

St Andrews Church Geraldine

Performance Result Description

Job Title :	St Andrews Church Children –Family Ministries Co-ordinator
Responsible to :	St Andrews Church elders through the minister.
Responsible for :	Children -Families Ministries of St Andrews Church
Purpose of this job:	This half time job (20 hours) exists to carry out the mission of St Andrews Church Children and Families Ministry. There is the possibility for this position to grow with increased hours.

Date November 2013

Organisational Context –where I fit

The minister is responsible for monitoring this role, ensuring responsibilities are clear and providing feedback. The team of Sunday Kids Alive teachers and other children’s ministry teams will help carry out the objectives of this role.

The Co-ordinator of Children –Family Ministries will be a member of the St Andrews Ministry Leadership (MLT) Team and staff team. This person will give regular verbal reports to staff meetings, e mail reports to MLT and quarterly written reports to the Minister. This person will also prepare an Annual report for St Andrews Church to go with other annual reports in mid-August each year.

Functional Relationships: Who I need to relate to

External

Schools and pre schools
Other children’s workers
Community Agencies (eg WINZ, Resource Centre)

Internal

Children and their families
Sunday Kids Alive team
Mid week playgroup leaders
St Andrews MLT and staff team

Key Result Areas

The position of Children –Family Ministries Co-ordinator encompasses the following functions or Key Result Areas:

- Consideration and prioritisation of outcomes of Kids Friendly Review at St Andrews Church.
- Overall leadership, inspiration, co-ordination of ministry with Children and their families.
- Recruit, inspire and train leaders of Sunday Kids Alive ministry. (our Sunday School Programme)
- Research options, gather a team and launch a weekly Kids outreach to the community.
- Work alongside others in St Andrews Church community facing events – Light Party, family day in Park, special services –outreaches at Easter and Christmas.
- Help with Bible in Schools at Geraldine Primary School.

Key Result Areas : What success looks like

There will be a three month review of this position and an annual performance appraisal

Person in this role is accountable for

1 Consideration and prioritisation of outcomes of Kids Friendly Review at St Andrews Church.

A review of all aspects of St Andrews being a Kids Friendly Church has taken place at the end of 2013. The Children- Family Ministries Co-ordinator will read the review and, along with others :

- Consider things which need to be changed.
- Prioritise what needs to be done.
- Prepare a timeline of change .

2 Overall leadership, inspiration, co-ordination of ministry with Children and their families.

Sunday Kids Alive programmes, mid week mothers of pre-schoolers group and other emerging ministries with children and families (such as Parenting courses)

- Prays for children –family ministries.
- With the help of Sunday Kids Alive leaders identifies strategies and goals for the growth of Sunday Kids Alive.
- Prepare and manage the budget for the Children –Family Ministries.
- In consultation with Sunday Kids Alive leaders chooses and adapts curriculum for Sunday kids ministries.
- The children families ministry Co-ordinator has an active presence at Contemporary Worship and interact with Kids and their parents before and after worship
- Foster partnerships with development of 'Faith@Home'
- Co-ordinating children –family ministries within the overall St Andrews vision and ministry.
- Helps create a culture where children and valued and cared for.
- In an ongoing way evaluates the effectiveness of St Andrews ministries with children and families.

3 Recruit, inspire and train leaders of Sunday Kids Alive ministry.

What success looks like

- A clear review which identifies and places priority on important things that need addressing. And a plan of when these things will happen and by who.

- Being an 'advocate' for kids and their families within the wider life of St Andrews Church.

- Goal setting each year.
- Budget drafted and managed in consultation with finance team and Treasurer.
- Bible based curriculum chosen and reported to MLT.

- Enjoys being with kids and vice versa.

- Families being equipped with helpful resources and ways of fostering faith at home.

- Maintaining a good working relationship with others serving the Lord at St Andrews.

- Asking lots of questions about how things are done. An increasing 'Kids friendly focus right across St Andrews Church in all aspects of our life.

Recruit volunteer leaders for Sunday Kids Alive and assist other children –family ministries on recruiting. Assist with training on site and take folk to training courses.

4 Research options, gather a team and launch a weekly Kids outreach to the community.

Look at options in running a weekly kids outreach –research to include what is currently available (incl scouts, guides, St Johns Juniors and other kids groups run through the likes of the Academy) Look at options –ICONZ, Rally, Cool Bananas, and SUpa Kids. Gather a team together and launch a kids outreach by early Term 2 2014.

5 Work alongside others in St Andrews Church community facing events – Light Party, family day in Park, special services –outreaches at Easter and Christmas.

The children Family Ministries Co-ordinator will have primary responsibility for Light party at end of October and special Easter and Christmas outreach –worship events targeted at children and families. Also to work with others on community facing events –like Christmas Parade and Family Day in the Park. **(Or do we want to name Family Day in Park as part of job??)**

6 Help with Bible in Schools at Geraldine Primary School.

Be a Bible in Schools teacher at Geraldine Primary and help source assistance for Bible story ministry at Winchester rural school. Look at developing new ministry into schools with no BIS programmes (Carew Peel Forest and Woodbury) –could be ‘SUpa Kids’ or ‘Cool Bananas’.

Researching options and settle on way forward with a weekly kids outreach and have gathered a team that is passionate about this. ‘Something will have begun in this area by early term 2 2014.

Running events –along with teams of others and with community facing events ‘building bridges’ back into the life of St Andrews Church.

Teach a Bible in Schools Class at Geraldine Primary. Put in place someone to assist at Winchester Rural School and research options for Woodbury and Carew Peel Forest Schools keeping the Bible in Schools Convenor ‘in the loop.

Functional Relationship skills

1. *Sunday Kids Alive teams* –supervising, resolving conflict, team building, leading by example with servant heart, encouraging and training others and having a ‘hands on approach when required.
2. *Other children –family ministries* – encouraging and supporting leaders. Encouraging them to make connections with community families, developing contacts.
3. *Minister, staff and MLT* reporting, advocating for children family ministries in church and supporting other leaders in the church –a collegial relationship based on Christian principles.
4. *Community contacts (eg schools, social workers, WINZ)* Polite and professional exchange –building networks.

Qualifications, gifts, knowledge and experience, skills and behaviours.

1 Qualifications and Gifts

- Strong Christian faith and character, well respected in church and community.
- Committed to the vision and mission of children family Ministries and St Andrews Church.
- A love for children and an ability in relating to and communicating with them.
- Ability to inspire, lead and develop and work with a wide variety of volunteers involved in Children – Family Ministries.
- A team builder and team player.
- A servant heart.
- Self starter –able to manage own time and priorities and organise and manage projects and events.
- A qualification or training in Children –family ministries or from a Bible College –Theological College would be helpful but not essential.

2 Knowledge/ experience

- Experience in leading affective Children’s ministry.
- Experience of and commitment to ministry with children and families.
- Ability to set goals and evaluate them.

3 Key skills

- Behavioural management.
- Leading and inspiring volunteers.
- Working within health and safety guidelines.
- Managing budget.
- Word processing and production of posters etc.

4 Key Behaviours

- Working within the guidelines of the code of ethics.
- Supervision - -will engage in regular professional supervision by a person approved by the minister. St Andrews Church will pay the Supervisor.
- Team work –including participation in staff meetings, MLT meetings and staff/ elders retreats.
- Demonstrating servant leadership to others.
- Effective communication and relationships.
- Training and development of volunteers.
- Is a good ambassador for St Andrews Church in the community.