



## **Children and Families Ministry Coordinator**

### **Job Description**

This job includes a variety of functions that support, enable and lead the Children and Families ministry of the church according to SVC's mission and vision. The Children and Families Ministry Coordinator will have a passion for children and a strong desire to help children discover the love of God for themselves and develop a relationship with Jesus. The focus is on encouraging the children of SVC to be part of the life of the church and to provide Sunday morning activities for children's age groups as well as supporting intergenerational activities. There is a role in supporting parents to engage in the development of their children's faith journey and in engaging with the wider community to demonstrate God's love to children and families. These tasks and roles are essentially a part of the pastoral and practical outworking of the Church vision.

#### **Qualifications for the position:**

Passion for being part of Southamton Vineyard Church and connecting children and families to Jesus and the church

Ability to work well with children and families

Commitment to growing personally in faith and helping children grow in faith

A basic understanding of Safeguarding and how this might relate to church Youth Ministry

A desire to engage in a team atmosphere

Strong written, IT, organisational and verbal communication skills

Strong interpersonal skills and the ability to train and support parents and volunteers

Capacity to inspire and motivate leaders

Ability to deal with information in an ethical, confidential manner and respond with sensitivity

Creative and flexible approach to people and work

#### **General:**

- The Ministry Coordinator – Children and Families is 1.0 day per week, the hours are flexible to fit around meetings and demands of the role and the hours that mutually suit the staff member and the role.
- The role will include being available for most fourth Sundays (when Children's groups run), although it is not necessary to be leading a group each of those occasions.
- Staff will have a church email address as a main point of contact and reimbursement of necessary expenses incurred as agreed.
- Staff will participate in fortnightly team meetings
- This role is answerable to the Pastors and includes meeting six to eight weekly for support and oversight.
- A flexible approach is needed to adapt what is offered to work with COVID safety and our current monthly cycle of different meetings. This may mean arranging Zoom sessions, parties and gatherings at the Old Chemist or contributing to Brunch Sunday activities to top up and boost the current provision of one session every 4th Sunday.

#### **Children's Ministry:**

The responsibilities of the position include but are not exclusive to the following:

- Recruit and maintain a group of Team members for all Children's Ministry groups.
  - Create and share a rota for each Team member to participate on Sundays through each term
  - Provide sessions plans and content for Sunday Children's Ministry groups (currently every fourth Sunday)
  - Distribute session plans in the week before each session, indicating clearly any material/ equipment that the Team Member need to bring.
  - Provide essential craft materials/ activities and games for the Team
  - Ensure that signing in/ out and permissions forms, session plans and equipment are available at the school for each session.
  - Lead prayer time with Team members before each Sunday session
  - Ensure the equipment stored at the school remains relevant and up to date for each age group
  - Contribute to all-age meetings on occasion, leading an activity or game, sharing ideas and resources, or providing crafts or activities for the children during these meetings.
  - Provide an afternoon session on a first or fifth Sunday for the Children's Ministry groups on a broadly termly or half termly basis.
  - Engage with our social media and email to encourage and support Parents to engage in a faith journey with their children.
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- Pray regularly for each member of the Children's Ministry staff and each child in your ministry.
  - Plan and coordinate regular training for all Children's Ministry Team members.
  - Give practical tips for solving problems including guidance on responding to behavioural, learning, and emotional needs
  - Observe and affirm Team members to bring encouragement and challenge where needed
  - Coordinate meetings for Team members that include training and opportunities for spiritual growth.
  - Oversee the purchase, distribution, and use of all equipment and supplies (curriculum, snacks, art supplies, etc.).
  - Keep the church's Safeguarding policy up to date and ensure it is distributed yearly to all Children's Ministry Team, and take necessary steps to put the policy into practice.
  - Lead in planning a Children's Ministry Team get-together in order to build a sense of teamwork and express appreciation to the Children's Ministry staff.
  - Communicate with church leaders and the congregation regarding the purpose, value, and procedures of Children's Ministry.
  - Engage with community and local events and groups to demonstrate SVC vision and values