



SAWYERS CHURCH

Information Pack & Job Description – Children and Families Pastor





Overview

Job Title	Children and Families Pastor
Employer Name	Sawyers Church
Reports to	Senior Pastor
Salary per annum	Between £10,000 and £13,000 per annum
Contract basis	Part time Permanent
Hours of Work	16 hours per week
Location	Sawyers Hall Ln, Brentwood CM15 9BN
Closing date	Friday 18 th October 2024

The sixteen hours per week will include four hours on a Sunday.

This role description is designed to give an overview of the role of Children and Families Pastor and is not exclusively limited to the activities described below.

Who is Sawyers Church?

Sawyers is a Church in Brentwood that is at the heart of the community and has been for over sixty years. We are a multi-cultural church with many different nationalities, age groups and cultures represented in our Church Family.

The *Vision* of the church is to be a church where *Everyone Grows* through Inspiration Connection, Action, Mission and Prayer. We are currently moving into a brand-new Worship Centre and Community Hub on our site in Sawyers Hall Lane and we are **Moving in To Reach Out**.

All of our *Values* as a Church are rooted in the Greatest Commandment taught by Jesus:

'Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength.' The second is this: 'Love your neighbour as yourself.' There is no commandment greater than these.

Mark 12 v30-31

These Values Include:

- Commitment
- Servanthood
- Unity
- Honour
- Hospitality
- Welcome
- Mission



- Prayer
- Worship

We believe that as we live out these values in our community – as we *Value* the *Values* in our community will be transformed.
Jesus said:

“By this all men will know that you are my disciples, if you love one another.”

John 13 v35



JOB DESCRIPTION

Key Purpose:

This new part-time position is an exciting opportunity for a Children and Families Pastor to develop the existing children's provision on a Sunday, as well as creating additional provision and support to the wider community throughout the week. As we have recently moved into our new facility, there is huge potential to host multiple activities and groups that could meet the many needs in our community.

This role will develop a children's programme that creatively delivers a vibrant children and families ministry, reaching out to children and parents in the local community. Where children and their families are valued, challenged, loved and encouraged to grow in their faith

Main responsibilities will include:

Co-ordination of Children's Ministry

- Be the link person to church leadership, the voice and advocate for our children.
- Plan excellent content and resources to deliver high quality children's work.
- A lead role in delivering Sunday Kids Church and weekly community outreach, delivering regular activities (such as a baby and toddler group); being intentional about developing leaders and the team.
- Be the contact point for children's work for volunteers, parents, staff, the wider church, within the community and local agencies.
- Communicating to families the provision that we offer. Through marketing and promotion of events and activities.
- Co-ordinate with other churches, local Primary Schools, local organisations and Brentwood Council to create a holistic approach in supporting the children and families we work with.

Management of Children's Ministry

- Manage the children's provision, including rotas, registration, creating resources, developing and supporting volunteers.
- Maintain the registration and reports on Church Suite database and undertake any other administrative duties.
- Organise the rotas for children's work in a timely fashion, including managing cover in the event that volunteers cannot fulfil a commitment.
- Regularly review the children's work to ensure the best quality of provision.
- Managing the delivery of special children's events such as Holiday Club.
- Manage budgets and resources for children's work.
- Manage the growth of the children's provision, including setting ambitious yet achievable goals, and ensuring teams are supported and equipped to perform to the best of their abilities.
- Manage your own time, ensuring time is given for personal growth in your faith.

Volunteer Management

- Review and develop volunteer policies and procedures, including risk assessments.
- Ensure there is appropriate support and training for volunteers.

- Recruit volunteers and ensure they are appropriately matched and trained for a position.
- In partnership with the recruiter, ensure all future and existing volunteers are DBS checked and have undergone Safeguarding training.
- Inspire, encourage, develop and support children's volunteers.
- Organise regular social events for the volunteer team, ensuring they feel valued and appreciated for their role.
- Work with the Youth Pastor to encourage and support young people in the church to be young leaders in the children's team.

KEY SKILLS AND ABILITIES

You'll need to show:

- 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 Sawyers 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.
- Sawyers Church Staff, specifically the Senior Pastor.
- Parents/Carers.
- Children who attend the children's provision.



The role holder will need to provide two satisfactory references, Right to Work in the UK and Enhanced Criminal Records Certificate issued by the Disclosure and Barring Service.

WHAT WE OFFER

- ✓ A friendly and supportive working environment
- ✓ Ongoing training and development
- ✓ Holiday - 25 days per year, with an additional day granted per year from 5 years' service to a maximum of 30 days per year at 10 years' service. Pro rata for part-time employees.
- ✓ Competitive rates of pay.
- ✓ Onsite parking
- ✓ Tea/ Coffee facilities
- ✓ Pension Scheme

For more information on this role and an Application Form please contact Pastor Peter Jordan on pastor@sawyerschurch.org or ring 07817 961558