

# The Methodist Church in St Albans

## Hatfield Road and Marlborough Road Methodist Churches

### Children and Families Worker

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#### JOB DESCRIPTION

- Job Title:** **Children and Families Worker** for Hatfield Road and Marlborough Road Methodist Churches, St Albans
- Location:** Primarily based in the two Methodist Churches. Preparation work may be carried out from the employee's home.
- Responsible to:** The Lay Employee will be employed by Hatfield Road Methodist Church and will be under the supervision of the Minister in pastoral charge of Hatfield Road Methodist Church.

**The Methodist churches of St Albans are embarking on a series of projects to grow and develop their reach across the city. We have an exciting opportunity for you to join our team to create and drive initiatives to foster new relationships with young people and their families in our local communities.**

Marlborough Road Methodist Church (MRMC) and Hatfield Road Methodist Church (HRMC) together provide St Albans with long-established, vibrant and welcoming centres for Christian worship and fellowship within the Methodist family. MRMC is located in the city centre and draws its membership from across St Albans; HRMC primarily serves residents of the local community within the Fleetville area of the city.

Both churches have long-standing, loyal congregations with active social and supportive programmes across the week for young people, including Mothers & Toddlers groups, Youth Club, Brownies and Brigades and Junior Church during main Sunday services. Each church also maintains links with other churches and schools in their local vicinity.

Whilst existing lay volunteers and ministers have been successful in maintaining an active involvement in each church from a core of young people and their families, additional impetus and support is now needed to expand the combined offering to build on this core and attract new members to the churches.

#### About the Role

You will be primarily responsible for developing and expanding new and existing initiatives with families and children. Working in partnership with the Ministers and lay volunteers, you will lead in creating and strengthening relationships with local children and their families. This will include encouraging them to start or continue a journey into faith, leading to finding ways of expressing that faith through appropriate activities, worship and being part of the church family in both the conventional understanding of what this means or as a 'Fresh Expression' of Church.

Depending on the potential areas of growth for Christian Mission that you identify, there is the opportunity to extend the scope of the role to include work with other groups within the church family and the wider community.

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#### Key Responsibilities

- Lead in the development of new worship and engagement opportunities that are more accessible and engaging for all ages, such opportunities to be identified by the CFW
- Provide encouragement, ideas, guidance and active support on existing work with children and young families and the volunteers involved
- Follow up initial contacts with new children and families. Develop programmes for “newcomers” to encourage a greater sense of belonging to the church family (e.g. families bringing their children for Baptism; those attending the Toddler Groups), hence supporting a link to the church for those families and their children
- Further strengthen existing links between the church and local schools and youth organisations and promote their inclusion as part of the church family
- Work with church leadership to optimise existing pastoral, ecumenical and community relationships
- Attend meetings when requested
- Be fully aware of and promote Methodist Safeguarding policy, procedures and guidance
- Maintain a diary and record of work undertaken and produce written reports in order to help evaluate the effectiveness of the churches’ wider growth and outreach strategy
- Undertake any other duties in support of the churches as may reasonably be required

#### Terms and conditions

- Full time (35 hours per week) fixed term contract for 3 years.
- Salary range £23,300 to £27,300 per annum, depending on experience
- Flexible working hours will be necessary, including some evenings and weekends
- At least two days free of responsibilities each week
- 25 days leave per annum in addition to Bank holidays
- Auto-enrolment into contributory pension scheme as applicable
- Travel in the local area will be necessary
- All reasonable agreed expenses will be reimbursed
- Appointment will be subject to a six-month probationary period
- There may be opportunities for further personal development and we would be open to supporting further study and/or training
- Completion of Safeguarding training is mandatory

#### About You

You will be a creative, motivated, entrepreneurial self-starter, able to generate and lead the design and implementation of new initiatives to engage and support young people and their families. Leading teams of volunteers to develop and organise projects will be an essential core of this role. With strong interpersonal and communication skills, you will have the ability to establish networks and relationships with people and groups across a variety of age ranges, from young children through teenagers and parents.

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Experience of working with children and/or families is essential, as is an understanding of the gospel and ability to communicate it and create opportunities for children and adults alike to explore the Christian faith. You will also be able to respond appropriately to the pastoral issues of young people and their families, with formal counselling skills desirable.

This role will be dynamic in nature and you will need to be organised, able to prioritise tasks especially when under pressure, and able to respond to challenges creatively, with a willingness to try new ideas and adapt to changing circumstances.

### Other Requirements

Attributes	Essential	Desirable	Method of Assessment
<b>1. Faith background</b>	Current participant in the life of a Christian Church or Community. An enthusiastic Christian able and willing to share faith; accepting and respectful of differing styles of worship		A,I
<b>2. Education, Qualifications &amp; Training</b>	5 GCSE's Grades C and above Level 3 (A level or equivalent) qualification or above, ideally in a relevant discipline, <u>or</u> extensive relevant work/voluntary experience.	To degree or equivalent level. Some theological study and/or experience as worship leader or local preacher	A, I, Q
<b>3. Other Requirements</b>	Satisfaction of the Immigration Asylum and Nationality Act 2006		eg Birth Certificate, Passport etc
	Satisfactory Clearance from Disclosure & Barring Service		DBS Application
	Satisfactory references		Written & signed
	Satisfactory Medical Report		Written & signed
		Access to own transport	I

A – Application form; I – Interview; Q – proof of qualification (certificates or transcripts)

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#### **APPENDIX**

#### **Management of the Employee:**

##### **The Employee will have a Supervisor whose responsibilities will be to:**

- Undertake their annual appraisal.
- Set objectives for the next year in consultation with the Employee, taking into account the job description and the needs of the Church.
- Agree a work plan for the Employee for the next 3 to 6 months based on their objectives
- Meet with the Employee to review progress against their objectives at a frequency agreed with the Supervisor to ensure adequate support and oversight, but no less frequent than monthly
- Agree a programme to address the Employee's training and development needs.
- Where appropriate initiate action, in consultation with the Employee's management panel, to address any concerns that may arise regarding any sickness absence or the performance of their duties as Children and Families Worker.
- Authorise expenditure within the budget and terms set by the Managing Trustees
- Provide the Employee with regular feedback on their performance.
- Approve the timing of their annual leave.

##### **The Children and Families Worker will have a management panel whose responsibilities will be to:**

- Take a more strategic role in the oversight of the Employee's work and how it feeds into the vision for the Church.
- Provide reporting links into the Church Council.
- Meet with the Employee and receive reports from both the Employee and the Supervisor at a frequency of no less than every three months
- Direct, motivate and support the Employee in the delivery of their role.
- Recommend action as appropriate should there be concerns about absence or the performance of the Employee.
- Ensure the supervision of the Employee is satisfactory.
- Check the Pastoral Support Group is effective.

##### **The Children and Families Worker will have a Pastoral Support Group whose responsibilities will be to:**

- Become familiar with the work of the Children and Families Worker.
- Provide prayer and pastoral support to the Employee.