

ROLE DESCRIPTION FOR CHILDREN AND FAMILIES WORK LEADER'S

This document is a living work, to be reviewed regularly and organically particularly at the end of the first 6 months and annually thereafter.

Role Title:

Children's and Families Work Leader

Reporting to:

Co-Vicars, Caleb and Billy Rowe

Hours of work: 20hrs per week (10 hours in-house, 10 hours out-house)

Although given this is a leadership position, additional un-paid hours may on occasions be required, for eg; pastoral emergencies, extra curricular activities including camps; with appropriate time in lieu discussed with Caleb and Billy.

Salary:

We are working on approx. \$22.10 (living wage) an hour for 20 hours a week

10 hours in house

10 hours out house

Job purpose:

To lead a team of children and families workers providing high quality ministry to the children and families of the Parish of Whanganui; and to build up, encourage, and equip the children and parents as disciples transforming into Christ's likeness. This includes leading them as witnesses to Christ in the world seeking to become an increasingly transformative and influential presence. To seek opportunities for engaging with the children and families in the wider city and where possible to train the children and families and the leaders to do likewise.

The Children and Families Worker Leader will seek:

- To continue to develop and model a mature Christ-centred lifestyle, in every part of your life, so living the gospel that you challenge us with the demands of love
- Pastor, train and lead a team of children and family workers enabling the team to foster discipleship in the children and families and those encountered within the community engagement.
- Nurture the children and families in the Parish in the Sunday services (primarily at Christ Church, St Peter's and St Oswald's) that they grow, in their love for God, in their advancement of God's kingdom and to continue to grow numerically, reaching children and families currently not involved in our Parish activities.
- To implement and carry forth community engaged children and families work including Parenting Workshos and other opportunities as God leads in co-operation with the vision of the Parish and Diocese, potentially a playgroup.

Performance indicators - to be reviewed quarterly

- Integrate effectively with the wider staff team across the Parish
 - To actively and visibly invest in the work of God as Parish leaders
- Healthily grow the 'in house' Sunday School and container for family ministry numerically and in depth of discipleship
 - Indicated by the leaders and the children and families themselves having passions manifested and given opportunities to be developed and outworked
 - To see the number of attendees on Sunday and the family ministry increase healthily
- Established a regular rhythm of Parenting Workshops and an other community ministry (potentially a playgroup)
 - Gathering a team operating the workshops across the Parish and setting up a functioning ministry
 - Setting up structures that enable setting up multiple ministries in future years
- Good relationships with other children's and family workers city wide
 - Regular meetings with church workers and other social organisations
- Find and develop new leaders for 'in-house' and 'out-house' children and families work

Key Relationships:

Co-Vicars, Caleb and Billy, who oversee the Parish

Parish Manager

Paul and Ana Fletcher at St Peter's and Sue Little at St Oswald's who oversee the congregations where the other in-house ministries take place

Louise Rostron – the Pastoral Care Co-ordinator and H&S personell

More widely, works with Church Wardens, the Vestry, any parish Staff (paid or voluntary), and Clergy in the parish and Lay leadership

For regional engagement would work with the Regional Archdeacon and the Whanganui Archdeaconry, the Bishop and Diocesan personnel.

Across the city to engage with children and family networks, including children's work in other denominations as part of seeking the growth of Christ's Kingdom in Whanganui

Key Responsibilities:

Providing strategic and pastoral leadership to children's and families team leaders leading in the following areas

- Sunday school (at Christ Church, St Oswald's and St Peter's)
- Setting up a container for Families ministry (once a fortnight)
- Running Parenting Workshops and other training workshops for people in the Parish and the wider community

- Setting up another ministry (e.g. playgroup or after school group)
- Other missional opportunities that will arise
- To work in alignment with the Parish priorities, including our journey seeking to be a family of God, a kingdom people seeking first God's way and reign, of seeking to care for the last, least and lost and actively engaging in our journey as people of te Tiriti of Waitangi.

To oversee, plan and organise the running of 'in-house' programs

- Regular attendance including leading sessions
- Training children and family leaders in leading sessions
- To support and pastorally care for the children and their families alongside the Pastoral Team (Co-ordinator: Louise Rostron)
- To ensure all care and attention is taken in alignment with the diocesan and Parish health and safety requirements
- Oversight of resources for children's and families ministry (those currently available and the gathering or creating of new appropriate resources)
- To propose and manage a budget in co-ordination with the Parish Manager

To oversee, plan and organise the running of 'out-house' engagement

- to facilitate missional engagement in the community
- to set up workshops and ministry to families in the community
- to set up another ministry (potentially playgroup or after school group)
- regular involvement including leading events and activities
- training children and family leaders in leading events and activities
- to support and pastorally care for the key leaders
- Oversight of resources for the 'out-house' activities

General duties

- attendance at weekly staff meetings and prayers
- attendance at 10am Sunday service (Christ Church)
- attendance at Ministry Conference and other Diocesan events
- attendance at staff training and retreat days
- shared responsibility with the rest of the staff for use and care of facilities (including building, furniture and other resources)

Any other reasonable duties as deemed necessary to deliver the wider ministry of the church

Take responsibility for personal development including:

- Attending regular children and families work training
- Keeping up to date of topical issues/policies for children and families

Salary and Allowances:

This position is part time (20hours).

Working hours to be arranged with Caleb and Billy but must include the Sunday programs mentioned above.

Sabbath to be arranged and must include a full 24hours weekly.

Regular meetings (e.g. once a month / 6 weekly) with Co-Vicars for a developmental and personal formation purpose. Regular external supervision is highly encouraged and to be sought out by the children's and families worker to suit their personal needs.

Entitled to 20 days holiday leave a year pre-arranged with Caleb and Billy avoiding Parish camp, diocesan camps and major church festivals.

It is expected the Children and Families worker will receive the following benefits:

- required regional and long distance travel to be covered in discussion with Caleb and Billy
- the Parish to also pay an agreed monthly mobile phone package
- other personal resources (eg: laptop) to be discussed as they arise