

CHILDREN and FAMILIES' PASTOR JOB DESCRIPTION

Job Title: Children and Families' Pastor

Role: Coordinate and deliver teaching and support for children age 0-11

Employed by: The PCC of the Parish of St Mark's Gabalfa and St Philip's Tremorfa 206 North Road, Gabalfa, Cardiff, CF14 3BL ("St Mark's Church").

Responsible to: the Vicar with day to day support from lay mentor

Workbase: St Mark's Church.

Work area: Parish of Gabalfa, (St Mark's, St Philip's, Heath Park), the homes of church family members and local schools.

Hours of work: Full-time (37.5 hrs per week). The hours include Sundays and some evenings, and flexible work is essential depending on activities in the calendar. Part-time or job shares will be considered.

Annual Leave: 5.6 weeks per year, inclusive of public holidays, (with a maximum of 5 Sundays), to be taken in negotiation with Vicar.

Salary: £25,000-£28,000 depending on current experience. St Mark's operates a pension scheme for staff

Closing Date: Oct 20th 2023

Background

St Mark's Gabalfa is an evangelical Anglican church located two miles north of Cardiff city centre with a rich heritage of classic evangelical ministry and mission. St Philip's Tremorfa are part of the parish, and a congregation worships at Heath Park. Our vision is for Jesus to be everything in our teaching, lives, ministry and mission across the parish and wider city. We are committed to honouring Jesus as Lord of all and walking in his ways through personal and corporate commitment to Bible teaching, prayer, evangelism and our shared church family life.

Church attendance is growing with 180 currently attending weekly services across the three sites. 25 to 30 children attend children's activities each week at St Mark's.

Aims & Objectives

1. To support and develop Church provisions for the development of Christian faith amongst children.
2. To co-ordinate children's work and work with their families on Sundays and during the week.
3. To maintain and develop strategic direction, leadership, encouragement and training to volunteers working with children in St Mark's.

Duties and Responsibilities

- Be a member of the staff team at St Mark's Church, regularly worshipping at St Mark's, with an ability to work flexibly.
- Plan, organise and lead/facilitate the Sunday programme for children between the ages of 0 and 11 that run in the morning and at other times in the week (currently Wed morning and Thurs later

afternoon/early evening). This includes the following groups: Little Seeds (toddlers), Seedlings (age 4-6), Shoots (age 7-11). Teaching is delivered by volunteers.

- Attend St Philip’s Sunday afternoon services flexibly as required to support a children’s group prior to the service.
- Maintain and develop existing week-day opportunities and Church programme to engage with targeted groups. Plan, organise and facilitate (sometimes lead) regular events such as the Thursday Mums’ bible study group.
- Support and plan, organise and lead/facilitate intermittent special events such as annual February, Holiday Bible Club; ‘Christmas Extravaganza’.
- Be available to network with all activities for the age range, making and following up contacts with families.
- Take / co-ordinate rotas for school assemblies on a regular basis in local schools, and work with the schools in other ways e.g. school visits to church. Current activities are weekly Monday assemblies at Birchgrove Primary School, with plans for services at Baden Powell school.
- Contribute to leading a monthly ‘All Age worship’ service as part of the staff team.
- Help children and their families to integrate into the full life of the church.
- With clergy - seek out, supervise, train, and support volunteers to work with the children.
- Deliver pastoral care children and their families, visiting them at home, where appropriate.
- Work with other church leaders in ensuring the implementation of the Church in Wales and parish guidelines on the Care and Protection of Children.
- Produce regular reports/updates to Vicar / PCC.
- To undertake such other duties as may be reasonably required from time to time by the licensed clergy.
- Employment subject to satisfactory DBS checks. Safeguarding training and adherence to Church in Wales safeguarding policy

Note: The post is suitable for someone undertaking part-time training in church work alongside this work

Person Specification

1. Qualifications, Skills, Knowledge and Experience

| Essential | Desirable |
|---|--|
| Christian, with bible-based theology, committed to growing in their own faith | A professional qualification in children / families work |
| Safeguarding training (module A of Church in Wales Safeguarding Awareness) prior to commencing employment Church in Wales Safeguarding Awareness Module A - The Church in Wales- | Advanced safeguarding training |

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|---|--|
| Experience in children (age up to 11) and families work. | Two or more year's experience in children and families work |
| Ability to teach children biblical truths and ethical values | Experience of organising events for children / or young people, (on and off-site church premises). |
| Pastoral / outreach skills to include parents/ whole families as well as children. | Ability to nurture young Christians in their spiritual growth |
| Good communication skills with adults and children during day to day work. | Confidence to speak to groups of people at specific events (e.g. meetings with parents / PCC). |
| Good interpersonal skills, willing to listen to children | Experience of working in a team |
| Able to attract, develop and encourage new and existing volunteers to assist in the work. | |
| Ability to manage routine administration work as well as to planning routine workload | IT skills |
| Resident in UK for at least past two years | Worked in UK for at least two years |
| | Clean driver's licence and access to a car |

2. Personal Qualities

| Essential | Desirable |
|--|---|
| Enthusiastic and passionate about working with children and their families. | Awareness of cultural issues influencing the lives of children. |
| Energetic self-starter with confidence to initiate events / programmes and networks. | |
| Flexibility around time, work patterns and approaches | |
| Resilient, friendly and approachable with a sense of humour | Special interests or skills e.g. music, drama, craft or sports. |

For further information or to arrange a visit to the church contact the parish office:

Email: office@stmarks-cardiff.co.uk

Tel: 02920 619211

To apply, follow this link: [Application Form](#)

For additional information, why not read our [supplementary information pack](#) to give you a taste of all you can look forward to if you join our team as we seek to glorify Jesus together!

Aug 2023