



# St Mark's Woodthorpe

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Journeying together in Faith

## Job Description

**Job title:** Youth and Children's Minister

**Reports to:** The post holder will be responsible to the Vicar and PCC

**Place of work:** The normal place of work will be the Parish of St Mark's Woodthorpe. There will be the opportunity to work from home, particularly when engaging in administrative and preparatory work.

**Hours:** 25 hours per week. There is the need to work flexibly including most Sundays and occasional Saturdays.

**Holiday:** Holiday allowance will be for four working weeks per calendar year (maximum four Sundays), in addition to five bank holidays. An additional week's lieu time may be awarded. Annual leave shall be arranged in consultation with the Vicar, and will normally include the week after Christmas and at least one week during August.

**Salary:** £15,600 pa for 25 hours per week, plus reasonable work-related expenses.

**Pension and Sick Pay:** The PCC has a legal obligation to automatically enrol the post holder into an occupational pension scheme. (You are entitled to opt out under the Pensions Act 2008). Arrangements for sick pay are in accordance with the Government's statutory sick pay.

**Period of Notice:** The period of notice will be six weeks, in writing.

**Church Policies:** To comply with and sign all policies.

**Confidentiality:** Total confidentiality must be applied to all areas of this position.

## MAIN DUTIES AND RESPONSIBILITIES

This post is about building relationships with children, youth and families, resourcing our existing work and helping us think strategically about the future. We also hope a successful applicant would be pastorally able to help provide some of the relational 'glue' that might enable families not only to have a positive experience of St Mark's, but also settle, stay and be helped in their discipleship and their relationships with God.

To this end the post holder will be responsible for St Mark's provision to families, children and youth, including schools and pre-schools, in collaboration with the Vicar.



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The post holder will be responsible for:

- Leading, overseeing, resourcing and supporting existing Sunday and midweek provision
- Working with volunteers to equip, enable and enrich the ministry to children, youth and families
- Equipping families to raise their children in the Christian faith
- Contributing to the evolving vision and strategy for children, youth and families
- Networking and building links with schools, community groups and places within the community where children and young people are engaged, with the aim of developing relationships and mission
- Representing the needs of the children and young people and their leaders within the life of the church and encouraging their involvement in the wider life of St Mark's
- Praying regularly with children and youth
- Providing pastoral care of children, youth and their families
- Nurturing and enlarging the team of suitable volunteers
- Modelling good practice to others
- Communicating with St Mark's families and the wider community
- Planning and leading Intergenerational Worship
- Building relationships with parents/carers
- Ensuring that work carried out is focussed on the vision and values of St Mark's

## **SAFEGUARDING**

The post-holder will ensure that the Diocesan and Parish Safeguarding Procedures are complied with, and that all Children's and Youth Ministry (CYM) team members are trained in good practice (with the support of the Parish Safeguarding Officer).

## **ADMINISTRATION**

Provide accurate information on CYM activities for the church newsletter, website and social media. In liaison with the Church Administrator and PCC Treasurer, manage the finance and administration, keeping records as appropriate, for the children's ministry. Ensure careful use of premises and equipment.



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## Person Specification

There is a Genuine Occupational Requirement for the post holder to be a Christian. The post is also subject to an advanced DBS disclosure.

### Essential:

- Vibrant and articulate Christian faith
- Passionate about ministry with children, young people and their parents/carers
- Able to work as an effective team player
- Good communication skills, being able to listen, talk, and relate with children/youth and their parents/carers
- Self-motivated and able to work independently
- Able to set and apply relational boundaries
- Awareness of appropriate confidentiality and able to apply this
- Willingness to live and work within the context of the Anglican church
- Strong organisational skills

### Desirable:

- Experience of working with children and/or youth in a church context
- Knowledge of current good safeguarding practice
- Able to use Word and PowerPoint (or similar), proficient with email/telephone, and able to create and maintain appropriate records
- Good at building and maintaining links in the local community

## About St Mark's Church

St Mark's Woodthorpe is a growing church of around 140 adults and 50 children. We believe it is possible to have unity within diversity and want to encourage people in their journey of faith. We are a Church of England parish of about 8,500 people located three miles north of Nottingham. Belonging to the family of the Diocese of Southwell & Nottingham, our Sunday services represent a broad range from traditional Holy Communion to a more contemporary style.

[stmarksonline.co.uk](http://stmarksonline.co.uk)

[www.facebook.com/StMarksWoodthorpe](https://www.facebook.com/StMarksWoodthorpe)

For an informal chat, please contact Rev Matt Roberts via the church office.



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## APPLICATION FORM

### Youth and Children's Minister (25 hours per week)

Full Name: (Mr/Mrs/Miss/Ms/Other) .....

Address: .....

..... Postcode: .....

Date of Birth: ..... Telephone: .....

Email: .....

**Please send your CV along with a letter expressing a) how you fulfil the requirements of the role, and b) what you would bring to the role.**

Do you attend Church? ..... If yes, which Church?.....

Name, address, telephone numbers and e-mail addresses of two referees, one of which is your church leader:

1. ....  
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2. ....  
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Please return to Rev Matt Roberts, St Mark's Church, De Vere Gardens, Woodthorpe, Nottingham NG5 4PH by Thursday 5<sup>th</sup> August 2021. Interviews will take place Monday 16<sup>th</sup> August 2021 (tbc).

Electronic applications are perfectly acceptable and can be sent to [stmarks.woodthorpe@ntlworld.com](mailto:stmarks.woodthorpe@ntlworld.com)