

CHILDREN & FAMILIES' MINISTER JOB DESCRIPTION

CHRIST CHURCH COCKFOSTERS

Our Church Family

We are a vibrant conservative evangelical church situated in a pleasant suburb of North London with excellent transport links to Central London, the surrounding countryside and the M25 motorway. Our church was founded in 1839 and is known for strong biblical teaching and expository ministry.

Around 200 adults and 80 children attend regularly across three services (9am, 10.30am & 6pm) on a Sunday. Our outstanding church school, Trent C of E Primary School, provides us with excellent links into the community and strong mission opportunities with young families. Our young families attend the 10.30am service where children's ministry is provided.

In recent years we have seen a number of exciting developments in the life of our church including the planting of Grace Church Highlands in 2007 (www.gracechurchhighlands.co.uk) and a major refurbishment of our church hall (Christ Church House) in 2011, including the opening of The House Café which has provided us with further community outreach opportunities.

The Current Staff Team

The current staff team comprises:

- **Jon Tuckwell**, Vicar
- **James Knowles**, Associate Vicar
- **Jon Featherstone**, Curate with responsibility for Youth
- **Michael Andrews**, Music Director
- **James Morrey**, Office Manager
- **Glenn Newton**, Site Manager
- **Janice Whitman**, part-time Pastoral Associate
- **Beccy Ratcliff**, Café Manager
- **Elia Casotti**, Deputy Café Manager
- **Claire Hammer**, Finance Administrator
- **Hilary Middleton**, Pre-school manager
- **Nicola Silcocks**, Deputy Pre-School Manager
- Other pre-school staff

We also hope over the next twelve months to appoint three Ministry Trainees to serve in various areas of church life.

The Role

We are looking for a committed Christian believer who seeks daily to grow personally in the knowledge and love of God, and desires to help others to do the same.

The central responsibilities of this role will include the oversight of all the church's involvement with children under the age of 11. This will include final oversight of our Stars (0-3s), Rockets (3-4s) and Cosmic (5-10s) groups, collectively called 'Kid's Planet', along with responsibility for occasional children's events such as children's holiday clubs, a Christmas outreach event, children's concerts and for children's activities that replace our Sunday groups during holiday periods. The role also encompasses oversight of our weekly assemblies in Trent School and acting as the church's link with the 11th Southgate Scout Group.

We are looking for someone with substantial experience, ideally 3-5 years, of working with children either in a paid or voluntary capacity and ideally with some theological training to underpin their experience.

The role is anticipated to be a full-time position working 6 days per week. The role will involve some evening and weekend work. Annual leave is six weeks per year to be taken at times agreed with the Vicar and in conjunction with other members of the staff team. Team members are encouraged to make full use of days off and annual leave.

A salary will be paid which will be determined according to the past experience and training of the successful applicant but will be linked to the London Diocese salary scale for an Assistant Curate. Accommodation (including Council Tax and water bills) will also be provided along with an employer pension contribution of 2% of salary (rising to 3% in April 2019). An annual grant for study books is offered and the post holder will be encouraged to engage in ongoing training. Expenses will be paid to allow attendance at an appropriate annual conference. Compliance with the church child protection policy and health and safety procedures is required.

The Children & Families' Minister will be an employee of the Parochial Church Council and will report to the Vicar, Jon Tuckwell.

Responsibilities:

The aim of all our ministry at Christ Church Cockfosters is to be joyfully obedient to Jesus' Great Commission that we should make disciples, teaching them to obey everything that he commanded (Matthew 28:18-20). The main role of the Children & Families' Minister in contributing to this overall mission is outlined below:

- To be committed to praying regularly for the church family at Christ Church and for other members of the team.
- Under the overall oversight of the Vicar, and in conjunction with others in leadership, to provide and oversee pastoral care of families with children in the 0-11 age range.

- In conjunction with the Vicar and other senior staff, to oversee the recruitment of leaders for the children's ministry.
- To source or produce creative and engaging programmes for the children's' groups including teaching, drama, craft and games, as appropriate for the age of the child.
- To participate in the leadership of the groups on a Sunday and teach the children on a regular basis.
- To support, equip and coordinate others in the church family who are involved in the children's ministry.
- To collaborate with the Vicar in strategic planning across church life but particularly with regard to children's work.
- To seek, where appropriate, opportunities to build gospel links with other local schools.
- The final accountability for safeguarding across the whole church family, both with children and vulnerable adults sits with the Vicar and PCC. However, the post holder is expected to act as the Safeguarding Lead Officer as outlined within the Christ Church's Safeguarding Policy.
- To take on any other responsibilities as may be directed by the Vicar.

Person Specification

You will be a vital member of our staff ministry team. As such, you will play an active part in the overall gospel ministry of Christ Church. Though each member of the ministry team has a specific role, we see all our work as contributing to this overall gospel mission. Good, godly teamwork based on unity in the gospel is vital to this.

You are, therefore, expected to be a committed Christian in sympathy with the conservative evangelical character of Christ Church and willing to promote your faith in Christ to members and the wider community. The person appointed to this role will be an active and committed member of Christ Church, supporting the ministry here through regular prayer, attending Sunday services and other groups for their own personal spiritual growth and discipleship.

Christian Faith:

You will be:

- A mature disciple of Jesus Christ, committed to continually growing in your relationship with Him through the study of Scripture, prayer and a dependence on the Holy Spirit;
- Passionate about using your gifts, skills and abilities in the service of Christ generally, and at Christ Church Cockfosters in particular;
- Convinced of the central role of the local church in the Lord's purposes for His world.

Skills and Abilities:

You will be:

- Motivated by a longing to communicate the message of the Scriptures in faithful, creative and engaging ways with the aim that children come to know and be built up in the Lord;
- Willing and able to work with a fast-paced and flexible staff team, responding positively to shifting priorities;
- Be able to balance competing demands on your time and communicate effectively with colleagues;
- Be able to make decisions, take responsibility and respond to people with humility and in a positive manner;
- Be able to develop supportive pastoral relationships among the congregation and community;
- Be able to show sensitivity and flexibility to different views, needs and approaches;
- Be able and willing to take on extra responsibilities and demonstrate initiative;
- Be able to deal professionally with people and possess ability of relate to people of different backgrounds with sensitivity and care.

Application process

Interested candidates should send the following:

- A CV including three referees (one of whom should be your current Church Minister),
- A completed application form (available on request from the church office office@christchurchcockfosters.org.uk)
- 2 sides of A4 (maximum) describing your understanding of the place of children's ministry in the life of a church and why you are applying for this role.

An Occupational Requirement exists for the post-holder to be a practising Christian in accordance with the Equality Act 2010. An enhanced DBS Disclosure will be required for the successful applicant.

Informal enquiries welcomed by Jon Tuckwell, Vicar of Christ Church, Cockfosters (jon.tuckwell@christchurchcockfosters.org.uk)

- Closing date for applications: 31st Jan 2019
- Anticipated interview date: 28th February 2019
- Anticipated start – Spring/Summer 2019

Christ Church normally reimburses reasonable travel costs to and from interview within the UK.