



**Information Pack & Job Description –  
Children and Families Pastor**

### Overview

<b>Job Title</b>	Children & Families Pastor
<b>Employers Name</b>	Found Church
<b>Reports To</b>	Senior Pastor
<b>Salary per annum</b>	£11,000 - £12,000
<b>Contract Basis</b>	Part time, permanent
<b>Hours of Work</b>	15 hours per week*
<b>Holidays</b>	14 days (of 7.5 hours)
<b>Location</b>	Found Church, Broomage Avenue, Larbert FK5 4NT
<b>Closing Date</b>	Friday 29 <sup>th</sup> November 2024

\*The 15 hours per week includes 2 hours per week on a Friday evening.

As with all pastoral positions within Found Church, voluntary service is usual for Sunday activities/events.

We are looking for a passionate Children and Families Pastor to join our thriving church, located within the Falkirk area of Central Scotland. The successful applicant will provide pastoral and leadership support to the Children and Families ministry within church. They will support in the overall health and growth of our church, working closely with the Senior Leadership and Pastoral Teams.

For more information about the role, please see the job description below. You can also find out more about us, our values and vision and statement of faith on our website: [www.foundchurch.co.uk](http://www.foundchurch.co.uk)

Due to the nature of this role, we believe that this post is subject to an occupational requirement that the holder be a practicing Christian under Part 1 of schedule 9 of the Equality Act 2010.

## **Children & Families Pastor Job Description**

### **Purpose**

The overall aim of the post is to lead in the coordination and delivery of the children and families ministry in Found Church and in the local community, in accordance with the vision of the church.

### **Tasks & Responsibilities**

The main tasks and responsibilities for the Children and Families Pastor, are as follows:

#### **Key Activities:**

- **Oversee all programming and ministry for children aged birth-12 years which includes:**
  - Sunday morning Children's Church – Little Stars, Bright Stars and All Stars
  - Quest – outreach ministry
  - Summer programming
  - Special events, etc.
- **Oversee and run Quest – outreach ministry this will include but not be limited to the following:**
  - Recruit, train, schedule and lead teams of volunteers.
  - Choose and prepare curriculum for each program which is age appropriate.
  - Create environments, activities and programming for each age group that will facilitate learning and encourage spiritual growth.
- **Recruit, train, support and line manage team leaders (volunteers) to oversee and run the following areas:**
  - Sunday morning Children's Church – Little Stars, Bright Stars and All Stars
  - Family support and pastoral care
- **Develop a vision and strategy for the ongoing growth and development of the Children's department.**
- **Recruit, train, schedule and lead teams of volunteers.**
- **In conjunction with the team leaders, choose and prepare curriculum for each program which is age appropriate.**
- **In conjunction with the team leaders, create environments, activities and programming for each age group that will facilitate learning and encourage spiritual growth.**
- **Plan and oversee special events such as Summer Missions alongside the Youth Pastor, End of term prizegiving, Back to School Sunday, Christmas events and parties.**
- **Work with teams to support outreaches to or involving children including Easter, Christmas and Family Events**
- **In conjunction with the team leaders, provide pastoral care for children and families within the church with the support and input of the Pastoral Team**
- **Maintain a strategy for reaching and building relationships with new children and families.**

- Prepare an annual budget and strategy for the children's department and manage the budget and keep appropriate financial records for presentation to the auditor.
- Explore new income streams and raise funding for the children's department.
- Maintain and update the Found Kids social media pages.
- Attend specific pastoral and leadership meetings out with normal working hours as required.

### **Key Skills and Abilities**

The key skills and abilities required for this role are:

- A passion for children and children's ministry.
- An understanding and experience of delivering children's work in a church setting.
- A drive and desire to see children flourish into all that God has for them.
- Excellent leadership and communication skills.
- An understanding of the structure needs and pattern of children's ministry.
- Experience of managing volunteers.
- Empathy with volunteers and an understanding of their needs.
- Passion for supporting the whole family through children's work and other provisions.
- The capacity to inspire and motivate others.
- The ability to deal with information in a confidential manner and respond with sensitivity.
- Knowledge of safeguarding procedures.
- Good organisational skills and the ability to manage a variety of tasks.
- Administrative and IT skills, and an ability to maintain records and produce clear written and oral reports.
- Confident public speaker who can adapt their style depending on the age of the audience.

### **Personal Qualities**

- A personal faith in Jesus and enthusiasm to share that faith.
- A practical commitment to the life and work of Found Church and its engagement with the local community, including an understanding of its charitable objectives, mission and aims.
- An understanding of the relationship between faith and volunteering in a Christian context.
- Personable and approachable. A team player who enjoys working with others.
- An enabler, self-motivated, with a positive and energetic attitude.
- Able to work under pressure with a can-do approach.
- Able to work flexibly and adapt, including outside a 9-5 hour working pattern as required.
- Organised with good attention to detail.

**Key Relationships**

- Children's Team Volunteers.
- Found Church Pastoral Team
- Parents/Carers.
- Children who attend the children's provision.

If you feel that this opportunity may be for you, please email your current CV to [recruitment@foundchurch.co.uk](mailto:recruitment@foundchurch.co.uk) briefly outlining your experience and training to date and why you feel called to this position.