



ALL SAINTS CHURCH WITLEY

The Church Office, Church Lane,
Witley, Godalming, Surrey GU8 5PN

Tel: 01428 681 872

Email: office@allsaintswitley.org.uk
vicar@allsaintswitley.org.uk

CHILDREN AND FAMILIES' WORKER (PART TIME)

Will you join with us and help every child at All Saints Church learn, love and flourish? Our new Children and Families' Worker will play a key role in ensuring the children of our community are deeply valued, lovingly served, enjoy church and develop both socially and spiritually within the larger parish family. If you are interested, we would love to hear from you. If you wish to know more about the role before applying, please contact our Vicar James by email, who will explain the role further.

Terms as per the **KEY TERMS** listed below and the **Job Description** attached:

- Salary** – £7,800 (£12.50 per hour).
- Time** – 12 hours per week.
- Overtime** – may occasionally be required and agreed in advance, linked to specific events and key times of the year, at £12.50 per hour.
- Holiday** – 72 hours (6 weeks equivalent); maximum of 6 Sundays each year.
- Pension** – a suitable workplace pension scheme will be included.

Applications: Please submit a one-page cover letter saying why you are applying for the post with an attached CV, to include two relevant referees (though kindly seek permission of these individuals prior to submission). All applications to be sent to the Revd James McKeran either by email to the office email or by post to the office address, both as stated above.

Applications Close: Friday 15th October 2021

Interviews: To be confirmed

All Saints Witley: Part Time Children and Families' Worker

Job Purpose

- To work with children and their families in the church and parish, and to further the church's ministry to them.

Accountability

- The Vicar (or otherwise as notified by the PCC).

Responsible for

- Managing Young Saints (the church's Junior Church programme on Sunday morning).
- Managing Little Saints (the church's weekly toddlers' group on Friday morning).
- Managing the quarterly Messy Church (held on a Saturday afternoon).
- Building relationships and developing discipleship with these children and their families.

Relationships

- The Vicar, the PCC, the local network of children and families' workers, children and their parents (and to a lesser extent Witley Infants School and Chandler Junior School).

Hours and Place of work

You will be expected to work 12 hours a week, including Sundays. Most work will be expected to be performed during normal office hours although there will be an expectation for some anti-social working.

You will be provided with a suitable working space in church for weekday activities and use of the adjacent Jubilee Hall on Sunday mornings.

Responsibilities

Sundays:

- To work directly as manager of Young Saints, including as leader in one of the Sunday morning groups.
- To encourage children to actively participate in services and in the life of the church.
- To be involved in monthly All Age services.

Weekly:

- To oversee Little Saints toddlers' group on a Friday morning.
- To manage the volunteer teams for Young Saints, Little Saints and Messy Church.
- To engage with Witley Infants and Chandler Junior Schools where appropriate.

Other:

- To manage the quarterly Messy Church and to participate in other seasonal events for children and their families.
- To assist in the recruitment of volunteer leaders and teams in consultation with the Vicar.
- To build networks and opportunities for discipleship amongst the children and their parents.
- To undertake administration, communication, networking and publicity as required.
- To attend, or prepare a report for the bi-monthly PCC meetings.

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.
- To attend All Saints Church and to play a full part in the worship life of the community
- To pray for the group members and leaders.
- 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 of Guildford and others, by agreement with the Vicar.
- Other tasks and responsibilities in consultation with the Vicar.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • 2 A levels (or equivalent) and 3 years' experience volunteering in Children / Families work or 3 years' teaching experience 	<ul style="list-style-type: none"> • A theological or teaching qualification
Experience	<ul style="list-style-type: none"> • 2 – 3 years' experience leading children or families' ministry (could be as a volunteer) 	<ul style="list-style-type: none"> • A track record of successful team building and volunteer recruitment / management
Knowledge	<ul style="list-style-type: none"> • Thorough understanding of safeguarding policy and its application in a parish context 	<ul style="list-style-type: none"> • A good knowledge of the Bible, with the ability to communicate nuanced ideas
Skills	<ul style="list-style-type: none"> • IT Skills, proficiency in MS Office • Social media awareness and ability to use in ministry • Ability to communicate to a variety of audience types in a variety of contexts 	<ul style="list-style-type: none"> • A full clean driving license • Music and / or drama skills • Video editing • First Aid and food hygiene qualifications (or willing to do both courses when available)
Behaviours	<ul style="list-style-type: none"> • We are a standard Anglican parish church and expect the candidate to live a lifestyle commensurate with our values and ethos 	
Personal	<ul style="list-style-type: none"> • A Christian comfortable working in a church environment • A baptised member of a church, and willing to undergo confirmation • A self-motivated team player, able to inspire others • Flexible and innovative, adapting to change • A satisfactory DBS Check at an enhanced plus level 	<ul style="list-style-type: none"> • A baptised and confirmed member of the Anglican Church