fixed Term for 2 years initially, with the potential to extend after review

**Closing Date:** 3<sup>rd</sup> September 2019

**First interview:** 20<sup>th</sup> September, if successful you will then be invited to come to the church for a weekend at a suitable time

### Purpose of Job:

- To be responsible for leading our work among children and young people aged 0 to 17 years.
- To help children and young people to relate to and develop in their faith and Christian spirituality.
- To provide pastoral care and support for children and young people
- To build on and develop links with parents, local organisations, church groups, youth and children's workers, statutory bodies and funders.

There is a genuine occupational requirement that the post holder is a committed Christian.

### Key Duties:

1. Relating to children and young people with different needs within the church and across the wider community, explaining Christian faith in ways that encourage, interest and stimulate growth.
2. Planning, leading and organising a varied programme throughout the week to meet the spiritual and social needs of children and young people as well as special one-off events. This will involve some evening, weekends and residential trips.
3. Providing the pastoral care for children and young people.
4. Making links with the parents of children and young people in order to encourage them in providing for the spiritual development of their children.
5. Inspiring and encouraging children and young people in their spiritual lives and equipping them for outreach to their peers.
6. Preparing children and young people to deal with transition, within the church and into the wider world.
7. Empowering children and young people to have a say in the running of the church.
8. Encouraging and equipping children and young people to seek out and take up opportunities for ministry in the church.

9. As a member of the ministry team, representing the needs and views of children and young people.
10. Liaising with families/carers of children and young people as and when necessary.
11. Leading, supporting and equipping the existing teams and recruiting additional team members.
12. Line managing trainees and students who may be attached to the church.
13. Identifying and applying for grants that will enable the expansion and development of children's and youth work.
14. Keeping the Minister fully informed of ongoing and emerging issues.
15. Undertaking some administrative duties in order to fulfil these duties effectively.

**Other:**

16. Help, when necessary, with practical tasks outside the normal duties.
17. Ensuring that the church's policies are observed, with particular reference to safeguarding.
18. Engage in regular line management meetings and team ministry meetings.
19. Undertake any relevant training programmes.

**Main Working Relationships:**

The post holder will deal mainly with the Minister and the eldership team, and those involved in children's and youth ministry. The post holder will be expected to maintain good working relationships with all those who contact the church, with the ability to deal with the expected and the unexpected.

**Confidentiality:**

The nature of the job requires a high degree of confidentiality, tact and discretion when giving or receiving information which could be confidential.

## Children and Youth Worker/Minister: Candidate Specification

Skills and Abilities	Essential	Desirable	Tested By*
Able to demonstrate a passion for work among children and young people	✓		A/I
Good oral and written skills with excellent interpersonal skills	✓		A/I/P
Ability to work on own initiative and as part of a team	✓		A/I
Ability to remain calm under pressure	✓		A
Willingness to work flexible hours	✓		A
<b>Knowledge</b>			
Mature Christian faith firmly rooted in the authority of the Bible and led by the work of the Holy Spirit	✓		A/I
Knowledge of children and youth work principles	✓		A/I
Knowledge of issues concerning children and young people	✓		A/I
<b>Experience</b>			
Proven track record in children and young people's work and/or a related field	✓		A/I
Experience in dealing with church matters and pastoral/relational skills	✓		A/I
<b>Qualifications</b>			
A relevant children's or youth work qualification/ordination in one of our parent denominations and/or equivalent experience	✓		A/S
GCSE grade C or above in English and Mathematics or equivalent		✓	A/S
Confident with using Microsoft Office and good computer skills		✓	A
Holds a current driving licence		✓	S
* A: application form I: interview S: sight of documents			

Applicants invited for interview will be asked to provide original documents including proof of eligibility to work in the UK.

The successful applicant will be asked to provide two written references, one of which will be their current minister, or most recent employer.

It is a condition of the appointment that you hold an enhanced certificate issued by the Criminal Records Bureau indicating that you are not unsuitable for working with minors under the age of 18 and vulnerable adults.