



# St Philip's

## ROLE DESCRIPTION

JOB TITLE:	<b>Kids &amp; Families Pastor</b>
REPORTS TO:	Head of Rising Gen / Church Leaders
WORK BASE:	St Philip's Church Office, 35 Frome Rd, Bath BA2 2QF
HOURS OF WORK:	24.5 hours per week -to include 3 weekdays and Sunday mornings (70% FTE)
SALARY:	£23,000 - £25,000 pro-rata
ANNUAL HOLIDAY:	28 days per annum (pro rata), including bank holidays
PENSION:	Auto-enrolment into a contributory workplace pension scheme in accordance with St Philip's Staff Handbook
LENGTH OF POST:	Funded for 3 years initially

## VISION

St Philip's vision is to **pursue God until Heaven overflows through us**. Whilst our vision is missional, we believe that everything should flow from intimacy with our Heavenly Father, through His Son, Jesus, in the power of the Holy Spirit. So, we place high value on His presence; on worship and prayer; on the Word; and on the ministry of the Holy Spirit. Our starting point is Him, not what we do for Him. We don't pursue ministry; we pursue the presence of God. We don't minister first unto the world; we minister first unto Him. We expect every encounter to transform us. We believe that God has given His children a supernatural commission and we are excited to see heaven on earth in our community.

St Philip's is in an exciting season of growth and is developing a coherent and integrated ministry for the younger generation – ages 0-25 – called 'Rising Gen.' We believe that there is no such thing as a 'junior Holy Spirit'. The children, youth, students and young adults of St Philip's have the same potential to walk in the gifts of the Spirit as anyone. We want to see them thrive in every way.

## JOB PURPOSE

- Model a personal faith that is rooted in scripture; intimate with Father, Son and Spirit; familiar with (and expectant of) the ministry of the Spirit; liberated in worship; and alive in the renewing and empowering presence of God.
- Take a leadership role within the Rising Gen. team, working with the Head of Rising Gen and other Rising Gen volunteers to develop, resource and implement an integrated approach to discipleship across all the Rising Gen. age groups.
- Nurture and disciple our children to know God as Father, Son and Spirit; to grow into a confident and powerful faith in which healing and prophecy are natural; to grow in worship; to love and disciple others; and to take an active part in the life and ministry of St Philip's.
- Ensure a strong relational link with parents/carers so that the discipleship of our children is undertaken in partnership with them.
- Provide a strong pastoral base for our children and their families (and equip the rest of the team to do the same) so they will know they are loved and valued by God and by St Philip's.
- Build strong links with St Philip's Church of England Primary School.

## KEY DUTIES

- Be responsible for leading all aspects of ministry at St Philip's related to the 0-11 age group, and their families, encouraging children to grow in their faith, knowledge of the bible, understanding of being a disciple of Jesus, and awareness and capacity to live a Spirit-filled life.
- Run a Sunday children's programme in a safe, well-ordered and stimulating environment for children to encounter God through biblical teaching, loving relationships, prayer, worship, creativity and fun.
- Plan, lead, and organise the teaching programme for the 3-11 age-group, including writing bespoke session plans for each age group, developing resources and establishing a 3 year curriculum.
- Build relationships with and communicate regularly with parents/carers, inviting them to events and gatherings as appropriate.
- Support and equip the existing team of volunteer leaders & helpers to enable them to sustain and grow our work with children, including occasional evening team events. Raise up and regularly integrate new volunteers into the children's team.
- Work closely with the senior leaders of the church to arrange family services for Easter, Christmas and other specially selected dates.
- Help to deliver assemblies and school services with St Philip's Primary School.
- Plan, lead and organise annual events targeted at the 3-11 age group, including the Easter Trail and Light Party.
- Undertake administrative duties including team rotas, maintaining Churchsuite records, registers, risk assessments, website pages and other policies.
- Manage the storage and provision of craft supplies and toys, including helping the teams with setting-up rooms on Sundays and packing away in an orderly manner.
- Ensure that our kids work is undertaken in full accordance with the Safeguarding Policy of St Philip's and is fully risk assessed.
- Work closely with the Church Leaders and Head of 'Rising Gen.' to manage the Kids & Youth budget.

## FURTHER ASPECTS OF THE ROLE:

- Develop a strong pastoral base for children and their families through appropriate one-to-one meetings and mentoring.
- Develop opportunities for creative and relevant outreach to local children and families outside of the church. e.g. establishing a midweek toddler group.
- Assist in other church initiatives and events as part of the wider staff team, taking particular responsibility for children's provision at such events.
- Network with other children's ministries (nationally and internationally) for impartation, support, encouragement and inspiration.

## PERSON SPECIFICATION

### ESSENTIAL:

- Committed Christian who loves children and is passionate about discipling them.
- Personally familiar with the ministry of the Holy Spirit and the presence of God.
- Fully supportive of the vision, values and culture of St Philip's and a desire to serve the leadership of the church.

- Capacity to undertake a leadership role.
- Energetic and enthusiastic about bringing children into the presence of God.
- Experience working with children and families.
- Excellent interpersonal and relationship building skills across all people groups.
- Friendly and warm with the ability to quickly build trust with children and their families.
- Excellent communication skills both written and oral.
- Excellent administrative and organisational skills, with the ability to plan ahead.
- A team player, with the ability to encourage and work collaboratively with volunteers and staff.
- Able to recognise, nurture and develop the gifts of others.
- Strong understanding of safeguarding policy and practice.
- Ability to think strategically and to pay high attention to detail.
- Proactive approach and commitment to see projects through to completion.
- Self-motivated with a flexible attitude towards work.
- Ability to adapt to different work pressures and meet deadlines.
- Sense of humour and fun.

**DESIRABLE:**

- Practical experience in pastoral ministry.
- Proficient IT skills.
- Desire to see the ministry go from strength to strength.

**OTHER JOB REQUIREMENTS:**

- There is a Genuine Occupational Requirement (GOR) that the holder of this post is a practising Christian.
- Commitment to St Philip's as your home church.
- Attend regular meetings with the Head of Rising Gen and for periodic appraisals.
- Core hours for this role include 3.5hrs on Sunday mornings from 9.00-12.30.
- The remaining 21 hours are to be agreed with the successful candidate subject to the following attendance requirements:
  - Revival prayer meeting (Tuesday mornings)
  - Staff meeting (Wednesday mornings)
  - St Philip's School assemblies (currently on Thursday afternoons)
- Available to work at special services and at other events when required, for which time off in lieu will be granted in accordance with St Philip's Staff Handbook.
- There is a 6-month probationary period.
- References will be requested.
- This role requires an enhanced Disclosure and Barring Service (DBS) certificate.

*Note that this Role Description does not form part of your contractual terms and conditions of employment and may change from time to time.*