

JOB DESCRIPTION

The **Methodist Church** 



Job Title: Children's & Family Worker, East Oldham Methodist Church

Lay Employee in the Oldham & Saddleworth Circuit (employed by East Oldham Methodist Church - 20 hours per week)

Location: East Oldham - Based at East Oldham Methodist Church, Ripponden Road, Oldham, OL1 4HP

Job Purpose:

In conjunction with the Church Leadership Team (or a group appointed by the Church Leadership Team)

1. To sustain and develop the Church's existing work with children and families
2. To equip and support church volunteers in working with children and families
3. To review current children's activities and consider the possibilities of new ones.

Key Tasks:

1. To work alongside the Church leaders and volunteers in running & developing activities for children and families including providing or arranging appropriate training
2. To further develop relationships with children & families who are already in contact with the Church through church and community activities
3. To review, and in conjunction with Church volunteers, sustain and develop established Church activities involving children and families including :
 - i) Sunday morning and Sunday afternoon children's activities
 - ii) Family worship
 - iii) Baby Boogies
 - iv) Eat & Play – school holiday club
 - v) Outreach to local schools and community groups – e.g school assemblies and seasonal 'Experience' events
 - vi) Messy church
 - vii) Church involvement in 'Friends of the Park events'
4. To engage with community groups that use the church premises e.g Rainbows, Brownies, Spotlight Theatre Group and Kit for Kids.

5. To further develop sustainable links with local schools and community groups. This may include taking school assemblies and other community outreach activities as agreed with the Leadership Team.
6. To be fully committed to the life of the Church and in particular the Churches' Cell Group model of discipleship. The postholder is required to be a member of one Cell Group.
7. To develop a Cell group or small group activity for children and help and encourage family members to join a Cell Group.

Standard Duties:

1. To increase awareness and knowledge of the Christian faith
2. To be a positive Christian role model for the local children & families in knowing Jesus and making Jesus known
3. To follow current Methodist Church guidelines on the protection of children and vulnerable adults
4. To work collaboratively with Church and community leaders in carrying out the duties set out above.
5. Any other duties and responsibilities, identified by the minister as are within your capabilities and level of responsibility, in order to meet the needs of the church.

Responsible to:

Line Manager, Minister and Church Leadership Team

Contacts:

Church minister, Church Leadership Team, Church leaders, Church volunteers, other local churches, community groups, local residents, local schools, Groundbreakers, Salt Cellar Youth project

Terms and conditions

1. The continuity of the post is dependent on continued funding.
2. The salary will be in the range £8788 to £14556 subject to qualifications and experience.
3. No accommodation or accommodation allowance will be provided.
4. Normal working pattern: 20 hours per week including a need for flexible working including evenings and weekends. This includes regular attendance at Sunday morning and afternoon worship services.
5. Opportunities for study and for training.
6. All reasonable expenses will be reimbursed and a small allowance given for on-going training.
7. At least one day free of responsibilities each week.
8. 28 days statutory annual leave entitlement per year (pro-rata for part-time Workers).
9. Appointment will be subject to a satisfactory Enhanced Disclosure & Debarring Service (DBS) disclosure.
10. Appointment will be subject to satisfactory references and medical clearance.
11. Appointment will be subject to the satisfactory completion of to three-month probationary period.

Management**i) Line Manager**

The Lay Employee will have a line manager, appointed by the Church Leadership Team, with day to day responsibility for the management of the worker. The Line Manager will meet regularly (.meetings will take place weekly during the probationary period and 2 weekly thereafter) to set targets and monitor progress. A separate pastoral support system will be provided.

ii) Management Committee

A Management Committee, appointed by the Church Leadership Team, will oversee the strategic management and progress of the project. The Management Committee will meet monthly with the worker and the Line Manager during the probationary period and bi-monthly thereafter.

The collective responsibilities of the Line Manager and the Management Committee will be to:

1. Become familiar with the work of the Lay Employee.
2. Work with the Lay Employee to encourage the church to respond to new challenges and opportunities in mission.
3. Determine and review priorities for the work.
4. Prepare a personal development plan with the lay employee.
5. Ensure good communications between all the 'stakeholders' (individuals and groups) involved.
6. Act as a "sounding board" to the Lay Employee.
7. Ensure that the Lay Employee receives suitable pastoral support, through the formation of a separate support group.

	DATE	NAME	POST TITLE
Prepared	16 December 2016	Gordon Roscoe	Church Treasurer
Reviewed	10 January 2017	Gordon Roscoe	Church Treasurer
Reviewed	22 March 2017	Gordon Roscoe	Church Treasurer