



The Methodist Church



Leatherhead Methodist Church and Christ Church United Reformed Church, Leatherhead

Children and Youth Worker

Job Description
Terms and Conditions
Person Specification

Job Title

Children and Youth Worker in the Dorking and Horsham Circuit based at Leatherhead Methodist Church and Christ Church United Reformed Church, Leatherhead.

Accountability

Children and Youth Worker will be employed by the Dorking and Horsham Circuit and will be line-managed by the Minister in pastoral charge of Leatherhead Methodist and Christ Church. The majority of the work will be based at Leatherhead Methodist, with a small proportion of the time at Christ Church - at the discretion of the line-manager.

Aim

To help the Church to explore, develop and fulfil the vision, focusing on children, young people and families, and enabling them in time to become disciples of Jesus Christ.

Main Responsibilities

1. To take overall responsibility under the leadership of the Minister and Church Council for the work amongst 0 to 18-year old's in Leatherhead Methodist Church and Christ Church (UR), including but not exclusively:
 - Supporting parents and grandparents in bringing children up in the Christian faith.
 - Overseeing and delivering, with volunteers, a programme of worship and teaching for children on Sunday mornings and other times as appropriate.
 - Working with the Minister and Worship Leaders to plan and deliver intergenerational worship.
 - Working with the Cradle Roll secretary to identify opportunities with under 5's.
 - Working with Pastoral Visitors to offer pastoral support to all children in the 0-18 age group and their parents.
 - growing the children's/youth work in creative and fresh ways.
 - Support, promote and plan the development of family-friendly church events.
 - There has been a role in place, so we need someone to build on what has been started.
2. To develop ways to reach out to families with children/young people in the community of Leatherhead, deepen our relationship with families who come into contact with LMC and Christ Church and encourage them to progress in their faith in Jesus Christ.

3. To work with the church leadership teams to develop and implement fresh ways of being church, particularly suited to families with children under 18.
4. To work with the Minister, and partners from Leatherhead Youth Project and Leatherhead Parish Church, to continue to foster the churches' active role in the life of Leatherhead Trinity School and Children's Centre
5. To support Christ Church's relationship with Scouting and Girl Guiding, including promoting members' active participation in Parade services and other family-friendly church events, and exploring ways that the churches can support leaders in the faith-related parts of their programs.
6. Be aware of/ and comply with safeguarding regulations and requirements.
7. To be an advocate for families and children/young people in the wider life of the church, including being a member of the leadership team and decision-making meetings as required.
8. To become an integral part of the life of the church, thus being a role model for the families, children and young people
9. Any other activities as required

Terms and conditions

- The salary will be from £20,000 - £25,000 per annum (based on national Methodist lay employee rate). This will be reviewed annually in line with the national rate for lay employees.
- Appointment will be subject to the satisfactory completion of a six-month probationary period in which there will be a planned induction period.
- Normal working hours: 37 hours per week, but varying week by week with enough flexibility to meet the church's pastoral needs. The Church is also willing to be flexible to meet the needs of the Children and Youth Worker.
- Work Place Pension Scheme: you will automatically be enrolled into our scheme for which your 6% contribution will be matched by the employer.
- Office base will be Leatherhead Methodist Church. with access to computer, wireless broadband, printing and some storage space.
- Business mileage and other necessary expenses to be paid within an agreed schedule.
- Annual leave 20 days plus bank holidays.
- Appointment will be subject to a satisfactory enhanced safeguarding disclosure.
- Appointment will be subject to the receipt of satisfactory references.

Management

The Minister will be the Children and Youth Worker's line manager and will meet regularly (initially weekly), and thereafter at least monthly. The line manager will:

- Work with the Children and Youth Worker to encourage the Church to respond to new challenges and opportunities in mission.
- Determine priorities for the work, including the sharing of pastoral work, worship and other practical activities.



The **Methodist** Church

- Monitor and evaluate progress in writing with the Children and Youth Worker on a regular basis (for example, monthly during the probationary period and six-monthly thereafter)

The Children and Youth Worker will have a Support Group whose responsibilities will be to offer pastoral and practical support and act as a sounding board for the Children and Youth Worker.

Mentor

The Children and Youth Worker would be encouraged to find themselves a mentor, ideally someone completely independent of the immediate church, who is able to give spiritual and practical advice. The mentor will be independent and will not have any management responsibilities.

Professional development

The Church will support appropriate training events for the Children and Youth Worker.



Person Specification

Post: Full-time Children and Youth Worker at Leatherhead Methodist Church and Christ Church United Reformed Church, Leatherhead.

The person sought for this post should be able to demonstrate the following attributes:

- ❖ Maturity in Christian faith and experience
- ❖ This post falls within the definition of an Occupational Requirement of the Equality Act 2010.
- ❖ Experience and appropriate training in exercising pastoral ministry as a representative of the Church among one or more of the following groups: children, teenagers, young adults.
- ❖ Approachable manner inspiring trust and confidence
- ❖ Ability to relate to and befriend different age groups
- ❖ Confidence and sensitivity in evangelism and outreach
- ❖ Sensitivity to the different theological perspectives within the Church
- ❖ Flexible approach to patterns of working
- ❖ Self-motivation, organization and initiative in approach to work
- ❖ Effective verbal, written, online social media and IT communication skills
- ❖ Ability to work as part of a team with the Minister, administrator and volunteers
- ❖ Willingness to become involved in the worshipping life of the two congregations
- ❖ A good understanding of safeguarding issues for children, teenagers and young adults



The Methodist Church

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Christian Faith	Maturity in Christian faith and experience		A, I
Education & Training	Educated to A Level standard	Qualification in Youth Work/Pastoral Ministry	A, Q
Approachable manner	Ability to relate well to all age groups		I, R
Proven Ability	Experience with children, teenagers and young adults		A, I, R
	Can demonstrate how proven ability through past experiences show understanding of work to be undertaken		A, I
	Can demonstrate how proven ability through past experience will contribute to the development of the post	Can contribute to strategic thinking within the team	A, I
	Effective verbal, written and IT skills	Online Social Media skills	A, I
Special Skills, Knowledge and Responsibilities	Confidence and sensitivity in evangelism and outreach		A, I
	Flexibility, self-motivation, team worker	Able to be involved in a range of tasks covering various functions, some of which may be described as demanding or complex	A, I, R
	Able to supervise volunteers		A, I
Other Requirements	Willingness to become involved in the worshipping life of the two congregations		I
	Good understanding of Safeguarding		I
	Satisfactory DBS Disclosure		DBS Documentation

KEY

A = Application Form	I = Interview	R = References	Q = Qualifications
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