



**Job title:** Assistant Children Pastor  
**Team/Department:** Youth and Children  
**Reports to:** Youth and Children's Pastor  
**Principle location:** Christ Church Ware  
**Terms of employment:** Part Time: 15 hours per week  
**Salary:** 22-23k pro rata plus 8% pension

**Key objective of role:**

- To support the Youth and Children's Pastor in delivering their ministry programme.
- To plan and lead our children's ministry face-to-face contact time with a compassionate, kind and caring manner which values all.
- To plan engaging interactive activities which enable children to hear the Gospel and receive discipleship so that they can develop their own personal relationship with God.

**Role context:**

Christ Church Ware (CCW) is an Anglican church in the town centre of Ware. It is a growing, vibrant multi-generational community with a significant focus on families, youth and children.

We have approx. 80+ children on the register and want to be a place where children of all ages enjoy getting to know more about God, whether they are part of a regular attending family or children in our parish. We also have Join In half term events and other holiday clubs plus a significant involvement in local schools.

**Time Commitment and Structure:**

The time split initially is as follows, subject to some negotiation and review as role progresses:

Weekdays

- One morning and one full day
- Planning, preparation and resourcing time.
- Schools work and support- for example, leading assemblies
- Facilitating a children's group for Years 4-6
- Leading and supporting Children's Pastor initiatives
- Staff prayer

Sunday mornings

- Ensuring that Children's Ministry is effectively resourced. Leading groups as required and appropriate.

### **Areas of Responsibility:**

This role is a pioneering initiative for our children work at CCW. The assistant children's pastor would develop, in agreement with the Youth and Children's Pastor, a programme of work which could involve:

- 1. Overseeing the Sunday morning children church**
  - Ensure that it grows and develops in number, depth, impact and scope.
  - Oversee the development of each of the age specific groups for 0-11 year olds (crèche, bubbles, splash, extreme).
  - Identify and/or create suitable curriculum content and quality materials for each of the age-specific groups to use each week.
  - Identify and provide the best possible supporting resources for each of the age-specific groups within Children's Church.
  
- 2. Recruiting, training and developing the leaders/volunteers**
  - Nurture, develop, lead and support a dynamic, fun, passionate and committed team of volunteer leaders and helpers for Children's Church.
  - Organise and deliver a termly team training, planning, feedback and prayer event.
  - Recruit, train and mentor new volunteers to be involved in our Children's Church events and activities both on Sundays and at other times.
  
- 3. Overseeing an additional group/support Sunday school Years 4 – 6 during the week**
  - Start, lead and develop a weekly small group for children.
  - Identify, train and oversee small group leaders to take this on.
  - Ensure their ongoing health and viability.
  
- 4. Support the children's pastor in the delivering of assemblies and other initiatives**
  
- 5. Engage with and contribute to the staff team and wider life of the church**
  - Pray regularly for all children, their families and carers as well as leaders and helpers.
  - Fully committed to the implementing Safeguarding policies and procedures.
  - Play an active role on the staff team, attending staff meetings and prayer meetings as agreed with your line manager, and additional training opportunities as agreed or required.

### **Administration/office:**

- To actively participate in monthly supervision meeting to review the ongoing work.
- To participate in the CCW weekly team meeting whenever possible.
- Support the Youth and Children's Pastor by sharing the admin work load.
- Be a supportive colleague to assist others in their tasks when needed.

### **Personal Development/Training:**

- To embrace ongoing training/professional development opportunities relevant to the role.

- Ongoing supervision and role development.

**Essential skills, knowledge and experience:**

Education, qualifications or experience:

- Relevant children's work or teaching qualification or children's worker experience.
- Experience of working and supporting a wide range of children including those with challenging behaviour.
- Experience in working within a community to positively engage children in programmes within formal and informal educational settings.

Knowledge, skills and abilities:

- To ensure a professional attitude and approach at all times.
- A practical understanding of safeguarding children and how to maintain appropriate professional boundaries.
- A strong commitment to children and an understanding of the factors affecting their lives.
- Commitment to creating an inclusive and accessible environment for all children and families.
- Excellent communication and interpersonal skills, with the ability to quickly establish positive relationships with children and families.
- Good presentational skills to be able to engage children in compelling and interesting way, with the ability to adapt presentation to a variety of group sizes and settings from small groups, classrooms and assemblies.
- The ability to work with a team of volunteers to support the initiatives within the children ministry and church ministries.
- The ability to treat children's concerns with respect, tact and sensitivity, while being aware of the limits that are required by confidentiality and the boundaries that govern the children worker relationship.
- Able to sustain their faith in challenging circumstances.
- A committed Christian with a passion and ability to share the gospel with children and talk about their faith in a way that is understandable to children.
- A sense of adventure and a willingness to try new things.
- The role holder will need to be aligned to the vision and values of Christ Church Ware.

**Working environment:**

CCW has a hard-working, fun and motivated environment as we look to follow Jesus. Our ethos is to be grateful, gracious and professional and we endeavour to thread this through every part of the organisation and every interaction. It is an exciting and challenging place to work and is full of variety. We strive for a 'can do' environment where innovation and creativity is encouraged alongside serving others. Our church community is warm and engaging with lifelong relationships being built.

**Additional information:**

- 25 days holiday per annum (plus Public Holidays) pro rata. Six Sundays off per year.

- A salary of £22,000 - £23,000 per annum (pro rata) depending upon experience.
- Pension contribution of 8% of salary.
- Six month probationary period.
- The role holder will need to be available to work key dates and other events as agreed.
- The role holder must be available to work at a selection of key events at CCW which could include Christmas and Easter services.
- Own transport essential, being able to drive desirable.
- Enhanced DBS required.
- It is an occupational requirement that the role holder will have a strong and mature Christian faith.

The post holder will:

- Be encouraged to become an active and committed member of the Christ Church community if they are not already (including regular attendance at Sunday gatherings and joining a Life Group).
- Be expected to participate fully in times of worship, prayer, teaching and reflection during staff meetings.
- Be wholeheartedly committed to our vision, strategic priorities, culture and shared values.
- Be seeking to practice the way of Jesus as a committed disciple as detailed in scripture.
- At all times, carry out their responsibilities with the utmost respect for the protection for children in accordance with the church's Safeguarding Policy.